

Hillcrest Elementary School

2020-2021

Parent - Student Handbook and Calendar



Happy·Confident·Educated·Students

*3116 Robert Hayes Road
LaGrange, Georgia 30240*

706-812-7940

706-812-7942 Fax

#HCESPantherPride

Facebook - Hillcrest Elementary School @roberthayesroad

Twitter - @hcpantherpride

*Christy Keeth
Principal*

*Ava Medders
Instructional Specialist*

The History of Hillcrest Elementary School

In 1894, there were seventy-seven schools in the Troup County School System. In 1875, it was decided that no new school would be allowed to open within a distance of two miles of an established school without special permission from the Board of Education. In 1925, consolidation of Hickory Grove, Freeman-Carter, Union Chapel, Harrisonville, Midway and Mountain Hill schools led to the formation of Hillcrest Elementary School. Members of the community said the new school was named Hillcrest because it sat on the crest of a hill. The school was located on Highway 27 North, about a mile from its present location.

Memoirs of a former student:

Highway 27 was a dirt road when I started to school at Hillcrest. There were four rooms in the main building and two log cabins outside. One of the log cabins was the Principal's Office and the other was a second grade classroom. There was a wood heater in each room and you had to build a fire on cold days. The water pump did not work half the time and you had to take your own water to school. There was no lunchroom so everyone had to bring their own lunches. A lunchroom was built around 1939. The restrooms were outside away from the school. The school bus had wood sides painted green. Students had to pay one dollar to ride the bus.

Mrs. Vivian Betts

Hillcrest Faculty & Staff

Administration

Christy Keeth, Principal
Ava Medders, Instructional Specialist

Counseling

Catherine Petite, Counselor

Media Center

Cathy Keith, Media Specialist & Kelley Thrower, Assistant

Pre-Kindergarten

Beth Adcock, Teacher & Laurie Noles, Assistant
Kylisha Poe, Teacher & Amanda Burroughs, Assistant

Kindergarten

Brook Haynes, Teacher & Brice Keith, Assistant
Mallory Reynolds, Teacher & Amy Epps, Assistant
Kate Rich, Teacher & Dana Watkins, Assistant

First Grade

Brenda Freeman, Teacher
Stephanie Sheppard, Teacher

Second Grade

Kim Houser, Teacher
Vicky Parker, Teacher

Third Grade

Brooke Cockrell, Teacher
Julie Conner, Teacher

Fourth Grade

Kanada McGill, Teacher
Casi Naiper, Teacher
Wendy Tomlinson, Teacher

Fifth Grade

Alicia Bilbo, Teacher
Austin Buchanan, Teacher
Donna Shepard, Teacher

Specialists

Holle Lewis, P.E. Teacher
Halee Kaleel, Music Teacher
Brittany Shepard, Art Teacher

Exceptional Education

Lora Davis, Resource Teacher
Britany Santos, Resource Teacher
Ginger Tate, Speech & Language Teacher
Ronda Murray, Assistant
Misty Shepherd, Assistant

EIP

Evans Eiler, Teacher
Audrey McCray, Teacher

Title I Assistants

Hanna Lane, Family Liaison
Crystal Boyd, Assistant

ESOL

Bonnie Bendelius, Teacher

Gifted Education

Sherri Everett, Teacher

School Nurse

Teri Ogles

Cafeteria

Catherine Jackson, Manager
Betty Carter
Tammie Hendricks
Belinda Knowles

Custodial Services

Betty Clemons, Lead Custodian
Theresa Williams

Office

Terri Bohn, Bookkeeper
Gina Scott, Secretary

PTO (Parent-Teacher Organization)

The PTO is an organization of parents and teachers whose purpose is to support the education of Hillcrest Elementary School students. The PTO is a vital function of the school, and all parents and teachers are encouraged to join. Meetings are open to all, and parents and teachers are urged to become active in the school's PTO.

PTO Officers and Committee Members:

President-Stacy Gale

Co-President-Brandy Barentine

Treasurer-Katrina Honnold

We are always looking for active PTO members and hope your family will join! Membership is \$5.00 per family.

School Council

Governor's A+ School Reform Bill requires that all schools establish school councils for the purpose of advising the principal in matters relating to student achievement and school performance. The council is composed of teachers, parents, business partners and the principal. Each elected member serves a two-year term. The council is required to meet a minimum of four times a year. The public is welcome to attend all meetings. Anyone other than council members who wish to be heard at a meeting must notify the principal at least two days prior to the meeting. All meeting agendas are available in the school office. Meetings will be held in the front conference room unless otherwise posted.

School Council Members are:

Principal – Christy Keeth

Parent Members - Callie & Jason Hill

Staci and Randall Harper

Business Members – Manish Patel

Teacher Members- Donna Shepard

Lora Davis

Title I Family Liaison- Hanna Lane

Troup County School System



Mission Statement

The mission of the Troup County School System is to educate all students in a challenging and safe learning environment, so they will become productive citizens in a diverse and changing world.

District Goals

1. Ensure all students achieve at their highest level of academic performance.
2. Provide a safe, secure, and wholesome learning environment.
3. Engage all students, staff, families, businesses, and the community in the educational process.
4. Maximize efficiency and productivity in pursuit of the system's mission.

