

HILL CITY ELEMENTARY

HOME OF THE HIGH FLYING HAWKS

2009-2010

**600 Hill Circle
Jasper, Ga. 30143**

**706-253-1880 (Office)
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**Dr. Carlton Wilson, Principal
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<http://hillcityele.pickens.k12.ga.us>

Mission Statement

HCES

Helping Children Experience Success

Hill City Elementary School is committed to providing a safe environment for our students to achieve academically, socially, physically, and emotionally. Through a partnership of faculty, staff, community and family working together, our students will become lifelong learners and productive self-sufficient citizens.

Beliefs

We believe...

- The number one priority of Hill City Elementary School is for our students to learn at their level of ability in a safe environment.
- All decisions at Hill City Elementary School should be centered on the learning needs of the students.
- Active involvement in solving problems and in producing quality work is an important way students can demonstrate their essential knowledge and skills.
- It is the joint responsibility of administrators, teachers, staff, parents, and the community to advance Hill City Elementary School's Beliefs and Mission.
- Our students are unique, and they are our most precious resource.
- All students deserve to have their academic needs met and special services provided as needed.

Arrival – Students are not to arrive on campus before 7:00 A.M. If students arrive before 7:45 A.M., they are to go directly to the cafeteria. Breakfast will be served beginning at 7:15 A.M. Students will be dismissed from the cafeteria to the morning duty room beginning at 7:30.

AYP (Adequate Yearly Progress)

Hill City made AYP as determined by the Georgia Department of Education and “No Child Left Behind” for the past 6 years.

Tardy – Students who arrive after the start of the school day, 8:00 A.M., are considered “late” and must report to the office for a “late pass”. Students who are late and do not receive a pass will be sent back to the office. Excessive tardiness is an unacceptable practice and negatively impacts a child’s education. Excessive tardiness may result in a referral to the Pickens County Board of Education’s Attendance Support Team.

Early Check-Out Procedures – Parents (guardians or authorized adult) needing to check-out their child before 3:00 P.M. will:

- Go to the office, and upon presentation of a photo ID, will “sign out” the student on the Student Sign-Out sheet.
- Office personnel will then call the child to the office.
- No adult is allowed to go directly to a child’s classroom for early check-out.

Dismissal – All students are dismissed at 3:00 P.M. each day. The students will follow “going home” instructions as given by parents or guardians. Any changes made in these plans are to be made in writing or via a phone call to the office. **Staff members will not honor a child’s verbal changes to establish “going home” plans without verification from a parent or guardian.** A change in bus drop-off locations or a plan to go home with another student will require a note from all parents or guardians involved. An office bus pass is necessary for a change in buses or drop-off locations. **Any calls for dismissal changes should be made to the office before 2:30.**

Attendance Zone Policy – The Pickens County Board of Education has established geographic attendance zones for elementary and middle school students. Students are required to attend the grade-appropriate school in the attendance zone in which he/she resides.

Attendance zones shall remain as established until modified by the Pickens County Board of Education. The Board, based on student enrollment, anticipated growth, transportation requirements, traffic patterns and congestion, classroom space availability, and educational program needs, will approve attendance zones annually.

Awards

Students will be recognized for a variety of honors. More information on this will be given to teachers, students, and parents after school begins. Awards ceremonies will be held in the evening in conjunction with PTO.

Behavioral Expectations – Our staff believes all children can choose to behave appropriately. Any student choosing to prevent the teachers from teaching, to keep other students from learning or to endanger the safety or well being of other students or staff will not be tolerated. Students will understand the school wide behavioral and educational expectations as addressed in the Pickens County Board Code of Student Conduct Manual and by the HCES school behavior plan.

Staff members are primarily responsible for maintaining and monitoring the behavioral expectations both inside and outside the classrooms. If a student chooses to continue to ignore our expectations, he/she will be referred to the Principal, Assistant Principal or designee. A referral to the Administrative Staff will result in one or more of the following consequences dependent upon the severity of the student's actions:

Warning	Parent Conference
Parent Notification	Out of School Suspension
Time Out	Removal from Classroom
Loss of a Privilege	Campus/Community Service Assignment
Recess Detention	Outside Agency Referral
Internal School Suspension	Corporal Punishment*

Students are expected to talk in quiet inside voices in the lunchroom. To help facilitate an enjoyable lunch experience the school uses a red light. Students are given a warning by the monitor when the light goes to yellow. If the light goes to red, the first time will result in no talking by the entire lunchroom for 5 minutes. The second time the red light goes off will result in no talking for the remainder of the lunch period.

