Welcome to Hillcrest Elementary School!

“Today is a great day to learn.”

We are pleased to have your family join our community. Our primary goal at Hillcrest is to provide your child with a first-class education in a safe, caring, and friendly environment. We take great pride in the programs and procedures we have established that enable us to reach this goal. Our mission statement outlines the beliefs that we hold about our school:

Our students will be contributing members of society and lifelong learners, pursuing their passions and interests in an ever-changing world.

At Hillcrest, we expect students and staff to be a **Star Hawk.**

STAR Hawk Expectations:

- ★ Be Safe
- ★ Be Respectful
- ★ Be Responsible
- ★ Kindness Always

We hope that this handbook answers many of the questions you may have about our school. You can also find more information at **http://www.lkstevens.wednet.edu/hillcrest.** Our website has a wealth of information!

If you have further questions you need answered or suggestions you would like to make, please feel free to call our office at 425-335-1545. You can also contact me by email at:

katy_rudolph@lkstevens.wednet.edu

We look forward to working with you and your child.

Sincerely,

Katy Rudolph
Principal

GENERAL INFORMATION ABOUT HILLCREST

Daily Schedule:

Students attend school from 9:35 am – 3:50 pm on Monday through Thursday.
Every Friday is an early release with students attending from 9:35 – 2:25 pm.
Early Release Days: 9:35-1:20 (conference days and the last day of school).

2-Hr Delayed Start Time for Snow or Inclement Weather: 11:35 – 3:50 pm

It is very important to note our start and dismissal times. We are unable to provide supervision for your child beyond our normal school hours. We ask that students are dropped off no earlier than 9:25 am. If you pick up your child at the end of the day, it is vital that you are here promptly at dismissal or have an alternate person available to pick them up in case of traffic or other delays on your way from work. It is the parent's responsibility to make these arrangements.

Hillcrest Has 2 Offices

Hillcrest Main Campus houses K/1st/4th/5th grade students:

If your student is on the main campus, please call **425-335-1545** for any changes to transportation, early release, or questions related to your teacher. You may also drop off lunch and/or items for your student at this office.

Hillcrest West Campus houses 2nd/3rd grade students:

If your student is on the West Campus, please call **425-335-1563** for attendance, early release, or questions related to your teacher. You may also drop off lunch and/or items for your student at this office.

Attendance

Every day is a great day to learn at Hillcrest and your child's attendance is extremely important to us. To ensure the best progress for your child, it is important that your student arrives at school on time each and every day. Regular attendance and arriving at school on time are the first steps in ensuring that your child has a successful learning experience. All students should be in their classroom at 9:35 when school starts. **Students arriving after 9:35 are marked absent**, unless they have checked in at the front office and received a tardy pass.

It is disruptive to the learning environment of the class and your child when students arrive late. Please help ensure that your child arrives on time and ready to learn. You will receive an email, text, or phone call on each day that your child is tardy or absent.

NEW! The school day is divided into 3 periods for attendance reporting purposes – AM, Midday and PM. This move benefits students because they won't be marked as having a full-day absence when they are only gone for an hour or so. See chart below for period times. ***If your child is absent more than ½ hour of a period, they will be marked absent for the period.

	Mon - Thurs	Friday
AM	9:35 - 11:40	9:35 - 11:11
Midday	11:41 - 1:44	11:12 - 12:49
PM	1:45 - 3:50	12:50 - 2:25

Attendance letters will be sent home for students who accumulate excessive tardies, absences, or early releases.