Beliefs

We believe that:

1. Students are the primary focus of all decisions.
2. Each student is a valued individual with unique social, emotional, physical, and intellectual needs.
3. Students have a shared responsibility for their own learning.
4. Clear and high expectations contribute to success.
5. All students can learn when provided with a rigorous curriculum and when supported academically, socially, and emotionally.
6. All students must be prepared to function effectively in a knowledge-based, technologically rich, and culturally diverse world.
7. Effective and engaging instruction provides the knowledge and skills to meet global challenges and opportunities.
8. Students who are lifelong learners are prepared to meet future challenges.
9. Students, staff, parents, and the community share the responsibility for the support of the TCSS mission.
10. Students benefit from strong family, school, and community partnerships.
11. Effective communication between home and school is essential.
12. The TCSS should be guided by long-range plans designed to meet the vision, mission, and goals of the district.

Hillcrest Mission Statement

Hillcrest Elementary:

A positive learning environment dedicated to promoting happy, confident, and educated students.



Our Beliefs

We believe that...

- ❖ *All students can learn if presented with challenges and opportunities to succeed.*
- ❖ *Everyone has the right to learn in a safe, nurturing environment that meets his/her academic, emotional, physical and social needs.*
- ❖ *Teachers hold high expectations for each child while acknowledging individual differences.*
- ❖ *Enthusiasm for learning should be encouraged and be spread within the school setting.*
- ❖ *Learning is a developmental, student-centered process.*
- ❖ *Students should be provided with varied and current resources for learning.*
- ❖ *Teachers, students, parents, and the community must work together in the educational process to provide the best learning experiences for our students, preparing them to become life-long learners.*
- ❖ *Open communication between teacher, parent, student, administration, and the community is critical to maximize student growth and achievement.*
- ❖ *Students should be educated in a manner that results in well-informed, critical thinkers, and productive citizens in our society.*
- ❖ *The school is an ever-changing institution, always striving to find the best ways to teach students and optimize learning.*

Attendance and School Hours (7:40 a.m. until 2:20 p.m.)

Georgia law requires students attend school everyday except when there is a valid reason for their absence. An absence for a valid reason will be treated as excused.

- Personally ill and whose attendance in school would endanger their health or the health of others:
- In whose immediate family there is a serious illness or death which would reasonable necessitate absence from school:
- Mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces and court orders:
- The observation of religious holidays, necessitating absence from school.
- When conditions render school attendance impossible or hazardous to the student's health or safety.
- Registering to vote or voting for a period not to exceed one day;
- Serving as Pages of the General Assembly during the school year (Pages shall be credited as present by the school in which enrolled);

When a child has been absent for any reason, the parent should send a note stating the reason for the absence when the child returns to school. Students should be fever-free for 72 hours, without the aid of a fever reducer, before returning to school. The written excuse must be received by the school within three days after the absence or tardy. After 5 handwritten parent notes in a semester, administrators or a designee may require a doctor's note. A doctor's note may also be required after three consecutive parent notes.

Daily attendance at school is critical for student success. Students are expected to attend school every day, to be on time, and to complete the school day. Students who are tardy or dismissed early miss valuable instruction and interrupt the learning environment for other students. Please be considerate of our children by keeping their interruptions to a minimum.

The tardy bell rings at 7:40a.m. Any student entering the building after the tardy bell rings will receive a tardy slip (see County Attendance Protocol located in the Appendix).

Early Departure

Should it become necessary to leave early, parents must identify themselves to the secretary, and the child will be called to the office for check out. Before leaving, parents are asked to sign the child out, parents must present valid Driver's License or other state issued ID. When possible, a note should be sent to the teacher on the morning of an early departure.

Change of Address or Phone Number

If you have a change in any of the following: address, home phone number, cell phone number, work phone number, or emergency phone numbers they should be made through the Infinite Campus Parent Portal. It is very important that this information stays up to date so that we can notify you of any important meetings, contact you in case of emergency, or to communicate with you about your student.

Changes in Transportation

Student safety is of the utmost importance to our faculty and staff. We realize parents sometimes need to change a child's transportation. In order to make a change, parents must send a note to the teacher explaining what change is to be made. For example, if a child normally is picked up by the parent in a car but needs to ride the bus that day, the parent must send a note. Please understand that without a note the school cannot necessarily take the word of the student because children sometimes get confused. It would be dangerous to send a child home to an empty house. In the event that the school is unsure about a child's transportation, the child will be kept at school and the parents will be called as soon as possible.

- ✓ **ALL STUDENTS MUST HAVE A WRITTEN NOTE SIGNED BY THE PARENT/GUARDIAN FOR A CHANGE OF TRANSPORTATION WITH AFTERNOON DISMISSAL.**

- ✓ **PHONE CALLS, EMAILS, and FAXES FOR TRANSPORTATION CHANGES WILL NOT BE ACCEPTED EXCEPT IN AN EMERGENCY.** AS ALWAYS, THE SAFETY OF YOUR CHILDREN IS OUR HIGHEST PRIORITY. THANK YOU FOR SUPPORTING OUR HIGH STANDARDS.
- ✓ **Authorities/local agencies may be contacted in the event that a student is left at school after dismissal with no communicated plans for parent pick up with/without an existing outstanding ACE balance.**

Car Transportation

Students will be received by car starting at 7:05 a.m. Students may not be left unaccompanied by a parent/adult at Hillcrest prior to 7:05 a.m. **Students may not be dropped off before 7:40 a.m. in front of the school without prior approval from the office.** Due to safety concerns, parents are asked to refrain from walking students into the school.

