

**WELCOME TO  
HILLTOP ELEMENTARY SCHOOL  
2615 W. Lincoln Road  
McHenry, Illinois 60051  
815-385-4421 FAX: 815-363-5027  
E-Mail: htooffice@d15.org**



<b>PRINCIPAL:</b>	<b>Mrs. Roseann Basford</b>
<b>ASST. PRINCIPAL:</b>	<b>Mrs. Joan Puidak</b>
<b>GRADES:</b>	<b>Kindergarten - Third</b>
<b>SCHOOL COLORS:</b>	<b>Maroon and White</b>
<b>MASCOT:</b>	<b>The Hawk</b>



## Hilltop Elementary School

2615 W. Lincoln Road  
McHenry, Illinois 60051  
(815) 385-4421  
[htoffice@d15.org](mailto:htoffice@d15.org)  
[www.d15.org/hilltop](http://www.d15.org/hilltop)

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Roseann Basford  
Principal  
Joan Puidak  
Assistant Principal

September 2008

Dear Hilltop Parents:

We are beginning the 2008-2009 school year with great enthusiasm! We will continue to concentrate on the basics of education as well as implement innovations that will help prepare our students for the future. Relationships, engaged learning, collaboration, cooperative learning and problem solving will be the areas of emphasis at our school. We will continue to develop our productive climate, culture and set of traditions, of which we are very proud. With these things as the focus, and with our talented faculty ready to work hard, the year promises to be another great one!

On behalf of Hilltop's faculty and staff we would like to extend to all our families a heartfelt welcome. We hope that the year will be an enjoyable and exciting one for everyone!

This handbook serves as a resource when you have questions or concerns regarding district or building policies and practices. The procedures described in the following pages have been carefully developed by our professional personnel to fit the particular needs of Hilltop Elementary. If you seek clarification or further information on any of the items included in this handbook, please do not hesitate to contact us.

We look forward to working with you and the faculty and staff of Hilltop Elementary School to provide the environment most conducive to the learning and development of your children.

Respectfully,

Mrs. Roseann Basford  
Principal

Mrs. Joan Puidak  
Assistant Principal

# HILLTOP SCHOOL FACULTY AND STAFF

## 2008-2009

Principal: Mrs. Roseann Basford  
Asst. Principal: Mrs. Joan Puidak  
Secretaries: Mrs. Lorri Horowicz  
Mrs. Carol Wojciechowski  
Nurse: Mrs. Elizabeth Bachta  
Custodians: Mr. William Gregory  
Mr. Cody Gregory  
Mr. DJ Paroongsup  
L.D.I./Special Ed Mrs. Patt Caldwell  
Mrs. Cindy Briody  
SES Mrs. Pam Henk  
Classroom Asst. Ms. Elizabeth Mack  
Mrs. Paulette Miller  
Mrs. Katie Jacobsen  
Mr. LeRoy Kinne  
Mrs. Cheri Creutz  
Ms. Linda Rice  
Ms. Michalene LaManna  
Mrs. Kim Cichocki  
Mrs. Kim Gargano  
L.D. Resource: Mrs. Maureen Adams-Durkin  
Ms. Sue Danko  
L.D. Asst. Mrs. Barb Szamlewski  
Reading: Mrs. Vicki LeMaster  
Ms. Samantha Stone  
Mrs. Patty Wolf, Asst.  
Mrs. Traci Bionda, Asst.  
RTI Asst. Mrs. Julie Volling  
Speech/Lang.: Ms. Linda Ryan  
Ms. Gail Gorczowski  
Mrs. Susan Crick – P/T asst.

O.T./P.T.: Ms. Rebecca Hudachek  
Mrs. Linda Schuberth

Social Worker: Mrs. Julie Lindberg  
P/T Social Worker: Ms. Diane Adams  
Psychologist: Mr. Gerritt VanBeek  
P/T Psychologist: Mr. Clarence Arnold

Art: Mrs. Dawn McKay  
Ms. Bonnie Newkirk  
Music: Mrs. Cheryl Lund  
Physical Education: Ms. Joan Jensema  
Learning Center: Mrs. Brenda Phipps

Cafeteria: Mrs. Martha Opels  
Mrs. Tammie Blau

Playground Asst: Mrs. Mary Katenhusen  
Mrs. Nancy Smyth  
Mrs. Barb Oswald  
Mrs. Laurie Lange  
Mrs. Paula Amick

Classroom Teachers:

Kindergarten

Miss Mary Metze  
Ms. Donna Griffith  
Mrs. Lisa Kuhl

1<sup>st</sup> Grade:

Miss Peggy Gorski  
Mrs. Sandi Groves  
Mrs. Janice Lovett  
Mrs. Lara Ratts  
Mrs. Lynda Smith