In the event that your child is experiencing **any signs of illness** (fever greater than 100.4, severe cough, diarrhea, headache), please keep them home and call our **attendance line at 425-335-1569 for grades K/1st/4th/5th or 425-335-1563 for 2nd/3rd** before 9am**.** If your student has an injury and needs to have accommodations provided, please either email a healthcare provider letter to **adele_gordan@lkstevens.wednet.edu** or bring one to the front office. **We ask that your child not contact you through personal device while at school. Please have them go through the nurse or their teacher.**

Early Dismissal for Students

If you need to have your child dismissed early, **please send a note** (the day of) indicating what time you will be picking them up. All students must be signed out and picked up through the office. Your child will be called from class when you arrive to pick them up. **We ask that you make every effort not to pick students up early from school**. Our teachers work hard to use every minute of class time as an opportunity for students to learn and we want your child to be included in all learning. Early dismissal during our normal dismissal time is extremely difficult. **All staff members are doing their end of day dismissal routines. Please make every effort to avoid picking students up during 3:15-4pm M-Th and 1:50-2:30 on Friday.**

School Communication

Parent-Teacher Communication

Good communication between school and home is essential for the success of our students. We encourage you to contact your child's teacher whenever you have questions or concerns about school.

We also encourage you to email your teacher with questions or concerns (email addresses are located on our website). Every staff member has an email address as follows:
first name_last name@lkstevens.wednet.edu

Blackboard and Skyward: Our school will send frequent messages to parents via email and/or text to the email/phone numbers you provided at registration. These messages show that they are from "do.not.reply@lkstevens.wednet.edu" or from a 5-digit number. We send out messages about early releases, late buses, special events, school closures/delays, activities, upcoming events, and many

other important pieces of information! Please note that if you ever "Text STOP to cancel," you will not receive any more messages from Blackboard.

Student-Parent Communication
Phones and watches are a family decision. We ask these items stay at home or stay turned off during the school day. If you need to communicate with your child, please go through the office.

If you have stopped messages from coming to you and wish to receive them again, please do one of the following:
Text: 60680 the word "START"
or
Call the Blackboard Hotline at 855-502-7867 (from your cell phone): Wait for the message to ask you if you would like to resume receiving messages and press "2".

Parent-Teacher Conferences
Parent-teacher conferences are available for all students two times per year. Information about conference dates, schedules, and dismissal times will be sent home as conference time approaches. Fall conferences take place Mon-Wed the week of Thanksgiving Break, so there is no school for elementary students that entire week. For Spring conferences, students will be released early (1:20 p.m.).

Report Cards
Report cards are another way to communicate your child's progress at school. Our teachers use a variety of assessments on a semester schedule. Our semesters end in January and June. Report cards will be ready approximately one to two weeks after the end of the first semester and again on the last day of school. Parents can also view these online through Skyward Family Access.

Curriculum & Special Programs

Curriculum
Our district has developed a special guide for parents that outlines the elementary curriculum for each grade level. Parents can review our curriculum guide by going to our school district website at **https://www.lkstevens.wednet.edu/departments/school-improvement/our-curriculum**

Special Programs
It is our belief that all students can be successful at Hillcrest. Our goal is to meet the learning style and needs of each student within the regular instructional program. We also provide special programs such as **Highly Capable, LAP, Special Education, and Multi-Lingual Learners.** It is sometimes necessary to change a student's schedule to enable them to be more successful in their learning. We will notify you if your child is eligible for these programs, or if we anticipate a program change. If you have concerns about your child's progress, please start by contacting his/her classroom teacher or case manager. To learn more about special programs offered by LSSD, please visit our district website at https://www.lkstevens.wednet.edu/our-programs.

Counseling Program

Our full-time counselors provide a variety of special programs to help meet the needs of our students. These include class presentations, small support groups, and individual conferences. Please feel free to contact our counselors:

Kara Forston @ 425-335-1674 Email Kara_Forston@lkstevens.wednet.edu
Ursula Williams @425-335-1686 Email: Ursula_Williams@lkstevens.wednet.edu.

Student Health & Safety

Health Concerns

Students with life-threatening conditions *must* have signed healthcare provider orders and all medications, if necessary, before attending school each year. Care plans from your provider are required for students with anaphylactic allergic reactions, asthma, cardiac disorders, diabetes, and seizure disorders. These are separate from the Medication Authorization form and are also good for the current school year only. Care plans must be updated **yearly** by your child's MD. Plan on seeing your doctor in the summer prior to each school year. Parents can obtain these forms from our nurse or directly from the LSSD website.