Classroom Parties – Hill City Elementary School will celebrate the following holidays with classroom parties – Winter Holiday, Valentines' Day and End of the School Year. These parties will take place the last **45 minutes** of the school day. Parents will be contacted by individual teachers for party assistance or treats. Parents will not be allowed in the classroom until time for the party. **Student birthday invitations may not be distributed on campus.** Student birthdays will be announced and ribbons presented during morning announcements. Special snacks may be brought to the office and the teacher will be notified. The classrooms will not celebrate student birthdays. The snacks will be given to the children during recess. **Parents may not attend these special snack times.** Pre-school children and students enrolled in other schools may not attend parties.

Clinic and Health Services – The health and well-being of your child is very important to us. **A child who is sick with fever, nausea or illness should not be sent to school.** When a child becomes ill at school the school nurse will evaluate the

seriousness of the symptoms and contact a parent or guardian. If a serious illness or injury occurs, the school nurse will contact the parent or guardian immediately and, in some cases, contact the Emergency Medical Services.

A medical form will be sent home at the beginning of each school year to obtain medical information and update our records for medical care. Medication, whether prescription or over the counter, should not be sent to school with a child. Adults are required to hand deliver all medications. The medication must be in the original container with the child's name and instructions printed clearly. Permission from the parent/guardian must be signed allowing school personnel to administer the medications. Specific information and instructions will be requested by the school nurse, of parents requiring intensive medical care.

Head Lice – The Pickens County Board of Education maintains a no nit policy. Head lice and nits (eggs) are not uncommon in any Georgia elementary school. Staff members check for possible infestation on an as-needed basis. Parents (guardians) will be contacted to pick up the child if nits or lice are found. Students may not ride the bus or return to school until all nits and lice are removed. Our school nurse will provide cleaning and removal information for parents. The child is to be checked by the school nurse before returning to class.

Custodial/Legal Information – Parents/legal guardians are responsible for providing office personnel with a copy of any legal documents involving the custodial care of his/her child. The lack of legal documentation and any resulting conflicts may require local law enforcement involvement. Parents are asked to refrain from engaging in non-constructive custodial discussions or conflicts on school grounds.

Emergency Plans – Parents or guardians are required to provide the school with any changes in address, phone numbers and emergency contact information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Fire Drills – Fire Drills will be held each month. The student and staff will be instructed in the fire drill process prior to the first drill.

1. At the sound of the fire alarm bell, all instruction will cease and students/staff will exit the building to assigned areas on campus.
2. Teachers and staff members will care for and monitor the students during the drill. At the sound of a re-entry signal, teachers and staff members will lead the students back into the building and instruction will begin.
3. Parents will be notified if an actual fire emergency exists.

FOOD SERVICE

The Hill City Elementary School Food Service Staff will serve two meals each day. Breakfast and lunch.

Breakfast: Breakfast will be served from 7:15 – 7:45 A.M. each morning. Menus for breakfast are published in advance and usually consist of a choice of items, such as cold cereal/milk or hot entrée, fruit, juice or milk.

Lunch: Hot lunches will be served on a daily schedule that will allow the students thirty minutes for lunch. A monthly menu will be published in advance. School lunches consist of a multiple choice buffet style menu with two entrées, a variety of fruit and salads and milk. Peanut butter and jelly sandwiches are offered each day. Students must pick up at least three food items, but may choose all of the following: one entrée, two fruits, and/or vegetable selections, bread, dessert and cold milk. The food trays remain the same price no matter how many food items are selected:

Payments – Please send your student’s meal payments in an envelope and with the following information on the outside of the envelope: **Name, Homeroom, and Amount of money in the envelope.**

Parents may send lunch money at any time. The total amount sent will be applied to your child’s account to be used for breakfast and/or lunch and their meal costs deducted. Change will not be returned. The total amount will be applied to your child’s account.

Checks are to be made payable to Hill City Elementary School Cafeteria.

Parents are encouraged to pay by the week or month. When your child’s account reflects a zero balance, he/she will be allowed to charge up to a maximum of \$10.00.

Applications for Free or Reduced priced meals are sent home during the first week of school. These forms are available in the school office at any time. If a student qualified for free or reduced lunch during a previous school year, the parent must reapply within the first 30 days of each school year to continue to qualify for services.

Sack lunches – Students may elect to bring a packed lunch from home. Milk may be purchased in the school cafeteria. It is encouraged that the lunches be nutritious and in containers easily opened by your child. Be sure that your child’s name is clearly printed on his/her lunchbox or sack.

