

MESSAGE FROM THE PRINCIPAL

Welcome to Hillcrest Elementary! Our school is a great place to be because of the amazing students, dedicated teachers, and caring support staff. We want your child to enjoy learning and cherish their elementary school experiences. You have entrusted your most precious gift to us, and we take this responsibility very seriously. We also want your child to be successful and enjoy their learning opportunities. Because we believe that ALL children can learn, Hillcrest strives to equip your child academically, socially, emotionally, and physically in order to meet the demands of the 21st century and to be college and career ready.

Planning to be successful is a very critical part of one's education. I hope you and your child have set goals for 2016-2017 and have made plans to achieve these goals. I urge you to support our school and teachers by becoming involved and supporting your child's educational development. Thank you for the opportunity to work together to educate your child and to have a productive and successful school year.

Martha Kelly, Principal

HAMBLEN COUNTY SCHOOL CALENDAR (2016-2017)

July 28, 2016	Registration Day (11:15 a.m. Student Dismissal)
August 1, 2016	First Full Day of School
August 4, 2016	State Election Holiday for Students (Inservice for staff)
September 5, 2016	Labor Day Holiday for Staff and Students
October 17-21, 2016	Fall Break for Staff and Students
November 8, 2016	Presidential Election Holiday for Staff and Students
November 23-25, 2016	Thanksgiving Holidays for Staff and Students
December 16, 2016	Dismissal for Winter Break at 11:15 a.m.
December 19 - January 2, 2017	Winter Break for Staff and Students
January 3, 2017	Return to school
January 16, 2017	Martin Luther King, Jr. Day Holiday
March 27 - 31, 2017	Spring Break for Staff and Students
April 14, 2017	Spring Holiday for Staff and Students
May 2, 2017	City Election Holiday
May 17, 2017	Last Full Day of School
May 18, 2017	No School for Students/Staff Work Day
May 19, 2017	Grade Card Day

SCHOOL MISSION:

“Developing and preparing students for the challenges and opportunities of today and tomorrow.”

SCHOOL VISION:

The vision of Hillcrest Elementary School is to provide a safe, caring environment where students receive a quality education that meets cultural and academic needs. It is the school’s goal to partner with the home and community so students reach their fullest potential.

CODE OF CONDUCT:

To empower our students and teachers, we implement a multi-tiered, problem-solving approach to support a positive learning environment. We incorporate positive interventions that strengthen academic engagement and build strong teacher/student relationships based on mutual trust and respect.

SCHOOL HOURS:

The school building is open from 7:15 a.m.- 3:30 p.m. Classroom instructional time is from 7:55 a.m. to 2:55 p.m. In the morning, all students should enter the building through the outside entrance of the cafeteria, even if they do not plan on eating breakfast. A teacher will take the students to a classroom to read, do homework, etc. until the 7:45 a.m. bell rings. By 7:55 a.m., all students should be seated in their classroom and ready to work.

VISITORS:

Parents and other friends are always welcome to visit our school. However, for the protection of your children, we must insist on the following:

1. All persons, including parents and others, who visit staff or students between the hours of 7:15 a.m. to 3:15 p.m. (lunch included) must report to the office and obtain a visitor’s badge. This is a school board policy. No one is permitted to be in the learning areas and classrooms unless they have received permission from the office and have obtained a visitor’s pass.
2. Anyone who picks up a student during the school day for early dismissal must be a parent, guardian, or listed on the student’s registration information form as an approved contact. **A photo ID must be presented each and every time a student is picked up early from school.** This is for your child’s safety.
3. Conferences between parents and teachers are encouraged; however, they must be scheduled by an appointment. Please call the school office for an appointment with your child’s teacher.

PARENT INVOLVEMENT:

We encourage you to be involved with us in the education of your child. We always appreciate parent volunteers who assist our staff with special projects and work with our students in reading or other skills. We have a Family Resource Center in our school to assist parents in obtaining information and locating necessary resources, such as food, clothing, shoes, glasses, counseling services, etc. Please plan on attending special parent meetings, events, and Cowboy Connection Nights scheduled throughout the school year. We invite all parents, grandparents, other relatives, and friends to join us as members of Hillcrest’s PTO.

