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Hillside Elementary
9250 Scott Road
Roswell, GA 30076
<http://www2.fultonschools.org/school/hillside/>
770-552-6362 (School)

ARRIVAL/DISMISSAL PROCEDURES

Bicycle Riders

For safety reasons, students should not ride bicycles, scooters or rollerblades to school.

Walkers

Always use sidewalks, obey safety rules, school dismissal procedures and promptly enter or leave the school grounds. No Loitering is permitted and no student should return to school grounds after hours without adult supervision.

Bus Transportation (cafeteria entrance)

Proper bus conduct is expected. Students are subject to disciplinary procedures when bus safety rules are violated. This may include suspension from the bus and/or school. (See "Discipline.")

Bus information is distributed at Sneak Preview and in information packets at the beginning of school. Parents should give the teacher their child's bus number.

Students must get on and off only at their designated bus stops. Students may not ride buses other than their own or get on/off at other stops. In cases of emergency or for childcare reasons only, the Principal and/or North Fulton Transportation may grant permission to ride another bus or change stops. Upon approval, a letter of permission will be given to the bus driver by the student. (For transportation changes involving more than one day, please call Transportation at 770-667-2970 for approval.)

Permission for a child to ride a different bus and/or to be let off at a different stop is considered only for special circumstances concerning childcare or family emergencies.

Car Transportation (Front of school only)

- Car pool numbers will be given to parents at "Sneak Preview". Parents are requested to place the number in the lower right hand side of the windshield. **Students will be dismissed by car pool numbers.** If you are sharing driving with another family, you will want to maintain the same number. This procedure will require patience, cooperation, and caution on the part of everyone.
- Teachers and assistants supervise carpool lines 30 minutes before the morning bell and 20 minutes after the first afternoon bell.
- Parents are to follow traffic pattern and staff directions.
- Students may not enter or exit the car until the car has reached the sidewalk.

- Parents are to form a single line in the loading/unloading area. This prevents students from running between cars. NO PASSING PLEASE, unless directed by staff.
- Please do not drop off students anywhere on campus other than the car pool area. (Including the bus lanes, lower parking lot, or street entrances)
- If parking to drop your child off at school, you must escort your child to the front doors and you must be in an official parking space. Please remember that carpool will be slower the first two weeks of school. Remaining in your car, opposed to parking and walking students to the doors, will also speed up the carpool process.

Irregular Departure

- If a student is not to go home in the usual manner, the student must show a letter of permission to the classroom teacher from the student's parent or legal guardian before school begins on the date of the irregular departure. Change of transportation forms are available in the office and may be kept at home to use throughout the year.
- **"Call-in" Changes in student dismissal plans are discouraged except for extreme emergencies.**
- If it is necessary for a student to leave school early, discuss this with the student and send a note to the student's teacher. Any student leaving before the regular dismissal time must be signed out through the office by a parent, legal guardian or parental designee. Students will not be released from school at any unscheduled time without a written explanation of the reason from a parent or legal guardian.
- Students will not be released to a parent from the classroom. All students must be checked out from the front office.
- **Students are not allowed to be checked out between 2:10 and 2:30, due to disruptions in the dismissal process.**

ATTENDANCE

Absences

Regular attendance is essential to the learning process. Students who are absent from school are deprived of a variety of educational and social experiences. To maximize instructional opportunities, regular attendance is encouraged.

1. **Excused Absences:** The Georgia Board of Education states that students may be temporarily excused from school for personal illness, serious illness or a death in the immediate family, recognized religious holidays observed by one's faith, absences mandated by government agencies or conditions which render school attendance impossible or hazardous to one's safety. Students must be in attendance at least one-half of the school day (3hours) to be counted present. Upon return to

school, the student must present the teacher with a specific written excuse for the absence. The school social worker will monitor absences, both excused and unexcused, after 5 are accumulated.