2<sup>nd</sup> Grade

Mrs. Jean Cimermancic  
Ms. Amanda Kirk  
Mrs. Cathy Williams  
Mrs. Nikki Wirth  
Miss Jennifer Wisniewski

3<sup>rd</sup> Grade

Mrs. Sally Hodge  
Mrs. Jodi Kunz  
Ms. Jodi Maddock  
Mrs. Kelly Reitz  
Mrs. Madelyne Severa

# INFORMATION

## WHOM TO CALL FOR ALL SCHOOL QUESTIONS

Hilltop's School Office - 385-4421  
Central Administration Office - 385-7210  
Superintendent's Office - 385-7210  
Transportation Office - 385-6622 (for all bus concerns)  
Voice Mail - 344-7140



## CHANGE OF IMPORTANT STUDENT INFORMATION

During the school year, if there is any change regarding important information pertaining to your student, such as name, address, home or work telephone numbers, emergency contact people, please contact our school office at 385-4421.

## NO SMOKING POLICY

It is the policy of the Board of Education that smoking is prohibited in all District #15 schools, on all school grounds or in any of the district vehicles.

## OFFICE

The school office is open from 7:50 a.m. to 3:50 p.m. Children should come to the office only with permission from their teacher or other supervisor. **CHILDREN SHOULD NOT BE DROPPED OFF AT SCHOOL ANY EARLIER THAN 8:10 AM. PROPER SUPERVISION IS NOT AVAILABLE TO CHILDREN BEFORE 8:10 AM.**

## PLAYGROUND

Hilltop School has a closed playground. No one is permitted to leave after arrival and before dismissal, unless he/she has a parent's note and approval from the office, and is picked up from the office. On days when the field is wet from precipitation, students may be asked to remain on the blacktop during recess. On days when there is accumulated snow on the field, only students **who are wearing both snow pants and boots** will be allowed off the blacktop. This is in order to avoid needing parents to come to school with dry clothing. In order to create a trouble-free playground atmosphere, we ask the students to play games in groups of 5-on-5 or less. This allows more opportunities for those playing to participate and less opportunities for conflicts.

## DISTRICT HANDBOOK

Additional information regarding district policy may be found in the "District Handbook-McHenry Elementary School District 15." If you did not receive a copy of this handbook during registration, please contact the Hilltop office to get your copy.

## UNUSUAL WEATHER INFORMATION

Severe weather conditions or other emergencies may cause school to be closed. This information will be broadcast after 6:00 AM on the following stations:



WIVS 850 AM	Crystal Lake
WBBM 780 AM	Chicago
WGN 720 AM	Chicago
WIND 560 AM	Chicago
WKRS 1220 AM	Waukegan
WMAQ 670 AM	Chicago
WXRD 104 FM	Woodstock
WLS 890 AM	Chicago

In order to inquire about weather related school closings, please call the District 15 voice mail system at 344-7140. After the greeting, press “1” for school closing information. As soon as any decision is made regarding closing school, this information will be placed on the voice mail system and on the district website at [www.d15.org](http://www.d15.org).

There is a possibility that because of sudden heavy storms, snow and ice, heating, or water problems we would be forced to dismiss school early, at which time we would again use radio and television to notify parents, as well as enacting our emergency school closing phone tree. We would suggest that parents make arrangements with a neighbor or relative so that all children have a definite place to go in case there is no one at home.

When it is raining or the wind chill causes temperatures to fall to 10 degrees or below, children will remain indoors before school and during recess times. Otherwise, please dress them accordingly, as they will be going outdoors.

## EMERGENCY DRILLS

Posted in each classroom are copies of the Fire and Disaster Drill Procedures. The teacher in each room will explain the procedures as they apply to that particular classroom. Periodic drills, both fire and disaster, will be held during the school year. The signal to vacate the building for a fire is the fire alarm system. The signal to go to the disaster locations within the building will be made via the intercom system.

All pupils will be sent to the disaster locations during “Tornado Warnings.” During “Tornado Watches,” classes will be conducted as usual.

In the event of a “Tornado Warning,” the entire student body and faculty will remain in the disaster locations until the warning is lifted. If Hilltop School is under “warning” at the normal time of dismissal, **NO STUDENTS WILL BE DISMISSED, UNLESS IT IS TO DIRECT CUSTODY OF HIS/HER PARENTS.**

## Early Release

On the following dates, school children will be dismissed at an earlier time to afford the staff an opportunity to work on school improvement activities. The dismissal time for Hilltop is approximately 1:35 p.m. on the following dates:

November 26<sup>th</sup>  
January 16<sup>th</sup>  
February 11<sup>th</sup>  
April 16<sup>th</sup>  
May 1<sup>st</sup> (Half-Day attendance; Dismissal @ 11:20 a.m.)