Follow these directions to obtain these forms or click on this LINK :

- Go to the Lake Stevens School District website.
- Click on "Departments"
- Click on "Health Services"
- Click on "Emergency Care Plans and Health Room Forms"

Please plan on making an appointment with the nurse **prior** to the start of school to ensure that we are safely taking care of your child's life-threatening condition. If you have any concerns about your child's health that relate to school, please feel free to call our school nurse at 425-335-1673 or email her at: **Adele_Gordon@lkstevens.wednet.edu**.

Medication

If your child needs medication during school hours, the medication is to be accompanied by a Medication Administration Form signed by the parent and doctor indicating the name, dosage of the medication, and times it is to be administered. *This authorization must accompany prescription medication and over-the-counter medication such as Tylenol or cough drops. Medication sent to school with students without healthcare provider orders will be confiscated and returned to guardians.*

All medication will be kept in the health room. Prescription medications must have the prescription label and original box on the bottle/inhaler/EpiPens. All other over-the-counter medications must be labeled with the student's first and last name and current teacher. **The parent and doctor must complete a Medication Administration Form before any medication may be administered or taken at school.** Parents must transport all medication to school and check in the medication with a health room staff member. Students may not carry any medication to or from school. Medical Administration forms are good for the current school year only. Students with ongoing medications will need an updated Medical Administration form each year. Please plan on updating this yearly with your MD before the new school year.

When should I keep my child home due to illness?

If your student is experiencing any of the following symptoms, please keep your student home until their symptoms have been resolved for 24 hours (without medication) and call our attendance line. You may be directed to the nurse for further evaluation.

- Fever greater than 100.4
- Chills
- Cough
- Shortness of breath
- Fatigue
- Body aches
- Sore throat
- Congestion
- Runny nose
- Vomiting
- Diarrhea

What if they feel worse at school?
It's not unusual for students to feel better in the morning and then worse as the day goes along. The school is not equipped for prolonged care of your sick child. Please make sure you have up-to-date emergency contacts on file. If your child has had any of the above symptoms, please do not medicate them and send them to school.

When do I need to arrive to pick up my ill child at school?
We require that you or an emergency contact person pick up your sick child *within the hour* that you are called. It is important for the school to have a list of local emergency contacts available for your child in the event that we are unable to reach you. Please notify the school immediately of any changes to your contact information.

Emergency Information

It is very important that the school is kept updated with your students' current guardian contact information - cell/telephone numbers, address and emergency contact information. This information is accessible in our Skyward system (by both parent and school) and will remain the same until you contact us to make a change. We ask that you keep us informed whenever there are changes to this information. You can either send a note and/or call Hillcrest with the correct new information. If your address has changed, please bring proof of address (utility bill, lease agreement, etc.) to the front office so that we can change your address.

People listed for Emergency Release in Qmaltiv-Skyward: The only time that we will release a student without your knowledge to someone that you have listed on your Emergency Contact form is in the event that we are unable to contact you when your child is ill, has had an accident, or there is no one to pick them up at the end of the day. If a civil emergency were to occur while school is in session, we may also release your child to those you have listed on the emergency release. **If you are scheduling someone to pick up your child when they are not ill or injured, please be sure to send a note or call the office (on the day of) *before* the time that they will be picked up.**

Identification will be required for anyone picking up your student in the event that our office personnel are not familiar with you or the person designated to pick up your student.

If a student is injured at school, the school nurse or trained staff member will give him/her basic first aid. A parent/guardian will be notified immediately when a student has a serious injury or illness. If a parent cannot be reached, we will begin to call your emergency contacts. In serious situations, we will call 911 and then notify the family.

Emergency Drills
Our district has developed an **Emergency Response Plan** for use when the school is confronted with a natural disaster or emergency. We conduct regular drills for the procedures we would take in the case of fire, earthquake, intruder/lockdown, chemical spill, or bus incident.

