The A B C’s of Learning at

RED HILL

2016 – 2017

A publication of

Red Hill Elementary School
3901 Red Hill School Road
North Garden, Virginia 22959

Phone: (434) 293-5332
FAX: (434) 293-7300

Principal: Art Stow

Albemarle County Public Schools does not discriminate on the basis of race, color, religion, age, sex, disability, national origin, pregnancy, or marital status. Title IX of the Educational Amendments of 1972, 20 U.S.C. §§1681 et seq., prohibits discrimination on the basis of sex in educational programs or activities receiving federal funds, including discrimination in employment and student admissions. All Albemarle County Public Schools students, applicants and employees are covered by this law. Questions or concerns regarding compliance with the School Division’s nondiscrimination policies may be directed to: Director of Human Resources, 401 McIntire Road, Charlottesville, VA 22901, 434-296-5827
Absences
When your child is absent or your child will be late, please call the school office at 293-5332 by 9:00 a.m.

Accidents
Parents will be notified of accidents needing medical or immediate attention. Parents must be sure that the school secretary and teachers always have a current emergency phone number.

After School Enrichment Clubs
The PTO coordinates after school enrichment clubs. Many of the enrichment clubs are led by parent and community volunteers. Enrichment club activities may include, but are not limited to: arts and crafts, music, sports or the sciences. If you have a talent or interest that you enjoy, chances are our students would enjoy learning from you. Parents are always welcome to attend an enrichment club with their child and are encouraged to volunteer to lead an enrichment club in their area of expertise.

Contact information:
Cheryl Johnson: red-hill-pto@googlegroups.com

Arrival at School
Doors open at 7:45 a.m. Because there is no staff available for supervision, students are not to arrive earlier unless a parent waits in the cafeteria with the child until the 7:45 bell rings. Starting school at the beginning of each day with his/her classmates is essential to a happy and productive day for all children. So, please be sure your child arrives shortly after 7:45 am and before 8:00 am. Students arriving after 8:00 am are tardy and MUST be escorted to the office for sign in by the adult delivering them to school.

Art
All students at Red Hill School participate in a variety of art experiences. Art class is provided weekly for pre – k – 5 students according to our county guidelines. Our Art Teacher provides planned art instruction and/or resources for classroom teachers. Please be sure to notice the student art as you enter the front corridor.

Attendance
It is the responsibility of the parent to be sure that children are present and on time. Students missing 16 or more days from school are subject to being retained at their current grade level. All absences are marked as unexcused unless a doctor’s excuse or parent contact (via a note or telephone call ) is provided for the absence.
Behavior in School
“Together, the entire Red Hill community engages the mind and heart of each student to become a lifelong learner…” These are the beginning words of the school mission statement. Utilizing strategies from the Responsive Classroom® approach, teachers and students build classroom communities that create a learning environment where everyone is safe, is respected, and is flourishing. Students are in school to learn and behaviors that are disruptive to the learning environment are not allowed. Children that exhibit disruptive or dangerous behaviors will be assisted in ending the inappropriate behavior through the collaborative efforts of the school and parents.

Bicycles
Students may not ride bicycles to and from school.

Birthdays
The preservation of instructional time is essential. Birthday parties are not appropriate at school. If you would like a small recognition of your child’s birthday in the classroom, parents may coordinate with the teacher, in advance and at his/her discretion, to distribute small treats. Parties, gifts, decorations are not permitted. Party invitations are not to be distributed at school unless invitations include everyone in the class and prior permission has been granted by the teacher.

Book Fair
Two Book Fairs are held at Red Hill School each year, one in the fall and one in the late winter/early spring. Our fall fair is a holiday fair as books make wonderful gifts. Our spring fair is a special BOGO fair, to promote summer reading. All proceeds from the sale are used to purchase new library books and materials that benefit all students and staff at the school.

Books, School Property Lost
When a student loses a library book, the library teacher will send home a bill for the cost of replacing the book. When a textbook or other classroom material, and including all electronic devices is lost or broken as a result of carelessness or neglect, a fee will be charged. Refunds will be given if lost items are returned within that calendar year.