## Parent-Teacher Conferences

Each year formal times are set aside to allow parents and teachers an opportunity to discuss student progress using a variety of measures. During the Fall conferences, every family is given the opportunity for a conference. In the Spring, conferences are limited to those requested by teachers and/or parents. The dates for this year's conferences are:

October 24<sup>th</sup> – Kindergarten Conferences-**NO SCHOOL FOR KINDERGARTEN**  
October 27<sup>th</sup> & 28<sup>th</sup> – Conferences – **NO SCHOOL**  
February 17<sup>th</sup> – Conferences – **NO SCHOOL**  
February 18<sup>th</sup> – Kindergarten Conferences – **NO SCHOOL FOR KINDERGARTEN**

## Lost and Found

A “Lost and Found” cabinet is maintained in the cafeteria. It is not unusual for students to find jackets, sweaters, coats and shoes that were somehow misplaced. Items left in the Lost and Found for more than a reasonable period of time are donated to a local charity. **One way to prevent the loss of important items is to label your child's clothing.**

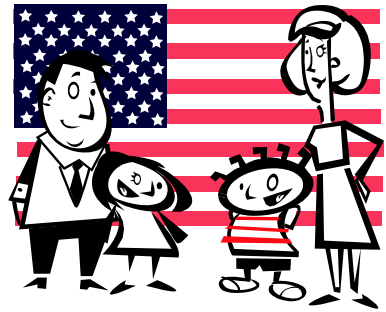
## Fun Run

This is an end-of-the-year run/walk through the neighborhood adjacent to our school. Families are invited to participate in the fun. Volunteers are always needed to help out.

## Discovery Day

Each May our students participate in various games and relays for the day, as part of their physical education curriculum. Volunteers are needed to assist students at the various stations.

# PARENT INVOLVEMENT



## PARENT-TEACHER ORGANIZATION

The Hilltop PTO exists to promote the welfare of our students. They sponsor many educational opportunities for our students through assemblies, family and/or classroom activities, and provide many gifts to our school. Parents are encouraged to join and participate in the many activities of the PTO. They are always looking for new ideas and members. All parents are welcome to attend the monthly meetings, which are held the first Tuesday of every month at 6:30 PM in our Hilltop Learning Center.

## PTO BOARD MEMBERS

2008-09

EXECUTIVE CHAIRMAN	Roseann Basford
PRESIDENT	Andrea Callahan
VICE-PRESIDENT	Dennis Voska
SECRETARY	Donna Rogers
TREASURER	Tom Belderson

## VISITORS TO HILLTOP

Visitors are always welcome at Hilltop. When entering the building during the day, visitors must stop in the office for clearance. Visitors must sign in and wear a visitor's badge while in the building. When leaving, visitors must sign out.

Parents wishing to pick up their student at the end of the day must send a note to school informing the teacher of the intent to pick up the student. At the end of the day, the parent must sign the student out in the office and wait in the front hall for the student to be dismissed from class. This procedure best guarantees the safety of all Hilltop students.

All persons who visit the property or enter District 15 facilities are expected to respect the physical aspects of the premises. The Board of Education will take appropriate action against those who abuse District property or facilities.

## VOLUNTEERS

Volunteers are always welcome to assist in classrooms or other areas of the school. Please call the school office or your child's teacher if you are interested in helping the children of Hilltop.

## BAKED GOODS AND PARTIES

The McHenry County Department of Health has recommended that commercially prepared and packaged goods be brought to school for treats instead of homemade items. To comply with this recommendation, home baked goods may not be brought into the school for student parties and treats.

## ATTENDANCE

District 15 encourages regular school attendance. The instructional scope and sequence of the academic year is carefully planned. Absence, for any reason, is a learning hardship on a student. Absences due to illness and other unavoidable reasons are facts of school life. Our policy of excused absences is to help a child cope with these emergencies by providing homework activities that the child can reasonably complete independently while absent. In addition, children returning to school from excused absences will be given reasonable help with learning activities missed.

As of the 1998-99 school year, the State of Illinois has outlined the following attendance guidelines: In order for a student in kindergarten to be considered in attendance for a full day, he/she must complete a minimum of 120 instructional time minutes. For first grade, he/she must complete 240 instructional time minutes. This does not include lunch. A half-day of attendance for a first grader is 120 minutes. The minutes necessary for a student in grades 2-3 to be considered in attendance for a full day are 300 minutes. A half-day attendance for a student in grades 2-3 is considered to be 150 minutes of instructional time. If a student arrives before 10:15 or leaves after 1:35, he/she is considered in attendance for the entire day.

Avoidable or unexcused absences generally carry a no "make-up" privilege and may adversely affect a student's grades. A family vacation, however, will be treated as an excused absence if modest in duration, infrequent in occurrence, and approved in advance by the principal.