Drug-Free Campus
Hillcrest Elementary and the Lake Stevens School District strive to make school a safe place for all our students. The unlawful possession, use, or distribution of illicit drugs or alcohol on school grounds is strictly prohibited. The unlawful use of alcohol and illegal drugs is seriously harmful to the health and education of children. All students must comply with this rule or face corrective actions, including but not limited to short- or long-term suspension or expulsion.

The school can assist in arranging access to drug and alcohol counseling, treatment, rehabilitation and re-entry programs. If you have any questions or would like assistance, please contact a school counselor or Katy Rudolph, principal.

Weapons on Campus
It is against the law to bring any object to school that is considered a weapon. Weapons can include knives, firearms (including BB or pellet guns), throwing stars, clubs, fist packs, metal knuckles, slingshots, etc. If a student brings a weapon to school or uses any object as a weapon to create harm or threat towards another person, they may be suspended or expelled from Hillcrest. *Law enforcement agencies must be notified and involved in every instance of weapons on school property.*

Transportation

How to define your child's "normal daily routine" for transportation: Your child's normal daily routine will be how they are transported to and from school on 3 or more days a week. Any day your child will not follow their normal daily routine, we ask that you call the office before 2:30 pm (1:30 pm on Fridays) or send a note to the school on the day of the change. If we do not receive a phone call or a note from you by 2:45 pm (1:45 pm), your child will be directed to follow their normal routine.

Guidelines for picking up or dropping off your child: All students must have an adult sign them in or out after the school day has begun. If your child does not normally get picked up from school, we request that parents either send a note with their student in the morning or call the office by **2:30 pm (1:30 pm on Fridays)**.

Students who get picked up during the school day: If your student is being picked up during the school day, the office will call for the student when you arrive. Please note that we have 2 main offices and you will need to pick up your student at the office that serves your student's classroom:

Main Office: K/1/4/5 Grade Students

West Office: 2nd & 3rd Grade Students

Please have your identification available in case our office staff is unfamiliar with you. If someone other than a parent will be picking up the student, parents must send a note or call the office ***before*** the student is picked up. **All staff members are doing their end of day dismissal routines. Please make every effort to avoid picking students up during 3:15-4pm M-Th and 1:50-2:30 on Friday.**

Transportation procedures during arrival and dismissal times:

If you will be picking up your child at arrival and dismissal times, please follow school procedures and always remain patient. When everyone works together and does their part, the whole process is safely completed in about 15 minutes. If you need instruction for our procedure, please ask our front office about how the traffic should flow.

Bus Expectations: Your child's safety is our bus drivers' top priority. Students are expected to act safely and appropriately when riding the bus. The bus drivers will review the bus rules at the beginning of the school year and periodically during the year. Bus privileges will be suspended if students are unsafe to themselves or others. Parents are encouraged to supervise their children at the bus stop both before and after school to help ensure your child's safety in arriving at school in the morning and home in the afternoon. **Kindergarten students must have a parent meet them when getting off the bus or the student will be brought back to campus. If this becomes a pattern, the student will likely be unable to ride the bus.**

It is our policy that students who normally ride the bus are not allowed to walk home without written permission from you. If the student does not have a signed note from home, they will be directed to ride their regular bus.

Bicycles

The roads surrounding our school are very busy, especially at the start and end of the school day. There is a bike rack available for students to bring a lock and secure their bicycle. Please remind students that they will need to walk their bikes across the crosswalk upon entering school property and continue walking them to the back of the school where they are stored during the day. Lastly, we highly recommend that students have and wear helmets while riding their bikes to/from school.

School Closures Due to Weather

In the event that snow or other conditions necessitate changes to school schedules or bus routes, the Lake Stevens School District will email all parents/guardians. Parents/guardians may also access the LSSD's website and sign up for a "flash text" that will be sent via a text message to their phone.

Snow Routes

There may be no door-to-door bus service when there's snow or ice, depending on your location. Please review our snow routes and bring children to the main roads if your area is not serviced. We ask that you become familiar with your route and how your child's transportation may be affected.