Breakfast Program
As a part of the Cafeteria Program students are offered the option to buy breakfast each morning from 7:45 – 8:00 a.m. Students eating a school breakfast should arrive shortly after the 7:45 bell to ensure time to pick up breakfast on the way to class and eat it in the classroom. Breakfast will not be served after 8:00 a.m.
Cost: regular price: $1.40 reduced price: $0.30
Bus Behavior
Students are required to remain seated, keep hands and feet to themselves, and talk in quiet voices using appropriate language on the bus at all times. Glass items, animals, boom boxes, electronic audio/video devices, cell phones, video games, balloons, loose athletic equipment such as balls and bats, food and drink are not allowed on the bus. Students reported by the bus driver for misconduct or for having inappropriate items will be sent to the principal for corrective actions. Repeated incidents will result in the student losing the privilege of riding the school bus for a designated period of time. For severe infractions, suspension will be immediate. The bus drivers, students, and staff utilize Peaceful Bus and Responsive Classroom® strategies to insure a safe and friendly ride to and from school.

Bus Transportation
Students should be at the bus stop 5 minutes before the bus is scheduled to arrive. Buses generally run within 10 minutes of the scheduled arrival time. If a bus has not arrived after 15 minutes, please call transportation to determine the problem (973-5716). With a written note from a parent, your child may ride a different bus other than the one assigned. A note to the driver is also very helpful. Please explain to the new person receiving the child at the stop that they may be asked for identification. The note should include the child’s name, date, destination and number of the bus the child should ride. For visits to another child’s home, the note should include the host child’s name as well.

Bullying is .............
♦ R Repeated
♦ I Intentional
♦ P Power

Red Hill strives to be a NO BULLY ZONE by utilizing the practices associated with Responsive Classroom® and the Olweus Bullying Prevention Program. This program is:
▪ Universal (school wide effort)
▪ Systems and Individual Oriented
▪ Preventative and problem-solving
▪ Focused on changing norms and behavior
▪ Research-based
▪ NOT time-limited: required systematic efforts over time

C is for ...

Change in Address or Phone
Parents must notify the office if you move or change your phone number during the school year. Please keep all emergency contacts and work phone numbers current as well.
Check-In/Check-Out
When students arrive at school after 8:00 a.m., parents must stop by the office to sign in. Late students are not to be dropped off. Students will not be admitted to class after 8:00 without a late pass. We realize that it is necessary on occasion to check your child into school late or out of school early for appointments that cannot be scheduled at other times. If you know in advance that you will be checking your child out of school before 2:30 p.m., please send a note to your child’s teacher in the morning. When you arrive at school to pick your child up early, please report directly to the office to sign him/her out. Your child will be called to the office. No child will be released directly from the classroom. If your child returns to school before the end of the day, the parent sign-in procedure normally used for a tardy student should be followed.

Clothing Closet
Red Hill keeps a small collection of extra clothing available for use after occasional accidents, spills, and emergencies. Donations of gently used children’s clothing such as sweatpants, t-shirts, socks, and undergarments are always appreciated.

Communication
Communication is the key to building relationships, being informed and organized. Here are some of the ways the school communicates with families:

- Monthly calendars
- Teacher email found on the school web site and voice mail by calling (434) 293 – 5332.
- Red Hill Moosletter: an e-newsletter sent to subscribers each week. To subscribe: redhillmoos@gmail.com
- Teacher and School newsletters
- Red Hill Website: http://www2.k12albemarle.org/school/rhes/Pages/default.aspx
- School Twitter account
- Teacher websites
- Principal’s blog
- Electronic Notification System for emergency notifications and school event messages (sign up forms sent home at the beginning of the year)

Computers/IPods/Tablets
Students have access to computers, iPods, and tablets at Red Hill in learning spaces throughout the school. There are computers in the library for parent use, too. Word processing, educational software, online databases and encyclopedias, keyboarding, and internet connections are accessible to every student. Technology is integrated into all aspects of instruction for all students. Students are taught internet safety and digital citizenship. Every parent and child must sign the “AUP” Acceptable Use Policy agreement to use school computers and other technology. Please be sure to sign and return this important form, which is included in the beginning of the year packet.

Conferences
Parents are encouraged to schedule conferences with teachers, the school counselor, or the principal to express concerns, obtain information, share ideas, or ask for help.
Conferences can be scheduled anytime by calling the school office and leaving a message for the teacher to return your call by using the voice mail or through email. Special conference days will be announced during the school year as well.

Counselor
Our school counselor (Cindy Payne) provides counseling and other support for academic, social, and emotional issues on an individual, group, or classroom basis. The counselor can work with you and your child's teacher to help him/her be successful and happy in school. For more information or to discuss a family or student concern, you can contact the school counselor by calling the school office or emailing at cpayne@k12albemarle.org

Crisis Team
Red Hill has assembled a team of staff members who are prepared to intervene quickly when an emergency or crisis occurs. They are trained to assure student safety and well being in the event of an emergency until other assistance arrives.