Please call the school by 9:15 AM if your child is absent. For your convenience, voice mail is available for parents to report absences anytime between 3:50 PM and 7:50 AM. **If you are calling after 7:50 in the morning, we ask that you please call the school and not the voicemail system.** We ask that you leave your child's name, grade, and exact reason for your child's absence. You may call the voice mail system directly at 344-7140. If homework is requested, it will be ready at the end of the day. If an absence message has not been left at school by 9:15 AM, the attendance secretary will call you at home or at your workplace to verify your child's absence. If we call home and your child answers, without a parent home, we will then call your place of work.

## TARDINESS

Students who come late to class cause unnecessary interruptions and waste the time of their classmates and teachers, as well as their own time. Homeroom begins at 8:35 AM with students expected to be in their classrooms at that time. Students are allowed in from the playground at 8:28 AM.

## PASSES FOR LEAVING SCHOOL

A request to have a student excused from classes early should be sent with the student on the morning of the dismissal. The time and reason for leaving should be included. When possible, medical and dental appointments should be made outside of school hours. A student will be released only to the parents unless the school has been notified in writing by the parents that they have granted permission for someone else to pick up their child. **The parent, or authorized person, must come to the office and sign the child out.**

## **ATTENDANCE REQUIREMENTS**

At 8:28 AM the whistle will blow for the students to enter the building. Daily attendance will be taken in the classroom by the homeroom teacher. Students not in attendance at 8:35 AM will be counted as tardy for that day. The attendance secretary will then give the student who arrives late a tardy pass to class.

**Absences:** When a student is absent, the parent/guardian is requested to call the school not later than 2 hours after the start of the school day. If the school does not receive a call, the school must (by law) contact the parent/guardian at home or at work to confirm the student's absence for that day. At registration time, parents/guardians are asked to provide at least one telephone number (preferably 2) where they can be reached in the event of an unconfirmed absence. While the school diligently makes these phone calls, there are times when a parent/guardian cannot be reached at the numbers provided. The Illinois law states that a school fulfills its obligation if the notification of an absence has been attempted by telephoning the numbers provided by the parent/guardian whether or not there is any answer at such telephone numbers. For the safety of the child, please make sure that you provide the school with a telephone number or numbers where you can be contacted. Valid causes for absence include illness, observance of a religious holiday, death in immediate family, family emergency, situations beyond the student's control as determined by the Building Principal or such other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health.

**EXCUSED ABSENCE OR UNEXCUSED ABSENCE:** Parents should refer to the following pages taken from the Board of Education Policy Manual regarding acceptable reasons for excused absences. When a child is absent from school, every effort will be made to contact the parent to confirm the absence. Parents are reminded that it is their obligation to contact the school by 9:15 AM to inform us of their child's absence. If NO contact has been made with our secretarial staff, the student will automatically be listed as an "unexcused absence."

**PARTY DAY ATTENDANCE:** Three events are celebrated each year by the students participating in "room parties." These parties are held on Halloween, the last day before Winter Break and Valentine's Day. If your child is not in attendance during the first half of the day, we ask that you do NOT send your child for the afternoon party. If your family objects to school parties and wish to have your child removed from school during this time, your child will not be counted as absent for time missed during class parties.

4.4 ATTENDANCE REQUIREMENTS (Illinois School Code, Article 26)

#### 4.4.1 Philosophy/Expectations

District 15's educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s) and school personnel. The student who is frequently absent misses social interaction and class instruction. District 15 expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Chapter 122, Article 26-1 of the Illinois School Code and to inform the school of any absences and their causes. District 15 requires schools to monitor each student's attendance and inform parents or guardians of any attendance problems.

#### 4.4.2 Excessive Absenteeism

District 15 considers absenteeism excessive when it significantly interferes with a student's learning as reflected in academic performance and social development. Excessive absenteeism includes excessive tardiness.

#### 4.4.3 Valid Causes of Absenteeism

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers the following circumstances to be valid causes for a student's absence:

Illness

Observance of a religious holiday

Death in the immediate family

Family emergency

Circumstances which cause reasonable concern to the parent or guardian for the health and safety of the student

Other situations approved by the school principal

Under certain circumstances, schools may require parents or guardians to present medical documentation of physical or emotional conditions causing a student's absence.

#### 4.4.4 Truancy

District 15 considers a student to be truant who is absent without valid cause for a school day or portion thereof, as defined in Chapter 122, article 26-2a or the Illinois School Code.

#### Chronic Truancy

District 15 considers a student to be a chronic truant who is absent without valid cause for 10% or more of the previous 180 regular attendance days, as defined in Chapter 122, Article 26-2a of the Illinois School Code.

## Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems (and their parents and guardians):

- Conferences with school personnel
- Counseling services with school psychologist and/or social workers
- Testing by school psychologist, social workers and/or other school personnel
- Schedule or program changes
- Placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services

## Truant Minor

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 considers a truant minor to be a chronic truant to whom the above resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

## Referral of Chronic Truants

District 15 schools will refer chronic truants to the Regional Superintendent of Schools, McHenry County.

## Punitive Action

In accordance with Chapter 122, Article 26-2a of the Illinois School Code, District 15 schools will take no punitive action, including out of school suspensions, expulsions, or court action against chronic truants for such truancy unless the available resources and supportive services have been provided to the student and parent(s) or guardian(s).



## DISCIPLINE POLICY AT HILLTOP SCHOOL

The goal at Hilltop Elementary School is to provide the best and most appropriate education for all children. In order to accomplish this goal, the staff at Hilltop wishes to maintain a caring, cooperative atmosphere that is conducive to learning.

It is our mission to create and maintain a safe environment that respects individual differences and values each student's contributions. As a staff we are committed to the philosophy of non-violence in schools and are taking the following steps toward becoming more peaceful:

The Hilltop community will follow the S.T.A.R.S. Program.

- S – Stay on task
- T – Try your best
- A – Active Listening
- R – Respect Everyone
- S – Safety First

In an attempt to teach problem solving we will teach/use conflict resolution strategies such as “TALK, WALK, TELL”. Students should first use their words, walk away and if these don't work, tell an adult that they need help. We then use mediation, negotiation and goal setting.



# Student Fees

## Fee Waiver

McHenry Elementary School District 15 has a policy that will waive all student registration fees under certain circumstances. Parent(s)/Guardian(s) of students who are eligible for Free or Reduced Lunch, Aid to Dependent Children and those who are experiencing other hardships are asked to complete a Fee Waiver Form to determine their eligibility to have all registration fees waived. Fee Waiver Forms are available during the annual August registration and in the school offices throughout the school year.

## Student Fees:

### ITEM

### FEES

Kindergarten Fee	Tech. Fee \$6.50+\$51.00 =	\$57.50
Grades 1-5	Tech. Fee \$12.75+\$77.00 =	\$89.75
Middle School	Act. Fee \$23.50 + Tech. Fee \$12.75=\$77.00 =	\$113.25
Grade 6-8 Band Fee		\$10.00

### Transportation Pay-Rider Fee (K-8)

One Student	\$106.25
Two Students	\$127.50
Three or more Students	\$148.75

**HEALTH SERVICES.** The primary goal of Health Services is to provide a healthy and safe environment in order to ensure an optimal learning environment for all students. This goal is achieved by compliance with state and local regulations, as well as District 15 policy. The responsibility of the parent/guardian in achieving this goal will be to provide all grade level requirements and special health condition information to the Health Office. If a student is sent to school, we are assuming that they are healthy enough to be in school. It is the judgment of the Health Office personnel once the student is at school to determine if they are healthy enough to remain in school; however, phone calls are **not** made home on every student that presents in the Health Office. If the determination is made to make a phone call, it is the responsibility of the parent to be sure that the Health Office has all current phone numbers available for home, work, cell, etc.

- Students suspected of having a rash of an unknown origin will be sent home. The student will not be readmitted to school without a note from a health care provider; i.e., physician, physician assistant, or nurse practitioner, stating whether or not the rash is contagious and when the student is permitted to return to school.
- Students with head lice or nits will be excluded from school until evidence of the lice and/or nits are gone from their heads.
- Students who present with suspected pinkeye will be sent home if there is evidence of tearing or purulent discharge.
- Students with a fever of 100 degrees Fahrenheit or higher will be sent home; **they must be fever-free for 24 hours before returning to school.**

**Physicals and Immunization Policy.** All students entering kindergarten and sixth grade must have a current physical examination. A physical examination is current if it is within one year prior to the first day of school. Any student entering District 15 from out of state must have a current physical examination regardless of the grade level **if** they have not had a physical examination within the past year. Students transferring into the District during the school year have thirty days from the time records are received to meet these requirements.

Requirements for current immunizations are the same as those required by the Illinois Department of Health. Students who do not have a current physical examination and/or immunizations will be excluded from school. In addition, the following are required by the State of Illinois:

- Dental Exam – required for students entering kindergarten, second, and sixth grades.
- Vision Exam – required for students entering kindergarten performed by licensed optometrist or ophthalmologist.

**Vision and Hearing Screenings.** Vision and Hearing screenings are mandated on an annual basis for the following students:

- Vision – pre-school, kindergarten, 2<sup>nd</sup>, and 8<sup>th</sup> grades, along with new students and special education students.
- Hearing – pre-school, kindergarten, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grades, along with new students and special education students.