How to find out if your student lives in an area that has Snow Route changes:

- Go to Lake Stevens School District Website
- Click on "Bus Routes" icon
- Click on "Snow Routes and Road Closures"
- Click on "Snow Route Schedules"

It is possible that Snow Routes may be enforced for both morning and take-home routes. Please stay tuned to your email and or/text for information during the day. This may mean that the bus may not travel down your road and you may need to transport your child to/from home to school. If you are unable to transport due to snow/weather, your child will be excused from school for the day. Please call the front office to notify them that you will be keeping your student home.

Student Conduct and Discipline

Hillcrest Elementary prides itself on being a nurturing and safe environment for children. School-wide limits for appropriate student behavior are taught during the first week of school and throughout the school year. These expectations are clearly stated, fairly implemented, and reflect the rights and responsibilities of all students. Simply stated, our expectations are that each student will strive to be a **STAR HAWK**.

STAR Hawk Expectations:

★ Be Safe
★ Be Respectful
★ Be Responsible
★ Kindness Always

We believe that classrooms work best when students manage their own behavior with responsibility and respect for one another. Classroom teachers will provide parents and students with information about classroom expectations throughout the year.

A record is kept of all major discipline infractions and the actions taken to resolve them. Whenever possible, we attempt to apply a natural, restorative consequence to infractions of the rules. We respond to each discipline incident as an opportunity for learning. Our discipline procedures are in compliance with Lake Stevens School District's Discipline Policy. A copy of this policy is available upon request or can be found at our School District Policy library online. Parents are notified whenever a major discipline incident occurs or if there is a pattern of repeated minor incidents. You may view all recorded discipline infractions on your child's Skyward account under "Discipline."

Miscellaneous

Birthdays and Party Invitations

Birthdays are special days for students and we make every effort to announce each student's birthday during our morning announcements. We announce June and July birthdays the last several days of school and August birthdays in September. We do not allow birthday treats to be shared in the classroom due to health concerns. However, our PTA hosts a monthly birthday celebration including popcorn and a certificate.

We ask that food, flowers, and balloons are NOT delivered to the school for students. We realize that this is a nice way to recognize your child on their special day; however, these beautiful flowers, special treats, and balloons can disrupt classrooms, interfere with the learning process, and may cause allergic reactions in some students. For safety reasons, these items are also unable to be transported home on our school buses. It is our policy that party invitations need to be distributed by a parent before or after school.

Gym Shoes for PE

We request that your student wear Gym shoes to their PE classes to help prevent them from injuries. Students who do not have on Gym shoes may be asked to "sit out" of an activity where they could become injured while participating without the proper shoes. Please check in with your teacher to find out which days your student will need gym shoes for PE.

Hillcrest PTA

Hillcrest PTA is a very active organization that provides many exciting events and programs for our students and their families. We would love to have you join us! Details about membership are sent home at the beginning of each year or you may join at any time during the school year. You can also contact our PTA on facebook - Hillcrest Elementary PTA of Snohomish County.

We are lucky to have such a fantastic PTA! Go Hawks!

Items For Sale

We ask that students not bring items to sell to other Hillcrest students. The sale of items needs to be done off campus.

Lost & Found

Please be sure to ***mark all of your child's clothing and other belongings*** (such as lunch boxes, water bottles, backpacks, coats) with their first and last name. **Lost and Found** is located in the primary hallway. It is a good idea to check Lost & Found when you are visiting the school - there are always many items waiting to be claimed. **Items that are not claimed will be donated to local charities throughout the year.**

Personal Items

As a general rule, personal items such as toys, electronic games, etc. may **NOT** be brought to school. Unauthorized items may be collected by staff members and may require a parent/guardian to pick them up from the Hillcrest office. If your child needs a cell phone for before/after school security reasons, they may carry it in their backpack, but it must be turned off during school hours. If the student turns on or uses their cell phone during the day, it will be confiscated by a staff member and brought to the office for a guardian to pick up. The same expectations hold true for smartwatches, although they may also be used to tell time. Texting, games, calls, recording and taking pictures of others would be cause for confiscation. Allowances are the decision of the administrative staff and require pre-approval. *We suggest that students not bring valuable personal items to school as we are not responsible for lost or damaged personal items brought to school.*

School Breakfast, Lunch & Snacks

We serve breakfast and lunch daily at Hillcrest. Please find the menu on our website by clicking on "Breakfast & Lunch Menu."