Lunch Visitation – Parents are welcome to have lunch with their children. **Parents and guardians must check in the front office before going to cafeteria.**

Gifted

HCES provides services for gifted education. Students are routinely screened; however, they may be referred by teachers, administrators, counselors, parents, guardians, peers, or themselves by contacting the school's gifted coordinator or an administrator.

Grading – All grades will be numeric, on progress reports and report cards, with the exception of Kindergarten, Art, Music and Physical Education.

- Students **earn** the grades that are issued. The grades are not given.
- Daily work must be completed and turned in on time. Work not completed within a reasonable amount of time will be averaged in as a zero.

Grades 1-5	Kindergarten, Art, Music and Physical Education
A (90-100)	S (Satisfactory)
B (80-89)	N (Needs Improvement)
C (70-79)	U (Unsatisfactory)
F (Below 70)	

Satisfactory: Student participates in all activities and completes assignments with enthusiasm and makes an effort to improve his/her skills.

Needs Improvement: Student makes little effort to participate in activities, complete assignments or improve his/her skills. Student requires encouragement to stay on task.

Unsatisfactory: Student makes no effort to participate in activities, complete assignments or improve his/her skills. Behavior and time on task may be an issue. A parent/teacher conference would be recommended.

No Child Left Behind Policy – In compliance with the requirements of the national *No Child Left Behind* statute, the Pickens County Board of Education reminds parents that they may request information about the professional qualifications of their child’s teacher(s). The following information may be requested:

- Whether or not the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction.
- Whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived.
- The college major and any graduate certification or degree held by the teacher.
- Whether or not the child is provided services by a paraprofessional, and if so, their qualifications.

Parents may request such information by contacting Dr. Carlton Wilson.

Non-Discrimination Policy – *It is the policy of the Pickens County Board of Education not to discriminate on the basis of race, color, religion or national origin (Title VI of the Civil Rights Act of 1964), sex (Title IX of the Education Amendments of 1972 and Title II of the Carl D. Perkins Vocational Act of 1984), or handicap (Section 504 of the Rehabilitation Act of 1973) in education programs, activities and employment procedures.*

Inquiries regarding compliance with Title II, Title VI, Title IX, or Section 504 may be directed to the Pickens County Board of Education, 159 Stegall Drive, Jasper, GA 30143, 706-253-1700; or to the Director of Civil Rights, Department of Health, Education and Welfare, Washington DC.

Any student or parent who believes that the policy statement regarding Title II, VI, IX or Section 504 has been violated should contact the building administrator immediately.

Parent Conferences – Communication is encouraged between school and home. Parent conferences may be arranged by calling the school office 706-253-1880, in writing or contacting the teacher, directly. Teachers can usually email or speak to parents at some point during the school day. Teachers will not conduct parent/teacher conferences or accept conference calls during instructional time.

Parent Involvement Policy/TITLE I

HCES shall abide by and support all rules and regulations pertaining to Title I, the Academic Achievement of the Disadvantaged, No Child Left Behind Act of 2001, Public law 107-110. We are committed to the pursuit of excellence in academic knowledge, skills, and behavior for each student resulting in measured improvement against local, national, and world class standards. HCES recognizes that a child's education is a responsibility shared by the school and the family. To effectively educate students, the school and parent must work together as knowledge partners. Parent and family involvement is an ongoing process that assists parents and families to meet their basic obligation as their child's first teacher and promotes clear, two-way communication between the school and the home. HCES is committed to establishing a meaningful and strong Home, School, and Community partnership. The parent is the child's first teacher and even after entering school the continued involvement of the parent is critical to the success of the child while in school. HCES will inform parents about the Title I program and keep parents involved in the education of their children by taking the following actions to involve parents.

- ◇ Annual Open House
- ◇ Title I Dinner and Meeting
- ◇ Parent Conferences
- ◇ Classroom Newsletters

- ◇ School Newsletter
- ◇ Home Visits
- ◇ Telephone Conferences
- ◇ Family Referrals
- ◇ Surveys and evaluations of programs
- ◇ Parent Workshops
- ◇ School Website
- ◇ PTO
- ◇ Awards ceremonies
- ◇ Administrative contact

HCES will take the following steps to involve parents in the process of school review and improvement: School Advisory Committee, PTO, PTO board, Title I annual meeting, Survey/evaluations

HCES will provide the necessary coordination, technical assistance, and other support to assist in the planning and implementation of effective parental involvement activities to improve student achievement and school performance.