2. **Unexcused Absences:** An unexcused absence is any absence not covered in the definition above. A student accompanying a family member on a business trip or vacation during regular school calendar is unexcused. When a student accumulates 3 unexcused absences, the teacher will contact the parent. When 5 are accumulated, a referral will be made to the school social worker.
3. **Make-up work due to absence:** parents may request make-up work on the second day of an absence by calling the school before 9:00am. Requested assignments may be picked up in the school office after 2:30 pm or sent home with another student as designated by the parent. When students are absent for unexcused reasons, the teacher will make a list of all important work missed and give it to the student upon return to school with a deadline for completion. Make-up work submitted after the deadline will be given partial credit to no credit depending on the date submitted.
4. **Tardiness:** The student is responsible for being at school on time, unless the tardy is due to late bus. When a student is late, the student misses important classroom instruction and creates a distraction to other students when entering the classroom. Parents must accompany tardy students to the office and sign them in. A student who is tardy five times during twenty consecutive school days without a satisfactory excuse will be referred to the school social worker/visiting teacher.

BIRTHDAY INVITATIONS/TRANSPORTATION TO PARTIES

Invitations to birthday parties should be distributed outside of school to protect the feelings of all children. We ask that you not send a limousine to transport children to a party as doing so causes a major disruption to afternoon carpool and may cause hurt feelings of those children not included. Birthday parties are not school functions. However, parents may contact their child's teacher concerning refreshments and/or recognition of these events.

CAFETERIA INFORMATION

School Meal Program

The school participates in the school lunch and breakfast programs. Current prices are as follows:

Student lunch: \$1.35	Student Lunch Reduced Price \$.40
Student breakfast: \$.80	Reduced Price Breakfast \$.30
Milk/Punch \$.35	Orange juice: \$.50
Parent lunch: \$2.40	Ice-Cream: \$.50

Free and reduced meals are available for students whose families qualify financially. Free and reduced lunch applications may be picked up in the school office. Also, each child is provided with a free and reduced meal form at the beginning of the school year.

Hillside Elementary utilizes a prepaid lunch program. Parents may prepay for meals or food/beverage items up to one full school year. Parents may also prevent their child from purchasing certain items from their prepaid account. The cafeteria menu is sent home prior to the beginning of each school month. Our cafeteria manager is happy to serve and work with you and your child. You may reach the manager at 770-552-6367. All students must have a lunch either from home or a lunch provided by the school cafeteria. No child may elect not to have a lunch.

If your child forgets his/her lunch, you may deliver it to the front desk. Your child will not be called to the office, or notified that you have brought the lunch. He/she will check the front desk at lunchtime, and will be able to charge a lunch if his/her lunch is one has not been brought to them. Students who forget their lunch or lunch money may request a charge and then pay the manager the next school day. Charging for lunch is discouraged. A maximum of three charges will be allowed. (No charging will be allowed during the last two weeks of school.) After three charges, students will be provided with a sandwich and milk.

Cafeteria Rules

1. Students will remain quiet when in the hallway, entering and exiting the cafeteria, as well as while waiting to be served.
2. Students may talk in a whispering/quiet voice only to the person sitting next to or in front of them.
3. Students are to clean surrounding table/floor area and push chairs under table prior to exiting the cafeteria.
4. Students are to keep their hands and feet to themselves and walk in line.
5. Students are to use food and condiments appropriately.
6. Students are not permitted to get up once seated. All extra purchase items should be taken care of as the student goes through the serving line. Only extreme emergencies will warrant a student leaving their seat.

Tables in a designated area may be necessary to accommodate visitors at lunch. The school staff will direct guests and students to that area when necessary. This alleviates over-crowding. ***Please note: Outside vendor foods (fast food restaurants) and carbonated soft drinks are not allowed in the cafeteria.***

CHANGE OF ADDRESS, PHONE NUMBER OR CONTACT INFORMATION

We must keep accurate records in case of an emergency. Please send a note or request a student information update form and send it to your child's teacher and the front office indicating any changes in address, phone numbers (home or office), or emergency contact people as soon as possible.

COMMUNICATION

- All students will be issued communication logs. Communication logs will go back and forth between home and school daily as an attempt to keep lines of communication open and ongoing.
- Each Thursday, students bring home a "VIP" (very important papers) pack. This pack will include the school weekly newsletter, work samples and other important correspondence. Signature sheets should be signed and the pack returned on Friday to the teacher.
- Phone calls, email, report cards, the Internet and classroom newsletters will also be used to communicate with parents. Please allow staff 24 hours to return phone calls and emails.
- **All problems should be dealt with closest to the person who can resolve the problem first.** Parents should begin by speaking with or conferencing with the person whom can provide the most information. If not satisfied with the response, parents may schedule a conference or speak with the Curriculum Support Teacher, Counselor, Assistant Principal or Principal. Administrative staff will direct parents to contact the teacher or staff member to discuss the problem prior to intervening.