Vision and hearing screenings are performed by a certified vision and hearing technician. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. If a vision or hearing examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

**Medication Policy.** It is the belief of the Board of Education and District 15 staff that medication should be administered in the home. However, under certain circumstances, it is in the best educational and health interest of the child to take prescribed medications during the school day. In such cases, the medicine must be prescribed by a physician, and a Request for the Administration of Medication form, completed and signed by both the physician and the parent/guardian, must be on file in the Health Office of the school. The Request for the Administration of Medication form is available in the school office, as well as on the district website at [www.d15.org](http://www.d15.org). The prescribed medication **must** be brought to the school by the parent/guardian (or other responsible adult designated by the parent/guardian) in a container properly labeled with the directions for administration, along with the name of the physician.

The student is responsible for reporting to the Health Office to take the prescribed medication. The parent/guardian must assume the responsibility for informing the school of any change in the child's health or change in medication. District 15 retains the discretion to reject requests for the administration of prescribed medication for students. While careful precautions are always taken to properly administer prescribed medication, District 15 or its employees will not be responsible for errors in administering medication.

School personnel are NOT allowed to administer over-the-counter medication, such as aspirin, Tylenol, Robitussin, etc., without written orders by the physician, completed on a Request for Administration of Medication form. Under no circumstances, should any medicine be sent to school with your child as the possibility exists that it could be unknowingly taken by another child. Board of Education Policy on student medication is Policy 7:270 Administering Medication to Students and is available in the school office.

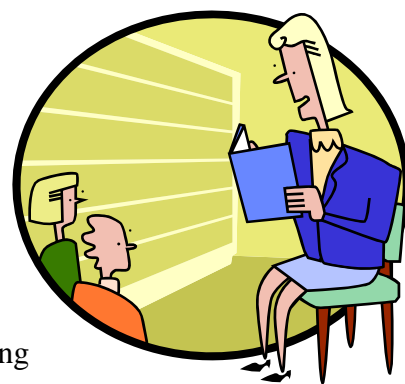
Please refer to the District 15 website, [www.d15.org](http://www.d15.org), under "Health Services" for available health forms. Please contact the Health Office of your school with any further questions.



## ACADEMICS

### PUPIL PERSONNEL SERVICES (PPS)

PPS is a team consisting of a building administrator, school psychologist, social worker, speech/language pathologist, occupational therapist, learning disabilities teacher, and reading specialist. This interdisciplinary group meets to discuss students whose learning is being disrupted by processing, behavioral, social, physical, health or skill problems. These meetings result in recommendations for action to increase students' success. The following services are available:



**SCHOOL PSYCHOLOGIST:** Educational testing; evaluation of social-emotional skills; counseling; teacher and parent consultation; community education.

**SCHOOL SOCIAL WORKER:** Assist in linking families with community agencies; small group and individual counseling; consultation on truancy, child abuse, and drug and alcohol abuse.

**OCCUPATIONAL THERAPIST:** Evaluates sensory and motor skills related to learning; provides therapy to improve coordination, balance, sensory integration, and motor planning; consults regarding children's sensory and motor needs.

**SPEECH AND LANGUAGE PATHOLOGIST:** Evaluates speech and language; provides therapy to improve articulation, understanding and use of language, voice, fluency, and oral-motor skills.

**LEARNING DISABILITIES TEACHER:** Academic assistance; remediation of learning disabilities; consultation to assist classroom teachers and learning disabled students.

**READING SPECIALIST:** Assess reading difficulties; small group instruction to improve reading comprehension, vocabulary and phonics strategies; consultations with teachers and parents.

### RETENTION POLICY

**PHILOSOPHY:** While research on retention is somewhat inconclusive, it is generally accepted that retention during the primary grades is more effective than retention in the later years. It is the philosophy of the educational staff in McHenry District 15 that retention at any grade level shall not be purely punitive in nature, but that careful consideration be given each individual student before a decision is made regarding retention. In considering retention, the basic needs of the individual student and the best possible estimate of its benefit must be of paramount importance. Since a decision to retain is of critical importance, it is imperative that each recommendation be considered by a team of professionals. The team of professionals shall include, but is not limited to: teachers, administrators, and Pupil Personnel Services personnel. This policy has been developed to guide this decision-making process.

**PRIMARY GRADES (K-3):** At the K-3 grade levels, retention shall be primarily based upon developmental factors. Those developmental factors include, but are not limited to: readiness to

learn, attention span, fine and gross motor skills, communication skills, success, maturity, and social skills.

## **RIGHTS AND RESPONSIBILITIES**

### **STUDENTS' RIGHTS:**

#### **Students have the right to-**

- an appropriate and challenging curriculum.
- assistance in making decisions on educational goals.
- the opportunity to practice decision-making.
- a school climate free of violence and disruption.
- protection from physical or verbal abuse.
- a written code of discipline that is clear and concise.
- be disciplined in an appropriate manner, in private, if at all possible.
- due process in matters of disciplinary action.