Curriculum
All Albemarle County curricula are located on the County Schools web site. : http://www2.k12albemarle.org/Pages/default.aspx

Custody
Students will be released only to individuals designated by the legal parents/guardians and recorded in the student information system. Proper identification may be required before a student is released to any individual. Any court document such as a “no contact order” or custody agreement should be on file with the school office. It is the custodial parent/guardian’s responsibility to provide and update this documentation.

D is for ...

Different Last Names
If a child’s last name is different from the parent’s last name, please be sure to write the child’s name on checks and other correspondence sent to school.

Dress and Appearance
Students at Red Hill are expected to dress in a manner appropriate for an elementary school setting. To avoid disruptions and to foster student health and safety, the following guidelines are to be observed:

- Clothing that permits exposure of the body beyond acceptable standards is discouraged. IE: straps on shirts should be approximately the width of three fingers; pants are to be worn at the waist, shorts length at least to the fingertips, skirt and dress length should be long enough to permit comfortable and modest seating on chairs and the floor.
• Clothing displaying words or pictures that suggest vulgarity, drug/alcohol use, socially offensive language or symbols, racial slurs, violence or obscenities is prohibited.
• Shoes must be worn at all times in school for health and safety reasons.
• Dress according to weather predictions, especially when it is cold, jackets should be worn.
• SHOES! Athletic shoes are required for physical education class and recess. Sandals, jellies, slip-on styles, flip flops, and hard-soled shoes are not allowed for P.E. classes; both for student safety and to preserve the gym floor. Please have your child wear shoes that are appropriate to wear throughout the day to avoid lost instructional time for shoe changing.
• In accordance with traditional community standards, respect, and to avoid a disruption of instruction, no hats, doo rags, or caps are worn in the building. Exceptions are for functional, religious and health reasons, or special school related occasions.

E is for …

Emergency Closings
Each student will be given an emergency closing form for parents to complete at the beginning of the school year. This form is kept on file in the classroom and in the office to inform us of your instructions for your child in case school closes early. To avoid confusion, please fill out a separate form for each child and make sure the information agrees, if that is your intention. To avert misunderstandings and anxiety, please discuss early closing arrangements with your child in advance. Parents can subscribe to email and telephone alerts by completing the forms distributed at the beginning of the school year or by accessing the school division website http://www2.k12albemarle.org resources for parents. Early closing information is broadcast on all local radio and television stations. The Albemarle County Schools’ Closing Information telephone number is (434) 296-5886.

Emergency
If you have an emergency of any kind, please continue calling until you speak to a person. DO NOT leave a message.

End of Day Dismissal
Please honor instructional time, whenever possible, by waiting until dismissal to pick up your child. Our school day ends at 2:30 p.m. Students being picked up are called to the cafeteria at 2:25. Parents are asked to meet them in the cafeteria and not the main hallway, exiting through the cafeteria doors. For obvious safety reasons, children should not be allowed to play unsupervised in the parking lot, courtyard, climb any trees, walls, stairs, or be in the area near the buses and cars. Students participating in after school programs are called before the final bell. Bus students are dismissed at 2:30. Buses usually roll out by 2:37.
Excuses
All students are expected to participate in school activities unless there is a medical reason for non-participation. Students who are unable to participate in P.E. for an extended period of time are required to have a written excuse from a physician.

Expectations
The Albemarle County Public Schools’ core purpose is to establish a community of learners and learning, through rigor, relevance, and relationships, one student at a time. Students are expected to arrive at school on time, stay all day, complete assignments, and always do their personal best. Be sure to communicate with the Red Hill staff so you understand our expectations and so we can understand your expectations.

Extended Day Enrichment Program
The Extended Day Enrichment Program is available at Red Hill each school day from 2:30 p.m. to 6:00 p.m. This Program is not operational on early dismissal days. For fees and additional information, call the Extended Day Enrichment Program at Red Hill 979-7746.

F is for ...

FAX
Red Hill’s FAX number is 293-7300

Field Day = Fun Day
Each June the physical education teacher coordinates a group of outdoor activities for the children in all grade levels. A variety of exercises, games, races, relays, and activities are planned. Parents are invited to observe or assist. It is our way of welcoming spring with a day of good, healthful fun.