CLINIC

We have individuals (not necessarily nurses) staffing the clinic. Please note that if your child has a contagious condition, including, but not limited to, diarrhea, vomiting, fever, pink eye or head lice, he/she should remain at home. Children should be fever-free for 24 hours before returning to school. The school may request that you provide a doctor's note before allowing the child to return to school.

CONFERENCES

Parent-teacher conferences are an integral part of reporting student progress. Our reporting system emphasizes a close relationship between the home and school. With parents as school partners, conferences are scheduled to share information and plan a more effective educational program to meet the needs of the student. Contact your child's teacher to schedule a conference. A parent-teacher conference is scheduled for the first semester of the school year and additional conferences may be scheduled as necessary. Teachers will not be permitted to conference with parents during instructional time.

COUNSELING

Guidance services are available to every student in the school. Guidance counselors promote assistance with education planning, interpretation of test scores, occupational information, study skills, school and/or social concerns. Counselors provide monthly classroom guidance lessons to each classroom. In addition, counselors provide parent training as well as short-term individual and small group counseling for students.

CURRICULUM SPECIALIST TEACHER (CST)

The CST is an expert teacher selected to assist other teachers in organizing and implementing the curriculum. The CST participates in district-wide activities such as curriculum development and administers the initial screening and evaluation of students new to the school to ensure appropriate placement. All placement concerns should be discussed with the teacher first. If not satisfied, a conference may be scheduled with the CST.

DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is satisfying and productive, without disruptive behavior by any student infringing upon the rights of others. **(THIS INCLUDES BUS SAFETY.)** Infractions of bus rules will impact the school responsibility cycle as well as any additional consequences on the bus.

The education of Fulton County students involves parents, teachers, administrators and the students themselves. All parents are encouraged to become familiar with the discipline guidelines and consequences for violations. These guidelines are drawn from Section JD, "Student Discipline" of the Procedures Manual, Fulton County Board of Education, Vol. 1, and are components of the Fulton County Elementary School Student Responsibility Cycle. Every parent should receive and sign for a copy of the student responsibility cycle at sneak preview or during the first week of attendance.

The Fulton County School System takes seriously its responsibility to educate its students in safe and drug-free schools where they are free from fear of harm or intimidation by a few. Therefore, weapons, drugs and gang activity will not be tolerated in Fulton County Schools. Students who violate Board of Education rules or State laws related to these offenses will be suspended or expelled from school. Violators will also be reported to the police and may be charged with a felony and arrested.

Violations and consequences include:

Students found with a **DEADLY WEAPON** (pistols, knives with 3” or longer blades, BB/pellet guns, martial arts weapons, razors, etc.) on their body or in their book bag, purse, locker or car while on school property may be expelled from school and will be reported to police. Violators may be charged with a felony, which can result in a fine of up to \$10,000 and/or two to ten years in jail.

Students found selling or distributing **ILLEGAL DRUGS** may be expelled from school. Those found in possession of or using illegal drugs will be suspended from school and offered the opportunity to attend a substance prevention education program on the first offense and may be suspended long term or expelled for any additional offenses.

Any student who engages in an **ACTIVITY** that threatens, intimidates or physically harms another student may be expelled from school and may have charges filed with the police. Be advised that if this activity is gang-related, additional criminal charges may be filed under the Georgia Street Gang Terrorism & Prevention Act.

The Board of Education prohibits **BULLYING** at any location or activity under the jurisdiction of the school system. Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. Bullying occurs when one or more students threaten, harass or intimidate another student through words or actions including direct physical contact such as hitting or shoving, verbal assaults such as teasing or name-calling, or socially isolating or manipulating a student: (a) on the school grounds at any time; (b) off school grounds at a school function, activity, or event; or (c) en route to and from school or school- sponsored activity.