In order to make our car rider pick-up and drop-off more efficient we ask that you help us with the following:
Morning Drop-Off: Please have your student(s) ready with book bag, lunch box, or other school items before a staff member opens the vehicle door. Parents are asked to remain in the vehicle to release their student to the staff member who has opened the vehicle door.

Afternoon Pick-up: All car riders will be dismissed from car rider area. Front office pickup is reserved for medical needs & emergencies only.

Teachers have been asked to ensure that parent conferences not occur at car rider pick-up. Please drive to the front of the school or call the teacher to set up a conference appointment time.

For the safety of our students, we do not allow cars to pass one another in our car rider line.

Car rider dismissal will begin promptly at 2:20 p.m. Students will be assigned a car rider number at the time of enrollment and two car tags per family will be issued. Additional car tags may be purchased by the enrolling party for \$1.00 per tag at any time during the school year. **Tags must be displayed during dismissal. For safety, any vehicle not displaying an official tag issued by Hillcrest Elementary will be asked to pick up students in the front office.** Car riders not picked up by 2:35 p.m. will be placed in the ACE program at the regular daily fee of \$7.00.

Bus Transportation

COVID Regulations

The Troup County School System operates buses for transporting students to and from Hillcrest Elementary. Students transported to school are expected to behave in an appropriate, safe manner. Students who violate bus conduct regulations may be suspended from the privilege of bus transportation. Students may also be subject to suspension or expulsion from school for violation of bus conduct regulations.

Students that are eight years of age or younger must have a parent/designated adult at the assigned stop during dismissal from the bus. Students may be required to ride additional bus routes or may be returned to the school if a parent/designated adult are not present during dismissal from the bus. When a driver must return a student to the school, the student will be received by school personnel and then released to the parent/guardian. Each time that a student is returned to school by a bus driver the following consequences will be applied:

- First Occurrence -- School will notify parent/guardian, document and give a warning about future occurrences.
- Second Occurrence -- School will hold parent/guardian conference, document and give a warning about future occurrences.
- Third Occurrence -- School will notify parent/guardian and will suspend riding privileges for three (3) days (AM & PM).
- Fourth Occurrence -- School will notify parent/guardian and will suspend riding privileges for five (5) days (AM & PM).
- Fifth Occurrence -- School will notify parent/guardian and will suspend riding privileges for rest of semester.

Physical distancing on a school bus is most challenging due to limited available space. Strict physical distancing between riders of 6 feet is not practical as it would require as few as 12 riders on a school bus. Therefore, it is required that all students wear a face covering while riding the bus to and from school. To the

greatest extent possible, distances between students seated on buses will be increased. TCSS transportation is also taking the following precautions: • Surfaceguard 90 Biostatic Antimicrobial Protective Coating will be applied to all buses three times during the school year. • Touchpoint surfaces will be sanitized between routes each day. As much as possible, buses will be wiped down with disinfecting wipes between routes (MS/HS and ES routes). • Full-bus disinfecting fogging with electric misting units will take place as needed. • Drivers and students will be required to wear face coverings on buses. • Hand sanitizer will be provided as student board the bus each morning. • To maximize air circulations, roof hatches and windows will be opened. • Response protocols are being developed for how to handle sick students at a stop location and for identifiable illness while students are on the bus. • Children that become sick during the day may not ride the bus home.

Troup County Board of Education Guide to Pupil Transportation

Notification of future changes, if any, will be made through the individual schools, newspaper, Troup County BOE website, and other local media.

If you experience any problems with transportation, the procedure is to first seek to resolve the problem at the school level.

The Troup County Board of Education believes that all students can learn better in a safe school environment. This includes the school bus. Behavior that infringes on the safety of students will not be tolerated. Therefore, there must be an attitude of respect and cooperation on the part of each student towards the bus driver and the bus driver towards the student. Please remember that it is a privilege and not a right to ride a school bus. It is the parent or legal guardian's responsibility to make sure the child(ren) arrives at the bus stop at least 5 minutes before the scheduled stop time and will ensure the safety of the child(ren) until they board the bus in the morning. The parent or legal guardian is also responsible for the safety of the child(ren) in the afternoon after they unload the school bus. It is the responsibility of the parent or legal guardian to be available to receive any child(ren) eight (8) years old or younger from the afternoon route.

GENERAL BUS RULES

1. The school bus driver is responsible for the safety of all students riding on the bus.
2. The school bus driver has the same responsibility as a teacher in controlling discipline.
3. Students shall follow driver's directions.
4. The school bus driver must concentrate on driving the bus and any distractions may cause the driver to have an accident.
5. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 12 feet from where the bus stops.
6. Students shall wait at the bus stop in an orderly line and avoid playing.
7. Students shall cross the roadway in front of the bus after the bus has fully stopped, students must look at the driver for a hand signal, and the students must look in both directions for traffic before crossing.
8. Students must stop and signal the driver with a waving motion if something is dropped outside the bus and wait for the driver to give a signal before picking up the object.
9. Students shall move directly to the first available or their assigned seat when entering the bus and shall keep aisles and exits clear.
10. Students shall remain properly seated, (back against the seat back, bottom against the bench section) and keep hands and feet to themselves.
11. Students shall not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
12. Students shall not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may only carry objects that can be held on their laps.
13. Students will refrain from using loud voices, profanity, and/or obscene gestures, and respect the rights and safety of others.
14. Students must not extend head, arms, or objects out of the bus windows.
15. Students must be totally silent at railroad crossings.

