



Hillside SCHOOL

Parent Handbook

2018/2019

The Joy of Learning . . . Every Child's right

Hillside School Guiding Beliefs:

- *All Children Can Learn*
- *All Children Deserve to be Taught in the Way They Learn Best*
 - *All Children Learn Best in an Environment that Understands and Supports Their Social and Emotional needs—as well as academics*

Logistics and Procedures for Hillside

Attendance

1. Parents/guardians – Please contact either your child’s individual teacher or call the Hillside number when your child is going to be absent. Please call as soon as possible the day of the absence.

Hillside number—303-494-1468

2. **Please be on time** – We cannot stress enough the importance of students arriving on time. When students are chronically late, it negatively impacts the learning of your child as well as other students.

- Students should arrive at least 5 minutes prior to the start of 8:00 a.m or 12 p.m.
- Students should not arrive any earlier than 7:45 or 11:45 unless there are unusual circumstances. If that is the case, contact Jill Michaud or Kathy Sherman.

Health Needs

1. Any prescription medication a student needs to take during his/her time at Hillside must be dispensed by the teacher according to written parent permission. The prescription must accompany the medication. If your child needs a particular emergency medication such as an Epi-pen, you will need to provide that to the school.

2. Over-the-counter medication will be dispensed by teachers according to written parent permission entered on the consent to treat form filled out at the beginning of the year.

3. Please let us know any dietary restrictions your child may have.

Snacks and Drinks

More and more the importance of nutrition is showing up in research on the brain related to both learning and behavior. The brain cannot store energy and takes energy directly from glucose in the blood supply.

1. Students at Hillside have time to eat a snack at the first break and at the second break. Some students may need to eat more often and, if that is the case, Hillside will accommodate. Water bottles may be kept at the work table at all times but fruit juice or other drinks may not due to the carpeted floor. A refrigerator and microwave are available for student use.

2. **Please do not** send the following types of items for snack:

- **soft drinks or soda** of any kind
- juice **drinks with red food coloring** (creates permanent stains)
- **candy** of any kind
- **microwave popcorn**
- any **food that is primarily sugar**—like donuts or pastries. Please know we do welcome sweet treats for celebrations like birthdays or holidays.

3. **Optimal choices** might include:

- fruit or dried fruit—berries, orange slices, tangerines, melon chunks, etc.
- raw veggies cut or sliced
- nuts of all kinds
- cheeses
- crackers, pretzels
- yogurt
- hummus
- sandwich squares
- microwave meals

4. Refillable water bottles are encouraged and students are allowed to have them available at all times.

Drop off and Pick up

1. Please enter the parking lot on the right (East) side of the center parking spaces. Students may be dropped off directly in front of the door, with the car then proceeding forward and out of the parking lot in a circle.
2. Please do not park in this drop-off lane by the front door.
3. Parents can also park in our lot or the church lot to the west in order to wait, or to walk your child in.

School Cancellation Due to Bad Weather

Hillside will cancel school whenever Boulder Valley School District cancels school. Go to the BVSD website to check for closure- it is indicated on the first main page.

School Hours

Punctuality at Hillside is very important. We want your child to gain the most from his or her time with us. Arriving late takes learning time away from your child as well as the rest of the group. Please arrive at least 5 minutes before the start time.

Morning session: 8:00 to 11:00.

Afternoon session: 12:00 to 3:00.

School Calendar

The yearly calendar is provided by email or hard copy. In addition the calendar is posted on the website.

Communication

1. Conferences—

- Teachers will schedule a conference in the fall to share information with parents verbally about the program and the specific work with which their child is involved.
- A written progress report will be sent home mid-year and conferences will occur upon request.
- A written end-of-year report will be completed in May along with a conference.
- **Parents may always request a conference at any time.**

2. At the beginning of the year, your child's teacher will contact you about preferred means of communication.

3. If you have a concern that involves your child's teacher, please communicate directly with the teacher about it. If you prefer to involve the Director first or if you would like

support with that communication, please ask. We value direct feedback framed in a constructive manner.

4. Kathy Sherman or Jill Michaud are also available by email or phone and are happy to meet with you any time. If you need to leave any items (reports, notes, checks, etc.), you may leave them in the box outside the main office door.

5. The school's website will have information under the **Parents** link regarding the school year calendar and how to check in for school closures.

Student Behavior

With a teacher ratio of 1:4 that effectively engages students, there is little time for inappropriate, off-task behaviors. However, it is important to have a process in place made clear ahead of time to students and parents in the event it is needed. Individual teachers will have their own strategies to help facilitate student behavior, but as a general statement the following guidelines will be used in determining inappropriate behaviors:

- Any behavior or language that is disrespectful, demeaning, hurtful, racist, sexist or threatening is unacceptable at Hillside School.
- Interfering with the learning of others is not acceptable behavior. This includes verbal, nonverbal and physical behaviors that serve to significantly interfere with the learning of others.

As with any type of social interaction, issues or conflicts may normally arise at times between students. If the students themselves do not easily resolve such issues, appropriate adult support and intervention will occur. Philosophically, Hillside believes that such conflicts should be treated as a learning experience, and will work to create an opportunity for social/emotional growth.

For more problematic situations that meet the criteria noted in the general statement above, the following hierarchy of interventions will take place:

- First level—The teacher who is involved with the student(s) and/or a member of the administrative team will intercede by a variety of means depending on the circumstances such as conflict mediation, developing a cooperation agreement, etc. Parents are not always notified.
- Second level—If inappropriate behaviors are not responsive to the First Level actions, a meeting will be held which may include appropriate staff, Kathy

Sherman, parents and student(s) who will establish a behavior management plan that is acceptable to all involved.

- Third level—As stated in the parent contract “Retention of the student during any academic year, and re-enrollment of a student for any subsequent academic year, is conditional upon timely performance of the obligation of the undersigned set forth herein . . . and upon behavioral performance by the student consistent with the standards of Hillside School as stated in the Hillside Handbook”.

This means a student may be dismissed immediately and permanently from Hillside without any of the First and Second level interventions if any of the following occur:

- If a student exhibits dangerous behaviors (physically, verbally or nonverbally) that present a serious risk to the safety, or emotional well-being of other students or adults. This will be up to the discretion of the Director and, if needed, the Board of Trustees.
- Also, if the process to modify behavior, as noted in Levels 1 and 2, is not successful, a student may be asked to leave Hillside permanently.

Nondiscrimination in Enrollment: Hillside School offers admission to educational programs in its school without regard to race, color, religion, gender, sexual orientation, national origin, or disability.

It is our intent to provide an optimal educational experience and learning environment to facilitate the maximum progress for your child.

Thank you for being a part of the Hillside community!

Kathy Sherman and staff