Certain forms of misconduct and disobedience of school rules and board policy by students make it necessary for disciplinary action to be taken. The misbehavior may occur at school, on the way to and from school or at school-sponsored activities. Disciplinary action is intended to show the student how he/she has ownership of the problem, to help the student formulate ways to prevent the problem from recurring and to inform parents of the misconduct. The administration may use a variety of local school interventions including, but not limited to the following: student conferences, parent conferences, time-out for the student with a teacher or administrator, opportunity room, out-of-school suspension, school transfer, long-term suspension or expulsion. Professional counseling and evaluation of the student for consideration for placement in a special program may also be recommended. Consequence ranges on the Elementary School Student Responsibility Cycle cover general infractions. However, responsibility cycles cannot cover all possible examples for violating the listed offenses; therefore, the school administration retains the option to impose either a lesser or more severe consequence if warranted by individual circumstances.

Offenses not covered by the Student Responsibility Cycle are handled by the school administration as provided in policy, procedure, school rules, or federal, state and local laws.

Each classroom teacher sets up a discipline program within the classroom, which supports the Hillside Responsibility Plan. Teachers are encouraged to communicate students’ progress and strategies used with parents as well as the classroom discipline program.

Bus Discipline

Riding the bus is a privilege contingent upon proper and courteous conduct. Students who ride the bus are expected to stay in their seats while the bus is in motion, speak in low voices, refrain from throwing objects, keep arms and hands inside the bus, keep hands and feet to self, cooperate with the bus driver and act in a respectful manner. Specific regulations regarding bus transportation are given in detail in the Fulton County Transportation Department rules.

Students need to be aware that all rules governing student conduct while on campus/school property apply while students are on the school bus, as well. Because of the additional safety factors and for the protection of the driver and students on the bus, school principals have the authority to impose an immediate suspension from the school bus for serious offenses as well as for minor violations. School bus drivers do have the right to assign seats or move students. Consequences will occur after the bus driver has communicated verbal and/or written warnings and has tried intervention strategies and the problem continues. Examples of possible consequences are verbal/written warning, parent conference, in-school office time-out, out-of-school suspension, and/or bus suspension. Depending on the severity of the offense, the administrator may place the student on the most appropriate step of the cycle. Bus discipline does not preclude additional sanctions as provided in policy, procedures, school rules, or federal, state and local laws.

- | | |
|-------------------|--|
| 1st Bus Offense - | Student conference will be held with administrator. |
| 2nd Bus Offense - | Students may be placed on bus probation and parent will be notified that on next bus offense, student may be suspended from the bus. |
| 3rd Bus Offense - | Students may be suspended from riding the bus for one or two days with parent contact or notification. |
| 4th Bus Offense - | Student may be suspended from riding the bus for two or three days with parent conference requested. |
| 5th Bus Offense - | Students may be suspended from riding the bus for three days with parent conference requested. |

6th Bus Offense - Students may be suspended from riding the bus for three to five days with parent conference requested before student returns to school and may be referred to an Informal Disciplinary Hearing.

For major offenses such as, but not limited to:

- Disruptive behavior, fighting, wrestling, scuffling, hazing, harassment, intimidation
- Failure to identify oneself or giving false identification
- Ignition of lighters, matches, etc.
- Insubordination/defiance of authority
- Leaving bus without permission
- Riding bus without permission, including when suspended
- Obscene, inappropriate language, gestures, and/or acts
- Sexual misconduct/offenses
- Activation of emergency alarm
- Placing objects or body parts out of the windows when bus is in motion
- Possession of a dangerous instrument
- Smoking, dipping, use of drugs/alcohol or possession of related products
- Theft/vandalism of school or personal property

Students may be placed directly on step 3, 4, 5 or 6.

STUDENT RIGHTS

Students have a right to:

1. Discuss education concerns with teachers and other school staff.
2. Receive a copy of the Guidelines for Student Behavior.
3. Receive fair discipline without discrimination in every aspect of the education system.
4. Study and learn in a positive atmosphere free from verbal and physical threats and abuse.