- ◇ Schedule PTO informational meetings
- ◇ Provide newsletters
- ◇ Provide parenting classes
- ◇ Provide Open House, Muffins for Moms, Donuts for Dads, and other family related activities
- ◇ Use the school website for informational purposes
- ◇ Use the crisis communication line for informational purposes
- ◇ Volunteer training for all parents, family members, and community members that wish to be a school volunteer. **This is a requirement before you can volunteer at HCES.** *Preschool children and students enrolled at other schools may not come to HCES during instructional hours with a volunteer.*
- ◇ Home visits as necessary

HCES will conduct an annual evaluation of the content and effectiveness of the parent involvement policy to improve the school. The survey will identify barriers to greater participation by parents. The school will use the findings to design more effective strategies for parent involvement.

Parent Resource Center

Materials are available for parent checkout in the media center on a variety of topics including but not limited to curriculum, behavior, and CRCT. In addition, classes will be held in the media center several times throughout the year for parents and interested community members. These classes are free of charge; please consult your calendar for dates and topics.

Parent Teacher Organization – The Parent Teacher Organization brings parents, teachers, administrators and other staff members together to work and communicate as partners in providing resources to enhance the quality of education in our school. All parents and school staff members are invited to become members and be actively involved in the PTO sponsored activities. The proceeds from these activities will be used to purchase items or services needed by our school.

Progress Reports – Progress Reports are sent home at the mid point of each grading period as a communication tool for students and parents.

Report Cards – Report cards are issued each nine (9) weeks. Parent/teacher conferences are encouraged at any time but are especially important for parents of students earning failing grades.

Title I

Hill City Elementary qualifies for additional federal funds through the Title I program. Eligibility is based on the number of children that receive free or reduced lunch. Our school encourages you to take time to fill out the free and reduced lunch application. Funds from this program are used for personnel and instructional materials that are used throughout the school.

Tornado Drills – Tornado drills will be conducted in the spring of each year, as recommended by the Civil Defense procedures. Instructions for the tornado drill will be provided prior to the first drill.

Severe Weather Procedure – During the school year, if it is necessary to either dismiss or cancel school due to severe weather, the following radio and television stations will inform parents and students

WYYZ 1490AM ETC Channel 3 WLJA 93.5 FM WSB Channel 2 WSB 98.5 FM
BOE Information Line 706-253-1710

**HCES Information Line
706-253-1890**

Pickens County Schools will also use our Crisis Communication Phone Network to notify parents of school cancellation or early dismissal. **It is imperative that the school maintain your most current contact phone numbers.** If you have any changes, please contact the office immediately.

School and System Contacts

Questions or concerns regarding any of the following programs can be directed to Dr. Carlton Wilson at the school level or to one of the following district level personnel.

Title VI Coordinator	Tom Pickering	706-253-1700
Title IX Coordinator	Steve Sewell	706-253-1700
Section 504 Coordinator	Christine Barker	706-253-1711
ADA Coordinator	Tom Pickering	706-253-1700

Student Services

After School Program – This is a school based after school care program housed on the Hill City Elementary School campus. To take advantage of the After School Program, parents are invited to visit the school office to complete the necessary paperwork and pay fees. Fees may be paid daily, but must be paid in full on Friday of each school week. *Any student that owes more than 10 days of after school fees will not be allowed to attend after school until fees are paid in full.*

Hours: 3:00-6:00 P.M. Fee: \$6.00 per day

Field Trips – Field trips are considered an extension to the instructional day and no student will be denied the opportunity to participate in a field trip due to the inability to pay. **Children not enrolled in Hill City Elementary School may not attend field trips and students at HCES may not attend field trips for other grade levels.** **Parents attending field trips will not be allowed to ride the school bus.**

Guidance Services – The primary goal of the Hill City Elementary School Guidance Counselor is to assist students in becoming and remaining “able” learners and responsible citizens.

Media Center – The Media Center is open each day and accessed by students on a flexible schedule. Students are encouraged to visit the Media Center and check out books. Media Center personnel will provide assistance and guidance for students wishing to check out books or conduct research.

Special Education – In compliance with PL94-142 Hill City Elementary School provides the appropriate special services for those students who qualify. The following disabilities are serviced at our school: Learning Disabilities, Behavior Disabilities, Mild to Moderate Mental Disabilities, Speech/Language Impaired, Hearing Impaired and Visually Impaired. Inclusionary teaching strategies are utilized to provide education services to students whenever appropriate.