### **STUDENTS' RESPONSIBILITIES:**

#### **Students are expected to:**

- be responsible for their own actions.
- respect the rights of fellow students and school personnel.
- respect authority both in school and at school-sponsored activities.
- respect school and community property.
- respect the educational process for all students.
- attain the best level of academic achievement.
- Know reasons and methods of discipline.

### **PARENTS' RIGHTS:**

#### **Parents have the right to:**

- expect that opportunities for academic and social growth will be provided.
- Be given the opportunity to confer with professional staff regarding the student's academic placement, progress and social adjustment.
- Receive periodic official reports of their student's academic progress.
- Be granted reasonable access to all school records pertaining to their student.
- Share in their student's right to due process procedures in matters of disciplinary actions.
- Be notified of their student's serious or chronic violation of school rules and regulations.

### **PARENTS' RESPONSIBILITIES:**

#### **Parents are expected to:**

- assume responsibility for the student's prompt and regular school attendance.
- Cooperate with the school in fulfilling recommendations made and in carrying out disciplinary actions taken in the best interest of the student.
- Attend regularly scheduled parent/teacher conferences.
- Support your school.

## **FACULTY AND STAFF RIGHTS:**

### **Faculty and staff have the right to:**

- be treated with respect by the students and parents.
- Expect a reasonable standard of orderly behavior in the classroom.
- Initiate a conference with all parties involved when a student is a behavior problem in class.
- Discipline those who continually distract the class and refuse to conform to basic rules of conduct.
- Expect the support of the administration.

## **FACULTY AND STAFF RESPONSIBILITIES:**

### **Faculty and staff are expected to:**

- show concern and respect for each student.
- Be sensitive to the needs of students that require additional assistance.
- Plan and conduct an effective and motivating instructional program.
- Know and enforce the rules courteously, consistently, and fairly; deal with misconduct quickly, firmly and impartially.
- Inform parents about academic progress and conduct of students.



# **SCHOOL CONDUCT AND DISCIPLINE**

## **DISCIPLINE**

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. The effect of good discipline creates a climate within the school, a setting where purposeful work, caring, and spontaneous fun, combine and enhance activities and interpersonal relations. This setting should be characterized by a sense of realism and progress aided by friendliness and flexibility. The health, safety and rights of each person to obtain maximum advantage from educational opportunity should be protected.

Hilltop asks that all children, as well as employees, use the basic code of “RESPECT” when present in our school. Respect of self, Respect to others (both children and adults) and Respect of personal and community property are stressed as our code of behavior.

### **CARE OF SCHOOL PROPERTY**

It is important that everyone pitch in to keep our school clean. Students are asked to help the custodian keep Hilltop a clean and healthful place. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who lose books, disfigure property, break windows or do other damage to school property or equipment may be required to pay for the damage done or replace the item.

### **INAPPROPRIATE LANGUAGE**

Students are not to use or display any inappropriate, obscene, or distasteful language or gestures. This would include inappropriate symbols or language on shirts, blouses, jackets, buttons, earrings, or any other mode of dress. Consequences will be determined and given by the administration.

### **RESPONSIBILITY**

Hilltop’s approach to discipline focuses on helping children learn to make better choices. Through the use of The Character Counts Program, and our S.T.A.R.S., we hope to teach children problem solving skills, empathy, impulse control, anger management skills and respect. This is all done with the hopes of fostering a climate of trust and responsibility. This does not mean that inappropriate behavior can be ignored. A climate in which students can learn and teachers can teach is essential to producing a quality learning environment. At Hilltop we expect that students observe a few rules developed to promote safety and respect for people and property.

1. We expect students to talk quietly and walk in the halls.
2. We expect students to be neat, respect property and to keep noise down in the washrooms.
3. In the cafeteria we expect good manners to be used in line and at the table. After lunch, students are to go directly outside unless they are to work with a teacher.
4. Within the classroom, neatness and respect for others is the order of the day.
5. On the playground, we expect students to show respect for others, stay on the playground, use equipment properly and line up when the whistle blows.
6. In any area of the school, students must not be involved in any fighting, including “play” fighting.
7. At Hilltop, self-defense is defined as getting away from the problem in order to get adult help, or a move that will force an aggressor to release you so that you can quickly get away. Engaging in a fight because someone else started it, is fighting and NOT self-defense.