STUDENT RESPONSIBILITIES

Students have a responsibility to:

- Attend school regularly, arrive on time, be prepared, bring appropriate materials, participate in class and do homework.
- Strive for academic growth.
- Respect the rights, feelings and property of fellow students, parents, school personnel, visitors, guests and school neighbors.
- Conduct themselves properly on school grounds, en route to and from school, on school buses, at bus stops, at any school-related activity, and

in the classroom so as not to interfere with the right of another student to learn.

- Accept the consequences for failure to follow discipline guidelines adopted by the school and district.

Notification of Title IX Grievance Procedure for Students

It is the policy of the Fulton County Board of Education not to discriminate on the basis of sex in its educational programs, activities or employment as required by Title IX of the 1972 Education Amendments. As a student of the Fulton County Board of Education, you are protected from sex discrimination in the following areas:

- Admission to most schools
- Physical Education
- Access to enrollment in courses
- Competitive Athletics
- Access to and use of school facilities
- Graduation requirements
- Counseling and guidance materials and practices
- Vocational Education
- School sponsored activities
- Student rules, regulations, benefits and extracurricular activities
- Most other benefits or services
- Health Services

If you believe that you have been discriminated against on the basis of sex, you may make a claim that your rights have been denied. This claim or grievance may be filed within ten school days of the alleged act by contacting the school principal, the local Title IX coordinator, who has a copy of the grievance procedure.

DRESS CODE

Students are expected to dress and groom themselves in such a way as to reflect neatness, cleanliness and good taste. All students shall be modestly dressed and groomed so as not to distract unreasonably the attention of others or cause disruption or interference with the education program or the orderly operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress or grooming results in a violation. (Tank tops with straps more narrow than 3 inches, spaghetti straps, shirts revealing midriffs, short-shorts, flip-flops etc., should not be worn.) Parents may be contacted to bring a change of clothes to school or the school may provide an alternative set of clothing, if an administrator deems clothing as inappropriate.

EMERGENCY CLOSING OF SCHOOL

Radio station WSB (750 am) is the official Fulton County Board of Education news channel. It is vital that students and parents have a plan should the school close during the day! Please discuss emergency plans, so

students will know what to do in case of an emergency as to which neighbor's home s/he should go to if parents are not home. Parents should complete an emergency contact form for each child at sneak preview. Time permitting, updates related to emergencies, late dismissal, evacuation plans or after school activity cancellations will be posted on the school website. (<http://www2.fultonschools.org/school/hillside>)

FIELD TRIPS

Field trips are planned to supplement and enrich units of schoolwork. Transportation is provided by Fulton County school buses for a reasonable fee. No child will be denied permission to attend field trips due to an inability to pay. Each child must have written permission from a parent or legal guardian before going on a field trip.

GRADING PROCEDURES

Each student will receive a Report of Student Progress every nine weeks with mid semester skills checklists to inform parents of student progress. At the end of each semester, a cumulative grade will be given. Individual parent-teacher conferences are scheduled with the parents or guardian of every child during the first semester in order to discuss pupil progress. Additional conferences are held as needs arise.

The grading scale for each grade is listed below.

Kindergarten And Grade 1	E	Excellent
	S	Satisfactory
	NI	Needs Improvement
	U	Unsatisfactory
	NG	(Not Graded)

Grades 2-5	A	B	C
	D	F	
	NG (Not graded)		

HOMEWORK

Each student may be expected to spend a reasonable amount of time on homework. Some assignments require planned study time at home for completion. Homework assignments reinforce skills taught in the classroom and give students an opportunity for additional skill practice, parent involvement and responsibility opportunities. Please encourage your child to complete homework and assigned tasks. This may help to build a strong work ethic and acceptable work/study habits. General guidelines for homework are as follows: K-1 (30 minutes), 2-3 (45 minutes), 4-5 (1 hour).

Individual rates of completion may vary. Homework will not count for more than 10% of the student's overall grade.

In the event your child is absent, you can request homework from the teacher. **Contact the office by 9:00 AM to make a request.** Materials may be sent home with another child or you may pick them up at the end of the school day in the front office. This allows the teacher adequate time to organize needed materials. If your child forgets homework/books, they will be placed in the teacher's mailbox. This procedure is in place to limit the number of interruptions during classroom instruction time. Once school is dismissed, students will not be allowed to re-enter the classroom to get any forgotten homework.