Field Trips
We are fortunate to live in a vibrant area offering many opportunities to enrich our children’s education outside the school walls. Each class takes occasional field trips to cultural events, natural areas, community organizations, historical sites, etc. Advance information about all trips is sent home at the classroom level. One field trip permission form is signed by parents at the beginning of the school year that covers only school division sponsored trips. Individual permission forms are used for class, grade level, and school sponsored trips. When parents are asked to chaperone, their role is to provide support and supervision. Therefore, unless otherwise noted, siblings and others are not invited to attend. Also, except in unique situations, students are to ride the bus with their class to and from the trip.
Forbidden Items
Cell phones, beepers, electronic games, video/music players are NOT needed or allowed. Knives, guns (including toy guns), cigarette lighters, projectiles, explosives of any type, or any other item deemed hazardous to people, property, or buses are prohibited from school and school buses. Possession of any of these objects will result in immediate confiscation and possible suspension.

Fire Drills
A fire drill is conducted once a week for the first month of school and once a month thereafter. All students, staff, volunteers, and parents must evacuate the building. Severe weather, intruder, and earthquake drills are scheduled periodically to keep staff and students prepared for related emergencies.

Free/Reduced Lunch + Breakfast
Lunch and breakfast is provided free or at reduced prices to those who meet certain income requirements. Applications for free or reduced meals are in the take-home packet sent home at the beginning of the year and available in the office.

Fund-Raising
PTO fund-raisers provide the school and teachers with items and events not covered in the County budget. Your support each year is greatly appreciated. Other than PTO and school sanctioned fund raising events, no other fund raising is permitted.

G is for ...

Gifted
The gifted resource teacher provides creative, problem solving, and upper level academic activities for any student who demonstrates appropriate need. The GRT is also responsible for providing resources to enrich and challenge students in the classroom and for monitoring the identification of gifted students.

Grading
Report cards are sent home four times yearly. Assessment and the reporting of progress will be reviewed with parents by the teacher and is included on the report card/narrative sent home.

Gum
Gum is not allowed at school or on school buses.
H is for ...

Health Assessment
Virginia State law requires that all student files contain a record of a physical examination and up-to-date immunizations.

Homework
Homework is given at the discretion of classroom teachers. Grade-band homework policies are provided by the classroom teacher. If you have concerns or questions about your child’s homework, contact the teacher.

I is for ...

Ill/Injured Children
If students become ill at school parents will be notified. Please come as quickly as possible to pick up your child. Please do not send your child to school if they have had a fever within the last 24 hours. Please notify the Red Hill Nurse both verbally and in writing, of any allergies or illnesses that may require special attention or medication. A special care plan may be developed for each individual child who has a special illness and/or serious allergies. Minor accidents that require general first-aid will be taken care of as needed in the classroom or the school office/clinic. Parents will be notified immediately in the event of more serious injuries. Emergency cards will be provided in the take-home packet at the beginning of each school year. Please fill it out completely and make the school aware of any changes in contact information throughout the school year.

Immunizations and School Health Entrance Requirements
Virginia requires that students enrolling in school provide proof of completion of immunizations. A student may be enrolled for a period of 90 days contingent upon the student having received at least one dose of each of the required vaccines, and the student possessing a plan, from a physician or health department, for completing the immunization requirements within the ensuing 90 school days.

Insurance
Accident insurance is offered through a school group policy for at-school and 24-hour coverage. Information is included in the take-home packet. Neither Red Hill nor the Board of Education provides insurance coverage for accidents at school except for the policy offered at the beginning of the school year.
Interruptions
Teachers appreciate having as few interruptions as possible. Therefore, any messages, food items, or parcels brought into school for a teacher or student should be labeled with the child's and teacher's name and delivered to the office. They will be collected/delivered by staff. Parents, so that the mornings can start off smoothly for all students and so all students develop independence, please say good bye to your children when they leave the car at the drop off location or in the cafeteria.

J is for …

The joy your children feel when they are part of a learning, caring, growing, and sharing community like Red Hill!!

K is for …

Kindness … Kindness in words creates confidence. Kindness in thinking creates profoundness. Kindness in giving creates love. Tao-Tsu
L is for ...

Library/Media Center
Our library is a true Library Media Center (LMC) meeting the definition: a place centrally located where all can go for entertainment and information in many formats. We read for fun, we read for information, and we have fun reading! Our LMC is an active engaging instructional space full of thinking, listening, sharing, and learning. Our mission in the LMC is to ensure that students are lifelong readers and learners and effective users of ideas and information.