You may pay for your child's lunches in advance by either sending a check to Hillcrest or paying online at www.MyMealTime.com by creating a parent account.

Parents are asked to provide their child with a healthy snack.

Highly caffeinated “Energy Drinks” and consumables are not permitted at school. Because these drinks/consumables (e.g. Monster, Red Bull, Rock Star, 5 Hour Energy, Coco Loko) have been shown to be harmful to students’ health, and because they tend to have negative effects on student behavior and their ability to learn in class, they are not allowed on campus or to be consumed at school.

School Supplies

A list of school supplies that your child needs is sent home before the start of the school year and is also posted on our website at www.lkstevens.wednet.edu/hillcrest.

Student Dress

Student dress is the responsibility of the student and parent. At Hillcrest, it is expected that students wear clothing that is appropriate for our weather (indoor recess is called only in **extreme** weather conditions), and also in consideration of the wide range of activities we have in a day. Due to the unpredictable nature of our weather, students should bring a coat to school every day with their name on the inside.

By dressing for school in a manner that contributes to a purposeful atmosphere and that is conducive to student learning and success, you demonstrate your commitment to showing respect for learning and respect for people. Clothing that constitutes a health hazard, is offensive, demeaning, harassing, or abusive to others, relays messages that are contrary to the educational mission of the school, or otherwise disrupts the educational process is not acceptable during the school day or for school-sponsored activities. The guidelines below will assist you in determining whether your manner of dress conflicts with the school's educational and developmental goals.

- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.
- Clothing or other personal items that have been recognized by Hillcrest administration as implying a student’s gang affiliation or gang lifestyle. Additionally, students who identify themselves as gang-affiliated (or who are identified as such by law enforcement officials) may have additional clothing restrictions established by administration.
- Clothing will cover the majority of the front and the majority of the back of the torso and not show undergarments (except bra straps and waistbands).
- Clothing covering private parts of the body must be opaque (not see through) material.
- Shoes must be worn at all times and must be safe for all settings. High heels and flip flops are generally not conducive to an elementary campus.
- Sunglasses may not be worn in the buildings (except for medical necessity with note).
- Blankets, capes, and costumes are not permitted at school (besides spirit days).
- Students may not wear any item that obscures the face (except as a religious observance).

These guidelines are not intended to be an exhaustive list. The Hillcrest administration retains the right to identify other factors that they deem a concern for student safety or an interruption to a positive learning environment.

Students whose appearance is not in line with the dress code will be asked to remedy the situation. Usually, there are three options that can easily address the concern:

- Student(s) will be asked to put on their own alternative clothing, if already available at school, to be dressed more to standard for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to standard for the remainder of the day.
- If necessary, the student's parent(s) may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day

Final determination of acceptable dress will be made by the school administration.
[LSSD Policy 5530]

Volunteers

We welcome and invite you to visit and/or volunteer at Hillcrest. However, to ensure the safety of our students and to avoid disrupting the learning environment, we ask that you make **prior** arrangements with the teacher before visiting a class. We also have a limited number of Volunteers that we are able to house/park on any given day. All Volunteers must apply to be a Volunteer, so please plan ahead.

Follow these directions to apply:

- Access the Lake Stevens School District Website
- Hover over "Our Services"
- Click on "Volunteer in our Schools"
- Click on "Complete an online volunteer application to get started"

Volunteer Forms must be renewed every 2 years. Please keep in mind that it takes approximately 1 week for them to be cleared with our district.

All visitors/volunteers to Hillcrest must sign in/out at the office and wear a Visitor's Badge at all times.