16. Students must stay seated until the bus is stopped and the door is open before getting up from their seats to unload.
17. Students must provide a written note, signed by a parent or guardian and a school administrator giving permission to ride a different bus or to get on or off at a different stop location.
18. Students shall help keep their bus clean and in good condition.
19. All school building rules and procedures apply on the school bus.
20. School Bus Stops are considered "school property" when the school bus is present.
21. Students are not allowed to complete homework or open their book bags on the bus. However, a student may have a book out to read on the bus.
22. Students will not be allowed on the bus if they are known to have a contagious illness, infection or lice.
23. Students may only use electronic communication devices with headphones. Any use of such items that is distracting to the bus driver will not be allowed.
24. Students shall not use mirrors, lasers, flash camera or any other lights or reflective devices in a manner that might interfere with the driver's safe operation of the school bus.

During registration, parents will sign a copy of the following School Bus Conduct and Safety Instructions. The rules apply to student activity trips as well as regular bus routes to and from school.

TROUP COUNTY SCHOOLS SCHOOL BUS CONDUCT AND SAFETY INSTRUCTIONS

Permission for any student to ride in a school bus is a PRIVILEGE, NOT A RIGHT. The safety and welfare of student riders depends on proper behavior and observance of the following rules and regulations. Any pupil who violates any of these rules will be reported to the proper authority and his/her privilege of transportation may be denied. These rules apply to STUDENT ACTIVITY TRIPS as well as regular bus routes to and from school.

The DRIVER is in FULL charge of the bus and its passengers and has authority to enforce all the rules. Respect the authority of the driver by obeying promptly and courteously. Students are to refrain from unnecessary conversation with the driver.

1. On the way to and from the bus stop; walk on the shoulder of the road where possible not on the traveled portion.
2. Students should be at the bus stop five (5) minutes before the bus arrives, waiting in a safe place, clear of traffic, and six (6) giant steps off the road or 12 feet off the road if possible. The bus will not wait for those who are tardy. Do not ever run after the bus if you are late. Drivers have been instructed NOT to STOP for anyone running after the bus.
3. Maintain orderly behavior while at the stop.
4. Line up in a straight line. Do not move toward the bus until it is completely stopped and the driver opens the door.
5. Use the handrail when going up and down the bus steps. Be especially careful when it is wet.
6. Quickly go to your assigned seat and remain properly seated: back against the back of the seat, bottom against bottom of the seat, hands to yourself, with feet, legs and belongings out of the aisle.
7. Students should be courteous and obey all the driver's instructions.
8. Items students should not bring or use on bus include, but are not limited to, tobacco, alcohol, illegal drugs, animals, glass objects, balloons, matches, nuisance items, hazardous materials, weapons, items too large to hold in laps, or any object, that might distract the driver or jeopardize students. (Controlled substances must be accompanied by a doctor's prescription.)
9. Students should not eat, drink, or chew gum on the bus.
10. Students should talk quietly and respect the rights and safety of other.
11. No obscene language or gestures will be tolerated.
12. Students will not extend body parts or any object out of the bus window.
13. Students will be totally silent at railroad crossings until the bus is completely across the tracks.
14. No object is to be thrown into, out of, or inside the bus.
15. Fighting or physical play is prohibited-classroom conduct is expected at all times.
16. Do not damage or litter the bus. The student or his/her parents must pay for any deliberate damage to the bus. Failure to do this may result in suspension from riding the bus until restitution is made.

17. The emergency door is to be used only at the direction of the bus driver. Nothing should ever be placed in the aisle to prevent exiting.
18. Students must provide a bus pass to the bus driver giving them permission to ride a different bus or to get off the bus at a different bus stop. This bus pass must be stamped with a school administrator's signature.
19. Never walk behind a bus. Never bend down in front of a bus. Never walk beside or close to a wheel of a bus.
20. If a student drops something under or near the bus, ask the driver what he/she wants you to do. If the student has already crossed the street, he/she should wave their arms to get the driver's attention. A student should NEVER go back into the road without the driver giving them verbal permission to retrieve the item. No item is worth this risk!
21. If you must cross the road, wait for the driver's signal for you to cross safely.
22. In the morning and afternoon students will be discharged only at their regular designated school or bus stop. No student will be allowed to get off at any other location.
23. The primary focus of the bus driver is to operate the bus safely.
24. Occasionally, the bus driver may not be aware of all situations occurring on the bus. Therefore we encourage all students and parents to report inappropriate behavior to the bus driver or the student's school.

Parent or Guardian Signature

Date:

SUSPENSION PROCEDURES

Suspensions may begin on the afternoon route of the same day. Parents and bus driver shall be notified of suspension before the suspension is to begin. Parents must make arrangements to pick up child(ren) in the afternoon if suspension begins in the afternoon.

INVESTIGATION OF PUPIL MISCONDUCT

Due to the fact that we can not predict all possible misconduct, any misconduct not addressed will be evaluated on a case by case basis. Bus **riding privileges** may be **suspended at any time** at the discretion of the school level administrator and/or the Director of Transportation for chronic or serious offenses. The principal or his/her designee is primarily responsible for investigating misconduct, which occurs at the bus stop, en-route to and from school and at the school loading/unloading zone. The principal or designees may conduct an investigation of the student(s) involved in bus misconduct. If a student commits offenses of different levels during the same incident, the consequences associated with the more serious level of offense will be applied.