For this purpose, the LMC is open daily for students to exchange their books. Every elementary classroom has specific library time each week to: exchange and choose new books to read, learn information literacy skills, and focus on grade level curriculum. However, any day your child is finished with a book, and wants to return it, they can ask their teacher if they can come during open checkout, (every morning). We hope this helps foster a love of reading and excitement for new material to learn about. Preschoolers may check out one book at a time; kindergarten, first and second grade students may check out 2 books at a time; third, fourth and fifth may check out three books. All students may keep their books for a week, and renew as needed. Students might occasionally also need to check out other materials for class projects. We will help students with their requests. Please let the library teacher know if you’re having trouble finding a lost book. You will always be given plenty of time to search, and we will also hunt here at school. Things sometimes turn up in the strangest places.

Please also think of the Library Media Center as a library for parents, too! The best way to turn children into readers is to read with them daily, and to also read and discuss the books that they are reading. Parents may have a library account set up in their name. Parents are encouraged to come in, visit, and browse the collection anytime! Volunteering is encouraged. We hope to see you soon!

Learning
Organizing the curriculum that students must learn around concepts establishes common threads of knowledge. These common threads of knowledge are woven from preschool through fifth grade. Teaching around concepts provides students with the support needed to make connections between facts and big ideas, both within and across subject areas.

Lost and Found
A “Lost and Found” wooden box is kept inside the front hall near the cafeteria entrance. Parents are welcome (and encouraged) to look through the box for lost items at any time. Valuables such as watches, rings, and money are held in the office. Parents are reminded to write the child’s name on all jackets, coats, sweaters, backpacks, lunch boxes, and school supplies. Periodically, unclaimed items are donated to local charities.
Lunch
Lunch time is a period of approximately 25 minutes for students to eat, relax and socialize. Using the visitor sign in procedure, you are welcome to visit the lunchroom and eat with your child. You will find that when the noise level rises too much, as sometimes happens when 50 or more students all talk at once, an adult will remind the children to speak quietly.

Lunch accounts may be set up at any time by sending in money or a check with a note indicating the number of lunches being purchased in advance. Parents can make on-line deposits into http://www.mySchoolBucks.com The cafeteria also sells milk. Monthly lunch menus are sent home at the beginning of each month. Please post the menu in your home to consult when deciding which days your child will buy lunch. Information about school lunches is provided in the take-home packet at the beginning of the school year and can be picked up in the office at anytime.

Costs: student lunch: $2.50
   reduced price: $.40
   milk: $.55
   adult lunch: $3.35

If you choose to pack your child's lunch, be sure to pack nutritionally balanced foods, no carbonated drinks, or meals that need to be heated.

Lunch Charges
If students forget or lose their lunch money, they may charge. Students only need to tell the cafeteria staff that they need to charge. Parents are expected to pay the charges the next school day and call the lunchroom manager with questions. 293 – 5332. Students that accrue charges will receive a PBJ sandwich with milk and/or be directed to the office to borrow funds from the principal's account.

M is for …

Making Makers:
Our philosophy about allowing our students to build, design, and make is best reflected in the mission statement of Maker Ed http://makered.org/
……to create more opportunities for all young people to develop confidence, creativity, and interest in science, technology, engineering, math, art, and learning as a whole through making.

Mathematics
Your child receives mathematics instruction every day at Red Hill, but you can help to strengthen and enrich math skills at home with very little trouble. Measuring cooking ingredients, counting items by 2's, 5's, etc. telling time, adding numbers on dice, and counting money are all simple but effective ways to help your child be comfortable with numbers and arithmetic operations.
Medication
According to the Albemarle County Policies and Regulations (JHCD-E) regarding administration of medication to students at school, parents need to be aware of the following:

- Whenever possible, medication should be scheduled outside of school hours. Speak with your doctor about the possibility of your child taking medicines when you can administer them.

- If prescription medicine is to be dispensed at school, it must be sent in the original pharmacy container with the child's and doctor's names on it. A written doctor's order to administer the medicine shall specify the duration for the medicine, the name, dosage and frequency (times) the medicine should be given. This order must also be signed and dated by the parent/guardian. The order needs to be renewed at the beginning of each school year. Any changes in the original medication authorization require a new written authorization and a corresponding change in the prescription label.

- All Medication must be transported by an adult, to the school, and given directly to the office personnel. This includes cough drops. Which are to be administered by the school nurse or office personnel and kept in the clinic.