## **DRESS AND GROOMING**

The home and the school need to cooperate in the matter of dress. We expect students to maintain the type of appearance that is not distracting to the teachers or other students to the detriment of the educational process of the school, this would include any type of unusual hair coloring. Students shall dress in a manner that does not endanger the safety of themselves or others. When a student's appearance is felt to be detrimental, a student-administrator conference will be arranged. **No clothing items which have words or pictures of any drug, alcohol, tobacco products or violence will be allowed.** Parents are reminded that dress and grooming of their child be appropriate for children ages 5-11. Determination of inappropriate dress will be made by the school administration. Students will be asked to turn inappropriate T-shirts inside out or replace them with an appropriate shirt. State Law requires that shoes be worn in all public buildings. **NO HATS MAY BE WORN IN THE BUILDING DURING THE SCHOOL DAY.** If this becomes a reoccurring problem with a particular student, the hat in question will be kept in the office until school dismissal. Parents will be contacted and expected to support the school dress code policy by monitoring their child's clothing.

## **DISRESPECT TO SCHOOL PERSONNEL**

All members of the school community must treat each other with respect at all times. Disrespectful, demeaning, or blatantly discourteous non-verbal and/or verbal communications directed to school personnel will not be tolerated. Students who are being disrespectful to school personnel will be given a consequence that the administration feels is appropriate under the circumstances.

## **INTIMIDATION**

All students should be free to attend school without concern of fear of threats or demands from other students. Students who bully or threaten others will be given consequences that the administration feels are appropriate under the circumstances.

## **GENERAL MISCONDUCT**

In addition to the above listed specifics, we are sure students can think of many things not listed which should not go on in school. Students should be especially willing to accept direction from a staff member in all circumstances to avoid escalation of minor problems. Consequences for the aforementioned actions depend on the nature of the act and are up to the discretion of the teacher or administrator involved.

## **BRINGING ITEMS TO SCHOOL**

The only time students should bring toys, games, etc. to school is when one of their teachers instructs them to. Students may not bring CD players, or other electronic devices to school including walk-mans, telephones, pagers and game-boys. Hilltop will not accept liability for any items brought to school.

## **TOY WEAPONS**

All items brought to school that replicate a weapon will be confiscated by school personnel and a parent conference will be mandatory. This includes any toy gun, pocketknife or other object that resembles a weapon and/or presents a safety concern.

## **PETS**

Pets are best left at home. It is Hilltop's policy not to allow animals at school.

# CAFETERIA

## BREAKFAST

Breakfast is served daily in our cafeteria for the price of \$1.00. Students are to exit their bus and go directly to the cafeteria if they choose to purchase breakfast that day. After eating their breakfast, students are to go immediately outside to the playground until the morning whistle blows at 8:28 a.m. Any student who receives free or reduced lunch will also be offered breakfast free or at a reduced price of 40¢. Breakfast will be sold on a daily basis rather than a weekly basis. Any day that lunch is not being served due to early dismissal, breakfast will also not be served.

## LUNCH

Lunch at Hilltop is scheduled from 10:55 a.m. until 12:15 p.m. with grade levels coming to the cafeteria in 30 minute intervals. All students will report to the cafeteria to eat lunch. Good behavior and manners are EXPECTED from all students at all times. The cafeteria will be supervised by at least one adult. Students will be dismissed to the playground 20 minutes into their lunch time. A hot lunch is available everyday or a student can bring a lunch from home. Lunch may be purchased on a daily or weekly basis. Lunch is \$2.00 daily (which includes a carton of milk); a weekly ticket is \$10.00. Individual milks will be sold at a cost of 35¢ each. Ice cream is sold on Fridays at a cost of 65¢. All food is to be eaten in the cafeteria. We request that students DO NOT bring pop to school in their lunch (this includes the pop that is enclosed in many of the “Lunchables” type of pre-packaged lunches). Food should never be sent with students in glass containers, for the safety of the children.



## **2008-2009 HILLTOP SCHOOL SCHEDULE**

8:10 AM	TEACHERS IN THE BUILDING
8:28 AM	First Whistle/Teachers in classrooms
8:30 AM	Children enter the building
8:35 AM	Tardy bell/Classes begin
10:55 – 11:55 AM	1 <sup>st</sup> grade lunch & recess
11:35 – 12:35 PM	2 <sup>nd</sup> grade lunch & recess
12:10 – 1:10 PM	3 <sup>rd</sup> grade lunch & recess
3:15 PM	STUDENT DISMISSAL
3:30 PM	TEACHERS MAY LEAVE THE BUILDING

**HILLTOP ELEMENTARY SCHOOL**  
**MUSIC PERFORMANCE CALENDAR**

**2008-2009**

Mrs. Cheryl Lund– Music Director

**THURSDAY, DECEMBER 4**

Third Grade Choral Program

**THURSDAY, FEBRUARY 26**

Second Grade Choral Program

**THURSDAY, April 23**

First Grade Choral Program

**\*\* Any changes and additions will be sent home as soon as they are scheduled.**