Most student discipline is addressed by the school so parents are asked to direct their questions, concerns, and/or complaints about bus misconduct and discipline to their child's school.

BUS CAMERAS

All TCS buses are equipped with digital video cameras. All routes are monitored for the safety and protection of students, as well as the driver. Digital recordings are the property of TC BOE and are used in the determination of misconduct, innocence or guilt of student/staff infractions. These recordings are considered student/staff records and are not subject to open records requests.

DO NOT BREAK THE LAW

Parents must not board the school bus for any reason. Georgia Law states: It shall be unlawful for any person to disrupt or interfere with the operation of any public school, school bus and/or school bus stops. Any person found guilty will be guilty of a misdemeanor. Persons who have been advised that minor children are present and who continues to berate, insult, or abuse any public school bus driver or monitor in the presence of a students, while on the premises of any public school or public school bus may be ordered by the school bus driver or monitor to leave the school premise or school bus, and upon failure to do so such person shall be guilty of a misdemeanor, upon conviction thereof, shall be punished by a fine not to exceed \$500.00. School buses are private property. Boarding a school bus by a parent, guardian, or other person not employed by the Troup County BOE is trespassing.

We need your help in educating your child(ren) on these school bus rules and guidelines. With your help, you will help ensure that all students will have the safest ride to and from school every day and to create a safe learning environment for all.

After Class Enrichment (ACE)

The ACE program is a project of the Troup County School System. The purpose of this after school program is to provide students with activities in a safe, supervised, and relaxed environment. **ACE is available to each elementary student that has been properly registered and pre-paid.** The ACE fee is \$7.00 per day. Family discounts are available. ACE provides each child with a snack, supervised physical activity, supervised study time, and other supervised activities. Students may stay in ACE until 6:00 p.m. Fines will be imposed when students are still in ACE after 6:00 p.m. Excessive late pick up may result in dismissal from the A.C.E. program. **According to Troup County School System guidelines, ACE is a “prepay” program; therefore, parents need to pay for ACE before a child may attend.** Authorities/local agencies may be contacted in the event that a student is left at school after dismissal with no communicated plans for parent pick up with/without an existing outstanding ACE balance.

The ACE program is a privilege. We strive to promote an atmosphere conducive to safety and appropriate behavior. Parents will be notified if their child violates the rules. Students who do not exhibit appropriate behavior may be suspended or withdrawn from the program.

Emergency Dismissal Information:

In case of an emergency that causes school to be dismissed early, local radio stations, newspapers, and the Troup County School System website and “Sendit” automated calling system will publicize school information. The following guidelines for dismissal will be followed:

- Students will be dismissed as they are each day: by bus or by car.
- Students who attend ACE will remain at ACE until they are picked up by their parents.
- School officials will remain at school until all students have been picked up. Please be assured that the safety of your child is our first priority.

Dress Code

Parents may be contacted to bring a change of clothes for a student that does not follow the county dress code policy. Students not following the Troup County School System Dress Code Policy may be removed from class until additional clothes are brought from home and/or subject to a disciplinary referral.

Board Policy

Descriptor Code: JCDB-R (1)

Student Dress Code

The wearing of garments appropriate for school by students shall be required by the school principal. Regulations related to dress codes shall be uniform for various grade levels throughout the school system. Under the direction and supervision of the Superintendent, principals shall work together to create consistency and uniformity regulations. Reasonable and rational exceptions may be allowed from school to school for the various grade levels.

Beliefs

The Troup County Board of Education believes that an appropriate dress code will support a safe school environment that is conducive to learning. Dress standards promote the safety, modesty and comfort of students and are designed with their well-being in mind. Research also indicates that there is a distinct relationship between students’ attire and their classroom behavior, attitude and achievement. The dress and personal appearance should not be disruptive or interfere with the legitimate interest and welfare of all students. Consequences for improper dress will include parents being notified by phone or written message. Continual violation of the dress code becomes an issue of defiance and will be treated as such. *The administration will have the final decision on appropriate dress for school.* If you have any questions or comments, please feel free to contact the school principal.

GUIDELINES

Students should adhere to the following guidelines:

1. Pants must be worn at the waist, with or without a belt. "Busting slack" is not allowed. Students should not have to hold pants up while walking.
2. Shorts, skirts, and dresses are permitted but must be of appropriate length and style. The general rule is shorts and skirts should be no shorter than the tip of the middle finger when arms are extended by the side.
3. Clothing with pictures, writing, and/or symbols promoting gangs, alcohol, sex, tobacco, profanity or suggestive/crude messages is prohibited.
4. Hats/caps, "hoodies," sweatbands, stocking caps, curlers, ear warmers or sunglasses are not to be worn inside the school building. Bandanas are not permitted at any time.
5. Biker shorts, any type of warm-up that is tight and clings to the body, and clothing designed as undergarments or night wear (pajamas, flannel pants, negligee, etc.) worn as outer garments are unacceptable. This includes "leggings" or tights. If leggings or tights are worn, the outer wear covering these garments must meet the minimum requirements set forth in this dress code (i.e. shorts, skirts, or dresses worn over leggings/tights must meet minimum length requirement stated in number 2 - they should be no shorter than the tip of the middle finger when arms are extended by the side).
6. Students should not wear clothing of abbreviated style and/or revealing nature (no exposed cleavage), including but not limited to bare midriff tops, tank tops, halter tops, tube tops, see-through clothing, blouses, pants, cutout garments, shirts or blouses with large armholes, and blouses with revealing necklines. (If the student's midriff or waist area shows when the arms are extended parallel to the floor, it is considered a midriff top). Shoulder straps on blouses, shirts, and dresses must be a minimum width of 2 inches. Shirts and dresses must have both shoulder straps.
7. All pants, shorts, and other clothing with holes at or above the knee are unacceptable.
8. Other unacceptable dress: dog chains, wallet chains, "spiked chokers", and hanging shoulder straps, or any apparel that may be used to harm or impair another.
9. All students must wear shoes at all times for health and safety reasons. It is also recommended that shoes with a smooth sole such as thongs or flip flops not be worn. Bedroom slippers are prohibited.
10. With approval of the principal, activity sponsors may establish different rules for dress and grooming for participation in special activities.
11. Other attire deemed unsafe, inappropriate, or disruptive to the learning environment by the building principal may be subject to disciplinary action