- Parents/guardians may request in writing that school personnel administer non-prescription medication to their child. The medicine must be provided by the parent/guardian in its original container. A written request must have the child's name, the medicine's name, the dosage, frequency and duration that the medicine should be given and the reasons to give the medicine. The request for the medicine needs to be renewed each school year. We reserve the right to refuse the parent's request to dispense medicine and will notify the parent of the related concern.

- All unused medications shall be returned to the parent or disposed of annually.

Messages
Emergency messages may be left for students and teachers in the office by calling 293-5332. Please be sure to call prior to 2:00 p.m. in order to allow time to deliver your message. A note should be sent with your child in the morning to notify the school if the student will leave early or visit another child after school (whether traveling by bus or car). Non-emergency messages may be left with the secretary or on voice mail. School personnel check their voice mail boxes regularly and return calls and emails as soon as possible.

Money
Please do not send large amounts of money to school with your child. Be sure to label money for lunch, supplies, field trips, and other items with your child’s name and what the money is for. Please do not send large bills to have change made in the office and distributed among students in the same family.
Music
A music teacher is employed part-time, on Mondays and Wednesdays to provide Red Hill students with music instruction. In addition, the music teacher organizes and helps create musical opportunities such as: performances, guest musicians, field trips, and after school clubs for children throughout the year. All students, K – 5th receive at least 60 minutes of music instruction per week.

N is for ...
Newsletters
A school newsletter is sent out at the end of each quarter with information from each grade level, specialty area, etc. Also, the electronic newsletter, the Red Hill Moosletter is distributed each week during the school year.

O is for ...
Office
Our main office is located across from the front entrance. Our secretary and office staff will be glad to help you in any way. To ensure the safety of each child, all visitors must sign in at the office upon arrival.

P is for ...
Parent-Teacher Organization (PTO)
The Red Hill PTO is an association of teachers and parents joined in a partnership to provide students with the best education possible. PTO Executive Board meetings are held monthly at school in the library. Whether you are a member of the PTO Board or not, all are invited to attend these meetings. Meeting dates are posted on various school calendars and in the Moosletter. The Red Hill PTO also conducts fund-raisers for the school and sponsors a number of special activities to bring the school community together. Some of these special events include: back to school picnic, enrichment assemblies, staff gatherings, and field trips. You are encouraged to support and become active in the PTO as a way to be involved directly in your child’s education at Red Hill.
Parking
Please do not park in the bus lane in front of school. This area is reserved for buses ONLY 7:30 – 8:30 a.m. and 1:45 – 2:45 p.m. Police will give tickets for violation. This lane must be kept open to facilitate a smooth flow of traffic. Parking is available in marked spaces to the side and back of the building. Also, please do not park along the fence adjacent to the cow pasture.

Physical Education
All students receive at least 120 minutes of physical education (PE) instruction under the direction of our certified physical education teacher each week. The program uses differentiated instruction to provide all students opportunities to develop skills through age appropriate activities. Students’ activities are centered around cooperative learning, teamwork, and health and skill-related physical fitness in accordance with the Albemarle County PE curriculum. To keep your child SAFE during PE classes and other physically active times, please have them always wear athletic shoes that are appropriate for indoor and outdoor settings.

Pictures
School pictures are taken twice a year, fall and spring. Fall pictures are traditional individual portraits. Spring pictures are class photos.

Playgrounds
Red Hill offers three playgrounds, all designed for the developmental and physical needs of the children that attend our school. All are surrounded by generous expanses of grass for free play. Children have access to a blacktop with basketball hoops and a track. All children are instructed in safe use of playground and athletic equipment at the beginning of the school year. After dismissal, guests, parents, and children are asked not to use outside areas being used by our After School Program.

Pre School
Red Hill offers a Pre School program for students in our attendance zone funded through Title One and Bright Stars grants. To participate, students must be 4 years old by September 30, and parents must complete the application process. Because there is a limited number of spaces, students must qualify based on specific criteria and are admitted through a needs based process. Students that apply but are not admitted, are placed on a waiting list. For more information, contact the Pre School Family Support worker, Kim Stanton at 293 – 5332.
Q is for ...

Questions

How do I contact my child’s teacher?
For any call, phone the school office at 293-5332 and speak with the secretary to leave a message on the teacher’s voice mail. Minor messages requiring no response may be sent with your child in the form of a note.
By email: Go to http://www2.k12albemarle.org/ Click on Schools, then Red Hill, then Staff.

How do I express concerns?
Call the school and leave a message for the teacher asking to make an appointment for a conference. The teacher will return your call as soon as possible. The principal is also available to respond to your concerns as well. It is always best to discuss your school concerns with the appropriate school staff. If you are not sure, ASK.