INSTRUCTIONAL PROGRAM

Fulton County utilizes Continuous Achievement in the Math and Language Arts Curriculum. Continuous Achievement is an individualized, personalized approach to learning. Continuous Achievement contains the following components: carefully designed instruction, objectives identified for students and a variety of materials and activities selected for instruction. A process for assessment and evaluation of student learning is provided.

Hillside Elementary is organized into seven grades, Pre-Kindergarten through fifth. The self-contained classroom organization may be modified to group for instruction and team teaching. The curriculum for the elementary school includes instruction in the following areas: Language Arts, Mathematics, Science, Health, Social Studies, Music, Physical Education and Art.

Fourth and fifth grade students will participate in band, orchestra, general music or chorus. Several opportunities are available for students to participate in extra-curricular activities. Opportunities may vary from year to year.

The school offers the Early Intervention Program (EIP), Talented and Gifted (TAG), Services for Exceptional Children and English as a Second Language (ESOL) programs for students in grades K through five. If you have questions about any of the programs, please schedule an appointment with the Curriculum Support Teacher (CST).

LOCAL SCHOOL ADVISORY COUNCIL (LSAC)

The LSAC committee provides input and recommendations to the principal on school programs and services. The committee also identifies needs and evaluates the success of efforts. Council members include parents, staff and business partners.

MEDIA CENTER

The Media Center, which is developed on an open library concept, is equipped with carefully selected books, kits, videotapes, filmstrips, recordings, pictures, computers and computer software. The Media Specialist is available to work with classes and individual students. All students are encouraged to take full advantage of the materials in the Media Center.

PRESCRIPTION/NON-PRESCRIPTION MEDICATION

- If your child needs prescription medication administered during school hours, we must have a signed authorization form from your doctor. This form, provided at the beginning of school and also available in the Front Office or Clinic, must be updated at the beginning of each school year.
- If your child uses an “Epi-Pen,” we must have specific information provided by your doctor for emergency use.

The school clinic does not supply any medication (prescription or non-prescription). This includes items such as Tylenol, Advil, Neosporin, Benadryl, etc. If you desire your child to keep any medication at school, please send in a supply in the original container (bubble packs are not acceptable), along with written authorization and dosage amounts. The authorization form is available in the front office or clinic.

REGISTRATION

New and returning students must reside in the Hillside Elementary attendance zone. The following documents must be furnished for all students entering a Fulton County school district for the first time:

1. An official copy of student’s birth certificate
2. A Georgia Certificate of Eye, Ear and Dental Screening
3. A Georgia Certificate of Immunization (including Hepatitis B for students born after January 1, 1992; and varicella vaccine or proof of immunity for students new to a Georgia school beginning Fall, 2000)
4. Proof of residency and in some cases, proof of guardianship. Residency documents may be verified by administrative staff.
5. Social Security Card (optional)

SCHOOL PICTURES

Individual student pictures are taken in fall and the spring. Class pictures are taken in the spring. There are no retakes on spring pictures due to time restraints. Check the calendar, communication log, Husky Paw Prints and fliers for dates.

SCHOOL STORE

The PTA will sponsor and staff a School Store. The School Store will be open according to a yearly schedule of days in the morning from 7:20-7:40

am for students to purchase spirit wear and materials they may need for school use. Items include, but are not limited to, pencils, erasers, notebooks, crayons, markers, rulers, T-shirts, etc. Non-school related items purchased at the school store are to remain in the bag provided and in the student’s book bag to be brought home. Items taken out at school may be taken up by school staff and held for the remainder of the school year.

SECURITY

Exterior doors to the building are locked once the school day begins. Visitors are requested to enter the building using the front doors. All adults in our building must wear a nametag. Fulton County employees wear a printed nametag or photo I.D. Parents, volunteers, or other guests obtain nametags when signing in at the front office. All visitors are required to check in **and out** through the office when on the campus. Student release cards are maintained in the office giving the school the parents’ list of authorized persons to pick up children. School personnel will ask for identification (drivers’ license) before releasing a student.