Instruction

Instruction is the most important aspect of each day at Hillcrest. Dynamic, planned instruction coupled with effective classroom management provides your child with an optimum learning environment each day.

Grading

The Troup County School System uses a standardized report card format for grades K-2. Parents with students in grades K-2 will be invited to attend parent conferences to discuss student progress as measured by standards-based grading. The following grading system is used for grades 3-5:

A = 90-100	B = 80-89	C = 70-79	F = 69 and below
Satisfactory (S) = 80-100	Needs Improvement (N) = 70-79	Unsatisfactory (U) = 69 and below	

Progress Reports

Progress reports will be sent home at the midpoint of each of the grading periods for grades third through fifth. The purpose of these reports is to inform you of your child's progress in the middle of each grading period. We encourage you to contact your child's teacher if you have questions regarding his/her progress. The tentative schedule for progress reports is as follows:

- Tuesday,
- Tuesday,
- Tuesday,
- Tuesday,

Report Cards

Report cards will be sent home after each grading period for grades third through fifth. Parents may expect report cards on the following dates:

- Tuesday,
- Tuesday,
- Tuesday,
- Tuesday,

Honors

Students earning all A's in all subjects will be named to the Principal's List. Students who make A's and B's in all subjects will be named to the Honor Roll. Parents will be invited to attend the Honor's Day celebration at the end of the school year.

Counseling

Our school counselor is certified in Elementary Counseling. She is available to counsel any student who would like to talk with her. Students may be referred for counseling by parents or the school staff.

Tier III -Student Support Team (SST)

The SST is a team of teachers in each grade who meet periodically to propose educational alternatives for students who may be experiencing educational or behavioral difficulties in the classroom. Parents are notified at the beginning of each SST referral and are invited to be a part of the team.

R.T.I. (Response to Intervention)

The Troup County School System is utilizing a framework developed by the *Georgia Department of Education* entitled the *Student Achievement Pyramid of Interventions (PoI)*. The PoI was created in Georgia to address the federal mandate to implement students' Response to Interventions, to provide high-quality instruction, to implement research/evidenced based interventions to meet students' needs, to monitor progress to make informed decisions about the efficacy of the interventions, and to use their response data to guide instruction. The PoI is a four-tiered problem-solving approach that addresses student needs by providing services and interventions based on Georgia Standards of Excellence, sound assessment practices, and research/evidence-based instructional pedagogy. The PoI has the following components:

Tier 1- Standards-based and differentiated instruction, universal screening, and progress monitoring through curriculum-based measurement tools.

Tier 2- Standard intervention protocol process for identifying and providing research/evidence-based interventions and on-going progress monitoring to guide decision making

Tier 3- Intense formalized problem-solving model to identify student needs, use of targeted research/evidence-based interventions, and frequent progress monitoring using AIMSweb.

Tier 4- Specially designed instruction, programs, and methodologies and greater frequency of progress monitoring using AIMS web.

DUE TO COVID-19 RESTRICTIONS, NO VISITORS, OR VOLUNTEERS ARE ALLOWED IN THE BUILDING UNTIL FURTHER NOTICE

Parent Volunteers & Visitors

Hillcrest Elementary School values the concept of parents as partners in education. Parent and community support are vital to all facets of the school program. Parents are encouraged to visit the school. When visiting, parents are reminded to sign-in at the front office and receive a visitor's pass. We do ask that classes not be disrupted or informal conferences be held with teachers when instruction should be taking place. Visitors that wish to go to a classroom for the purpose of student/teacher observation must first schedule the visit by appointment in the office. An administrator may accompany the visitor during the scheduled classroom observation. Any Hillcrest teacher will be happy to schedule a conference with you during planning time or after students have left school for the day. Parent resource rooms are available. Please see the family assistant, secretaries, or administrators for check-out availability. Parents or family members that are interested in volunteering at the school must complete a background check for approval before volunteering. Each year, an award is given to the volunteer with the highest number of service hours, the Jesse Patterson Volunteer Award. This award is in memory of a long-time volunteer who served countless hours for the love of our Hillcrest children.

Medication

If a student requires medication at school, a form must be completed and kept on file in the office. The medication must be sent to school in the original packaging or prescription bottle and be dispensed by trained school personnel. All instructions concerning the dispensing of medication must be written by the doctor or the parent. If the medication is to be given at home, please do not send it to school. The school does not keep any form of medicine on hand to be dispensed to students.