Who can help my child in case of abuse, drugs, divorce, death in the family, etc.?
Your child’s teacher should always be aware of situations which may affect his/her learning. Call the office and leave a message for your child’s teacher. You may also wish to contact the school counselor, who is professionally trained to help your child or the principal. The school counselor, if not available, will return your call as soon as possible. Our school counselor is here: Tuesdays and Thursdays and alternate Fridays.

How do I make suggestions to or through the PTO Executive Board?
You can attend a PTO board meeting or call the PTO President or any member of the Executive Board. Their names and numbers are available in the office and the school web site. You may also send a note clearly marked PTO with your child. It will be placed in the PTO mailbox.

R is for ...

Reading
We want all Red Hill students to be avid and accomplished readers. To meet this goal, we need your support at home. Instill a love of books and reading in your child by visiting the public library often and by reading to and with your him/her regularly. Occasionally the classroom teachers and library teachers will send home lists of suggested books for various reading levels. These are excellent guides to help you choose appropriate reading material for your child. On the Library web page are links to e-books, and many excellent reading sites to help you and your child. Check them out!
Records

It has been the practice of the administration of the Albemarle County Public Schools to permit parents to review, with the school principal or his designee, records maintained on their children. Virginia Department of Education Regulations officially mandates that parents and eligible students be informed in writing of the School Board’s policy with respect to the management of student records. Information can not be denied to a non-custodial parent unless there is court documentation prohibiting such access. As such, non-custodial parents have the same rights to records unless that right is removed by a court order.

Student scholastic records are written and maintained for the purpose of assisting the student in his/her personal, social, educational, and vocational development consistent with high professional standards. These records are kept under the supervision of the principal or his designee. The records are used to assist the schools’ staff in working with the student. The principal or his designee is responsible for reviewing the records to make sure information no longer needed is removed.

No person, other than the parent or eligible student and officials legally designated, has the right to information in the record unless the parent or eligible student gives written permission or if the information is subpoenaed by a court or requested by officers of the court. Upon challenge of record content by the parent or eligible student, the established procedures for students and parents shall be followed. The cost of reproducing any portion of the record will be borne by the eligible person who desires such reproduction.

Registration

To register for school, a child must be five years old by September 30. All students registering for the first time must provide the original birth certificate, record of physical exam, immunization record, social security card, and proof of residence. To register a child for pre-school, the child must be four years old by September 30, live in the Red Hill School district and have a completed application. Please call the Red Hill office for additional information, 293 – 5332 or go to the ACPS website to register online: http://www2.k12albemarle.org/acps/parents/registration/Pages/default.aspx

Resource / Special Education Services

Red Hill offers a comprehensive resource department which provides services to children with special needs. Some of the programs available are: speech and language therapy, individualized educational programs for children with learning disabilities or other special needs, support for physically challenged students, occupational therapy, and a resource program for identified gifted students. If you feel your child might qualify for the services of the resource department, contact the classroom teacher or principal.
RULES for Red Hill
Every classroom establishes their personalized set of rules at the very beginning of each year. Student involvement creates student ownership, which is why rule development is a joint effort by the teachers and students. From this joint effort, students and staff have created our SCHOOL CONSTITUTION (including the rules listed below). These four simple “rules to live by” encompass all expectations for everyone at Red Hill and, we believe, everywhere else!

RED HILL SCHOOL RULES
1. Have a learning mind.
2. Always tell the truth.
3. Follow directions the first time they are given.
4. Include everyone.

S is for …

Selling and Trading
Selling and trading items at school is not allowed. Financial transactions that occur at school must be school and/or PTO related.

Student Directory
A student directory is compiled by the PTO at the beginning of the year and sent home to each family. The purpose of the directory is to allow students and parents to contact one another outside school. Your child’s name, address, phone, and parents’ names will appear in the directory with your permission only. A directory form is sent home at the beginning of the year for this purpose. You may choose not to be listed in the directory, if you wish.

Smoke-Free Environment
Red Hill School provides a totally smoke-free environment for the good health of the entire school community. This includes all school grounds.
Snack
Snacks are scheduled at the discretion of the individual teacher. If your child’s school day includes a snack time, his/her teacher will communicate that to you. When snacks are permitted, the student is responsible for providing his or her own snack. It is recommended that snacks brought from home be of good nutritional value (fruit, vegetables, fruit drinks, cheese, crackers, yogurt, granola bars, etc.). Please be sure to pack spoons, straws, and other necessary items since snack is generally eaten in the classroom or on the playground. Students have an opportunity to buy snack, milk, or juice from the cafeteria in the morning before instruction begins.