STUDENT INSURANCE

Group accident insurance is available for students through a private company approved by the Board of Education. Basic school time coverage is \$14.50, preferred school time is \$26.00 and dental coverage is \$6.00. Information and details of the plan are given to parents during the first week of school. (Prices subject to change.)

STUDENT RECORDS

The parent or legal guardian may examine the student’s records and have the records explained. If needed, please contact the school to set up an appointment for record review. Principals, counselors, teachers or other authorized personnel who have responsibility for supervising, instructing or helping a student shall have access to that student’s records.

When parents are requesting student records and/or applications to be completed for private schools, all requests should be delivered to the school office for processing. **Records/transcripts will be mailed via U.S. Mail and not hand-delivered by parent.** Records for recommendation status from teachers will be mailed from this school to the requesting institution.

TOYS, GAMES, VALUABLES

Students are not to bring toys, games, trading or playing cards, portable CD players, radios, or any other such item to school at any time. Additionally, students are requested not to bring anything considered “valuable” to school and be put at risk of losing or misplacing the item. Parents are asked to be aware of what students bring to school, and if in doubt as to acceptability, contact the teacher. School personnel cannot be responsible for lost or

broken personal items. School staff may take inappropriate items away from students.

VISITORS TO THE SCHOOL

As a courtesy to the teacher, an appointment should be made for all classroom visitations/observations. Contacting the teacher by note or telephone, at least one day in advance is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone to arrange for a visit.

Classroom visitations/observation's, lunch visits or contact in the halls during the school day are not times for teacher-parent conferences. Parents should not expect teachers to conference with them at these times. The regular school program must continue during such visits. Classroom observations should be limited to 20 minutes.

Children who are not enrolled at Hillside Elementary are not permitted to visit friends or relatives during the school day, without prior approval from the principal or assistant principal.

Visitors are welcome to eat lunch with their children. To eat with your child, you should sign in at the front office, obtain a visitor pass and meet your child in the cafeteria. Parents should not go to the classroom to meet students for lunch. ***Please note: Outside vendor foods (fast food restaurants) and carbonated soft drinks are not allowed in the cafeteria.***

Parking in the fire lane at the front entrance of the school or the bus ramp on the cafeteria side entrance of the school is prohibited at all times.

PAGERS/CELL PHONES

According to Fulton County Board of Education Policy and Procedure concerning Disruption and Interference with school: "An elementary student shall not carry a pocket pager, cellular telephone or other electronic communication device on school property, on school buses, or at school-sponsored activities, except for health (or other unusual) reasons with principal and area executive director approval for specific times with a signed application from a parent or guardian."

PHONE USAGE

Students are not allowed to use the phone unless the teacher or principal deems the request an emergency, such as clarification of dismissal. Students may not use the phone to request forgotten items such as books, homework, signed papers, planners, instruments, field trip permission forms, contracts, etc. Our goal is to assist our children in the development of responsibility.

PARTIES/FOOD IN CLASSROOM

Hillside celebrates a Winter Holiday Party and an End of Year Party in each classroom. Arrangements for these events will be coordinated by the teacher and room parents.

VOLUNTEERS

Parents are encouraged to help at Hillside Elementary and are considered dedicated and committed workers. Upon entry to the building, please report to the volunteer sign-in log (front office by the door near the flagpole), sign in and obtain your volunteer badge. Your time and service are important to us. Please remember to sign in so that our school receives credit for your services.

As a volunteer, the school depends on your service and dedication. In the event that you must be absent, please leave a message in the office or notify the appropriate teacher or committee person who is expecting you. **As expected, confidentiality regarding students you are working with or have observed during your volunteer services is required.**

- **Chaperoning** - When acting as a Chaperone on a field trip or school-sponsored activity, you will be responsible for a group of children.
- **Parking** - Please do not park in the fire lanes or obstruct traffic flow in any manner.
- **Restrooms** - There are restrooms located in the common area at the front of the building.
- **Student Discipline** - Volunteers are not permitted to discipline the students. Please notify a teacher for assistance.
- **Siblings** - Volunteers are encouraged not to bring a sibling to school when performing duties at the school. This is especially important when working in the classroom.

It is the policy of the Fulton County School System not to discriminate on the basis of race color, sex, religion, national origin, age or disability in any employment practice, educational program or any other program, activity or service.