Early Departure Due to Illness

If a student becomes ill during the school day, the secretary, school nurse, or teacher will notify the parent. Parents may then pick up their child in the office. The person picking up the child should sign the child out on the appropriate form. The school will not release a child to anyone not listed in the office records without permission from a parent/guardian. Identification with a driver's license may also be required. Students should be fever-free for twenty-four hours, without the aid of a fever reducer, before returning to school.

Regulation Descriptor Code: JGCCA-R

Head Lice

STUDENT HYGIENE - PEDICULOSIS (HEAD LICE)

The Troup County Board of Education acknowledges that pediculosis is a health problem which, if not properly controlled, can reach epidemic proportions. It is, therefore, the policy of the Troup County Board of Education, in order to prevent epidemics of pediculosis and insure the health of the Troup County students that certain actions be taken when pediculosis is present on Troup County students. In accordance therewith, the Superintendent or his/her designee is authorized as follows:

1. Upon the discovery of an active case of pediculosis, or eggs if the school has a no nit policy, on the person or clothing of any student attending the Troup County Schools, the parents or guardians of the student shall be notified of the infestation. A letter is to be sent home with the student describing treatment and decontamination of personal articles and environment.
2. An infested student shall be immediately prohibited from participation in all school activities to include classroom attendance. As long as the student is so infested, he/she will continue to be excluded from classes and school activities.
3. A student may be readmitted to the Troup County Schools when:
 - the school is presented with a written notification indicating alternative treatment;

- a treatment box top from the parent or written notification from the Troup County Health Department or private physician stating the student has been examined and is free from active pediculosis; or
- an examination by appropriately trained school personnel reveals no evidence of active pediculosis.

For recurring incidences of an active case of pediculosis, or nits in case the school has a no nit policy, the student must be excluded from school until:

- the school is provided with a written statement from Troup County Health Department or private physician stating the student has been examined and is free from active pediculosis; or
- an examination by appropriately trained school personnel reveals no evidence of active pediculosis.

The Superintendent or his/her designee shall be authorized to conduct such school or community education programs as he/she, in his/her discretion, deems appropriate to insure student-parental understanding of the policy and the consequences thereof and to control and prevent further infestations of pediculosis among the students of the Troup County schools.

Troup County Schools

Date Issued: 7/1/2001

Last Revised: 11/18/2010

DUE TO COVID-19 RESTRICTIONS, CLASS PARTIES ARE SUSPENDED UNTIL FURTHER NOTICE

Class Parties

Class parties provide students with a time to learn appropriate social behavior during celebrations. Homeroom teachers working with parent volunteers will organize school parties. Grade levels will send home an announcement prior to the scheduled celebration. Class parties are intended for students in their assigned class. Food items provided for parties are intended for students/teachers of the classroom. For this reason, siblings and other guests should have permission from the teacher/room parent before eating class party items. **Hillcrest students are not permitted to leave their classroom to attend the classroom parties of their siblings/friends. Read the pre-packaged food statement below for food donation/snack guidelines.**

Student Birthdays

Student birthday parties during school hours are not permitted. On a student's birthday, parents may send in a special snack to be served at a time designated by the teacher. **Read the pre-packaged food statement below for food donation/snack guidelines.** Please contact your child's teacher to schedule the snack and time at least two days prior to the birthday. Birthday cakes and candles are not permitted.

Party invitations for events outside of the school day may be distributed only if all students in the class are being invited to the event. If only part of the class is invited then invitations should be sent in the mail. For privacy reasons, the school is not able to provide any parent with phone numbers or addresses of other students.

Pre-Packaged Foods in Schools

Troup County Schools welcomes parental involvement in organizing class parties and special events. These festive occasions often include snacks for students to enjoy. Due to food safety concerns and special dietary needs of some students, all snacks distributed for classroom parties or special events must be pre-packaged and display ingredients. This applies to beverages as well. Thank you for helping us keep our children safe.

Food Service

Breakfast is available for any student who wishes to participate in the program. Breakfast is served each day from 7:05a.m. until 7:35a.m. **Breakfast will not be served to students after 7:35a.m. with the exception of late bus riders.** Students are encouraged to eat school lunch on a daily basis. If a child brings lunch, he/she should not bring cans or bottles sealed under pressure (ex. soft drinks) in his/her lunch box. Due to safety reasons, glass bottles are also not permitted. Fast foods from local restaurants may not be eaten in the cafeteria according to the Troup County School System Wellness Policy. Parents and approved visitors are welcome to enjoy lunch with their Hillcrest student during his/her assigned lunch time. For safety reasons, parents will be asked to join their student for lunch in a designated area. Out of respect for the feelings of classmates, other students will not be permitted to join the friend that is having lunch with a guest.

All money collected for lunch is credited to your child's account. As your child goes through the lunch serving line the student identification number is typed into a keypad by the student. Whether paying by cash, check, or by Pay PAMS, all money sent by the parent will be credited to the account. Students may purchase a carton of milk at a cost of \$0.75 per carton. If your child does not eat a school lunch, the money will automatically be carried over for future use. Students with any food allergies requiring an alternative meal must bring a written notice from the doctor. Since safety is our primary concern, student menus and/or food options may be restricted, when necessary, for students bringing lunch from home or purchasing a meal.

Breakfast Food Prices

Our student breakfast program will be available each day to all students free of charge.