Student Directory Information – Parents not desiring their child to be identified in the school yearbook, Pickens County newspaper, or any other publication, are required to make this request in writing within the first ten days of enrollment. This request must be signed by a parent or legal guardian and will remain on file for the school year.

Student Insurance – Student accident insurance is available for purchase at the beginning of each school year. Two plans are available:

- School coverage only.
- 24 hour coverage.

RTI – Response to Intervention (RTI) is a building level committee consisting of, but not limited to, a child's teacher(s), parents/guardians, and school administrators. The major function of RTI is to plan alternative instructional strategies for students who are experiencing difficulties in the regular classroom. RTI will be initiated by school personnel. Questions about your child's RTI process should be addressed to school administration or grade level RTI coordinator.

Telephones – Students may not use campus phones except in an emergency and only when accompanied by an adult. Arrangements for after school activities, forgotten homework assignments, and textbooks are not considered emergencies.

It is extremely important to have up-do-date home, work, cell and emergency contact numbers available for office personnel.

School Advisory Council (SAC)

This council is comprised of teachers, parents, non-certified staff representatives, community members and the school administrator. This council is charged with assisting with the development and monitoring of the School Improvement Plan as well as providing input to all the academic and non-academic programs of the school. The council members are elected by their peers and meet on a regular basis.

Volunteers/Parent Involvement

Parents are an important component for student success at HCES. To utilize our parents and community members to the greatest extent HCES has a structured volunteer training program. All individuals that would like to volunteer at the school MUST complete our volunteer training. To accommodate work schedules the school provides both a morning and evening training session. Please see the school calendar for these dates. Parents do not have to attend the training to come to have lunch, attend school parties, awards ceremonies or field days. Be aware that pre-school and other children may not accommodate volunteers to school during instructional hours. This includes students that are enrolled at other schools.

Hill City Elementary Parent/Student Compact

What is a Student~Parent~Staff Compact?

The Student~Parent~Staff Compact is a voluntary learning agreement between home and school. This agreement defines goals, expectations, and shared responsibilities of school, parents, and students as equal partners in student learning.

Hill City Elementary School~Family Compact 2009-2010

Federal guidelines require all schools receiving federal funds to develop a School~Family Compact which reflects the school's and parents' shared responsibility for educating children and assisting them in reaching high academic standards. This compact will serve as a tool to promote parents as partners with the school in the education of their children.

Student:

To the best of my ability, I will...

- ❖ Complete and return quality homework and assignments on time
- ❖ Attend school daily and arrive on time (unless I am ill)
- ❖ Always do my best to produce quality work
- ❖ Be responsible for my own behavior and learning
- ❖ Follow school and bus rules
- ❖ Work cooperatively with, and help, fellow students to be successful learners
- ❖ Read every day
- ❖ Respect myself, my classmates, and all members of Hill City Elementary staff
- ❖ Be a problem solver and a critical and creative thinker

Student Signature: _____ Date: _____

Family:

To the best of my ability, I will...

- ❖ Ensure that my child attends school daily and arrives on time
- ❖ Provide a quiet place for my child to study
- ❖ Encourage my child to complete his/her homework neatly and on time (check daily)
- ❖ Make sure that my child comes to school ready to learn
- ❖ Respect, love, and encourage my child's growth and ideas
- ❖ Encourage a love of reading, by reading and sharing books with my child
- ❖ Make an effort to attend meetings, workshops, and be involved in other activities of the school
- ❖ Communicate with my child's teacher and others at the school that assists my child.

Parent Signature: _____ Date: _____

Staff:

To the best of my ability, I will...

- ❖ Assist all students to meet or exceed Georgia Performance Standards and Georgia Quality Core Curriculum Standards
- ❖ Maintain high expectations of myself and my students
- ❖ Communicate homework and class work expectations
- ❖ Adapt instruction to meet the individual needs of all learners
- ❖ Value and respect every child as a unique individual, capable of learning
- ❖ Communicate regularly with families and share ways to support learning at home respectfully and accurately
- ❖ Provide a safe, positive, and healthy learning environment for all students
- ❖ Value parent involvement and welcome parents into the classroom as volunteers
- ❖ Appreciate the wealth of cultural diversity on campus

Staff Signature: _____ Date: _____

Principal:

To the best of my ability, I will...

- ❖ Provide a supportive learning environment for all students
- ❖ Provide professional support to the staff
- ❖ Assure a safe environment for all students, staff, and parents
- ❖ Provide an open-door policy, welcoming parents and community members to volunteer
- ❖ Provide support to the PTO and School Advisory Council



Principal Signature: _____

Date: August 4, 2009

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