Suspension
Students who continually disrupt class or who are involved in severe misconduct may be suspended from school. Every effort will be made to enlist parental assistance before a student is suspended. When a student is suspended from school, a conference with the parent, teacher, principal, and child must occur prior to re-admission.

T is for …

Tardiness
Doors officially open at 7:45 a.m. and School begins at 8:00 a.m. Students who come in after that time are considered tardy and must be signed in by a parent. The office will then issue a late pass to admit the child to class.

Telephone Calls
Teachers may receive telephone calls through the office (293-5332) between 7:45 a.m. and 2:30 p.m. only in emergencies; otherwise a message can be left on their voice mail and teachers will return calls as soon as possible. Students may receive messages during the school day only in emergencies.

Toys, Trading Cards, and Electronic Devices
Toys in general are not allowed at school or on the school bus. Teachers at times may allow students to bring a toy to school as part of an activity. Any toy that is removed from a child will be held in the office or by the teacher until a parent can pick it up. It is the child’s responsibility to inform the parent if he/she has had a toy removed. No trading cards, electronic games, phones, video/musical players, or other similar items prone to distraction are allowed at school, on the school bus or for fieldtrips.
Transfer
To transfer your child out of Red Hill School, simply notify the office. If you are leaving the country, at least one week’s notice is required for preparation of records. Students transferring within the United States will have their records requested by the new school; however, the office still needs to be notified of the move and advised of the child’s last day. If you plan to transfer your child for any reason, please inform the teacher as early as possible so that appropriate goodbyes and closure can be shared between your child and us.

Trips
Family trips during the school year are discouraged; however, if you know your child will be out of town, please contact the teacher several days ahead of time to discuss academic expectations during and after the trip.

U is for ...
Us
Together we make a difference in each child’s life.

V is for ...
Valuables
Items such as expensive watches and other jewelry, large amounts of money, electronic devices, and other valuables should remain at home.

Visitors
Parents are welcome to visit the school and classrooms. When you arrive, please remember to sign the Visitor/Volunteer log in the office and pick up a Visitor badge.

Voice Mail
Red Hill has a voice mail telephone system. This allows the office staff to direct its attention to visitors, sick children, and other urgent matters. Red Hill staff will check the voice mail often and return calls as soon as possible.
Volunteers
Red Hill owes a debt of gratitude to its many dedicated volunteers. On any school day, volunteers can be observed assisting classroom teachers and the media specialist. Information about being a volunteer is provided in a handy, comprehensive Volunteer Handbook and is sent home at the beginning of the year. We encourage volunteering as a positive connection between home and school, which benefits everyone in the community. All volunteers are expected to complete the volunteer ethics code form and submit the necessary information for a background check. Check the office or online for the proper forms. To help us keep track of who is volunteering and how much time is being given, volunteers are asked to sign in and out at the podium outside the office each time they help out at school.

W is for …

Weather
Please listen carefully to the weather report each morning and dress your child appropriately. Notification of school cancellation, delayed opening, or early dismissal due to severe weather conditions will be broadcast over local television and radio stations. For more information, look back in the “E” section for Emergency Closings.

Writing
The best way for children to learn how to read and how to express themselves is to write. Ask your child’s teacher for ways to encourage writing at home. Providing pencils and paper is a good way to get your child started. To help all of our students become more proficient and confident writers, all grades utilize a writing program called: Being A Writer.

“Writing is how students connect the dots in their knowledge….Writing LITERALLY makes students smarter.” Schmoker

X is for …

XXOOXXOO
....the love, hugs, and warmth given to all children at Red Hill. We believe that children don’t care how much you know until they know how much you care.
Xylophone
All students at Red Hill learn to play this wonderful instrument through our music program.

Y is for ...

Y’all
Y’all come to as many school functions as possible. Being active, involved and informed is the best way to help your child find success at school.

Z is for ...

Zeal
...the zeal we feel for everything students and staff do at Red Hill. We are privileged to have the trust and support you show by sending your children to us every day!

ZZZZZZ:
Be sure to that your child gets a good night’s rest and comes to school ready to learn each day.
Red Hill Elementary

Mission: Together, the entire Red Hill community engages the mind and heart of each student to become a lifelong learner with the necessary skills to be a contributing member of our world.

Vision: Through the development of curiosity, imagination, love of learning, respect for diversity, and intellect all learners reach their highest potential.