<i>Adult Breakfast</i>	<i>\$1.75 Per Day</i>	<i>\$8.75 Per Week</i>
------------------------	-----------------------	------------------------

Lunch Food Prices

<i>Student - Full Priced Lunch</i>	<i>\$2.85 Per Day</i>	<i>\$14.25 Per Week</i>
<i>Student - Reduced Price Lunch</i>	<i>No charge</i>	<i>No charge</i>
<i>Adult Lunch</i>	<i>\$4.25 Per Day</i>	<i>\$21.25 Per Week</i>

School Store

Basic school supplies are available at the school store for a nominal charge. The store is located in the main hallway and is open from 7:15 a.m. until 7:35 a.m.

Discipline

The official Troup County School System Student Support and Behavior Intervention Handbook is provided on our school website. As a part of an overall plan to protect the health, welfare, safety and lives of students, faculty, staff and visitors to our schools, and to reinforce provisions of the Code of Student Conduct, metal detectors may be used to screen for fire arms and other weapons in order to locate and deter their use. Random searches may be conducted with minimal disruption to the educational program.

We believe that every teacher has the right to teach and expect students to display appropriate classroom behaviors. We are certain that this discipline philosophy when applied consistently by all teachers and staff will result in the development of a safe, secure, and positive atmosphere that makes learning exciting.

Students who are aggressive or repeatedly disruptive will be referred to the office for discipline. Consequences of aggressive or disruptive behavior may include conferences, counseling, time-out assignment, or out-of-school suspension. Parents/Guardians may request a copy of the Classification of Violation and Disciplinary Actions from the school office. We are deeply committed to protecting the rights of children to learn.

Insurance

School insurance is available to all students. Applications will be available at the beginning of the year and or they can be found on our school webpage under the Troup County Student Support and Behavior Intervention Handbook and should be returned promptly to the company if coverage is desired. We encourage all parents to take advantage of this inexpensive insurance.

Lost or Exchanged Items

Students should not bring valuable articles to school: we cannot be responsible when they are misplaced or taken. The trading or exchanging of articles should not be done at school. **Please put your child's name in personal belongings so that they may easily be identified and returned to the student should one of these items be misplaced.**

Weekly Folders

Teachers will send home a folder with student work, class newsletters, and other information with students on Tuesdays. Please review the information in the folder with your child, sign that you have seen the information, and return the folder to school on Wednesday. We encourage parents to contact the teacher with any questions about the weekly folder or your child's performance.

Family Engagement

Hillcrest is a Title I school and participates in the Title I Schoolwide program. Title I is the largest federal education program that provides assistance to schools. Title I funds are used to provide supplementary services and resources to our schools. Hillcrest is responsible for developing a School-wide Improvement Plan seeking input from parents, students, community members, and the faculty. Please review our Parent and Family Engagement Policy (PFEP) that is included in the handbook. Please feel free to offer suggestions or ideas for ways to improve our PFEP. This plan is also in our Parent Resource Center and on our website. Our families will learn more about our Title I program at different meetings during the year. Check the calendar for dates and opportunities to be involved and engaged this year.

Morning Bell Schedule

7:35 a.m. 1st Bell (*warning bell*)

7:40 a.m. 2nd Bell (*tardy bell*)

Afternoon Bell Schedule

2:20 p.m. Dismissal Bell (*Car Riders, ACE*)

2:25 p.m. Dismissal Bell (*Bus Rider*)



Hillcrest Elementary School

2020-2021

Clubs and Organizations

Broadcast Team

Cathy Keith & Kelley Thrower, Sponsors
4th & 5th Grade Students
(Spring try-outs)

Fitness Club

Holle Lewis & Evans Eiler, Sponsors
4th & 5th Grade Students
(Selected by application)

A World in Motion (AWIM) and Science, Technology, Engineering and Math (STEM)

Sherri Everett & Kanada McGill, Sponsors
5th Grade Students
(Selected using guidelines by application)

First LEGO Robotics Team

Alicia Bilbo, Donna Shepard, Sponsors
4th & 5th Grade Students
(Selected using guidelines by application)

Student Council

Catherine Petite, Britney Santos, Ginger Tate, & Lora Davis, and Evans Eiler, Sponsors
3rd – 5th Grade Students
(Elected by classmates)

Superstars

Catherine Petite, Sponsor
5th Grade Students
(Selected by student application, student behavior, and teacher recommendation)

LaGrange Symphony Orchestra Cello Club

Sponsored by LSO
4th & 5th Grade Students
(Selected using guidelines by application)

Greenhouse Garden Club

Beth Adcock, Kate Rich, Mr. Batchelor, and Mr. Harper, Sponsors
2nd-5th Grade Students
(Selected by application)

Art Club

Brittany Shepard, Mallory Reynolds, Julie Conner, Brook Haynes, Kate Rich, Kim Houser, & Audrey McCray, Sponsors
4th & 5th Grade Students
(Selected by application)

Chorus Club

Halee Kaleel, Kylisha Poe, and Stephanie Sheppard, Sponsors
4th & 5th Grade Students
(Selected by application)

*During the year, information about each club will be sent home along with a schedule for meeting dates and times. Parent permission is required for student participation in a club.

PLEASE SEE TROUP COUNTY SCHOOL SYSTEM STUDENT SUPPORT AND BEHAVIOR INTERVENTION HANDBOOK FOR MORE INFORMATION IF NEEDED