PARKING:

All parents and visitors may park in front of the building in the far left lane until 1:15 p.m. We request that you do not block the front entrance of the building. After 1:15 p.m., only five minute parking for student pickup is allowed at the front entrance of the school. Due to fire codes, no parking is allowed in front of the classroom portables at any time during the school day.

MORNING DROP-OFF:

Cars should enter the front parking area from Oak Street and form two lines. Please do not block two-way traffic on Oak Street while you wait in line. Stay in your car, and a staff member will assist your child. **Please do not park in front of the school and leave your car during the morning drop-off.** If you need to park your car and to go into the school office, please park on the far left side. Do not block the drive-through lanes. Parents may also park in the Hillcrest Baptist parking lot and walk your child across the street to the morning entrance. A crossing guard is posted at the crosswalk to assist parents and children. All vehicles must exit onto South Liberty Hill Road at the four-way stop.

AFTERNOON CAR RIDERS:

These procedures are for the safety of our children. Please be courteous to our staff and other drivers and follow these guidelines.

Please do not pick your child up before 2:55 to avoid traffic. Do not enter the parking lot from the four-way stop to avoid the line. All car riders will be dismissed through the cafeteria doors. Drive through the two designated lanes, and stay in your car until a staff member delivers your child to you. You will be provided an orange car rider sign with your child's name(s) for you to place in your windshield or hold up to assist staff in loading students into cars. Remember to have your child's orange car rider sign with you when you pick up your child in the afternoon. **You must have an orange car rider sign to pick up a child in the car rider line.** Anyone wishing to pick up a child without an orange car rider sign must come to the school office, show a photo ID, and be approved by the administration. If someone else will be picking up your child, please call the office before 2:30 p.m. Remember to give the car rider sign to your designated family member or friend for faster student pickup.

All car riders must be picked up by 3:15 p.m. If students cannot be picked up by 3:15 p.m. each day, the parent must enroll them in ESP (Extended School Program).

WALKERS:

Walkers are students walking home or meeting parents who have parked at Hillcrest Baptist. Walkers must have a parent note on file verifying that they are allowed to walk home alone. Walkers must leave the building through the front entrance. If parents wish to park in the Hillcrest Baptist parking lot and meet their child at the front entrance, they must bring their orange car rider sign with them. Anyone wishing to pick up a child without an orange car rider sign will have to show a photo ID and be approved by the administration.

SCHOOL BUS REGULATIONS & SCHEDULES:

All bus students must follow policies of the Hamblen County School Transportation System. Our buses provide services only for students in Hillcrest School zone. We have five buses: #19, #34, #39, #45, and #54 that leave Hillcrest at approximately 2:55 p.m. each day. The Girls Inc. bus also picks up members at 2:55 p.m.

CHANGES IN TRANSPORTATION:

Students are sent home from school by the same means of transportation every afternoon, either by car, bus, or walking. **If there is a change for any reason, a note to the teacher or a phone call to the office is required.** A verbal message from a child is not acceptable. **If you plan to pick up a child other than your own, that child's parent must call the school or send a note before 2:30 p.m. to verify the change in transportation.**

SCHOOL PROPERTY DAMAGES:

Any student who is responsible for defacing, destroying, or damaging school property (books, equipment, records, bus seats, etc.) will be expected to pay the cost of replacing or repairing such materials according to the correct value of this property.

TEXTBOOKS/LIBRARY BOOKS:

Textbooks issued to students are the property of Hamblen County Board of Education. Library books borrowed by the students are the property of Hillcrest School Library. All books should be used with care and returned in good condition. Students are responsible for paying for books that are lost, stolen, or damaged beyond use.

TELEPHONE USAGE:

Students and staff will not be called to the telephone except for an emergency. If a parent wishes to contact a teacher, they should leave a telephone number with the secretary or leave a voice message. The teacher will return the call at the earliest time possible. Only in extreme cases will a student be allowed to use the telephone. **In accordance with school board policy, students are not allowed to bring cell phones to school.**

FEES:

Textbooks are furnished to your child by the school. However, consumable materials and general supplies for classroom use must be purchased. In order to secure these expendable items, students are assessed an instructional materials fee of \$12.00 at the beginning of the school year. Hillcrest Elementary will accept **CASH ONLY** for all fees, field trips, yearbooks, etc. costing less than \$25. For events or fees over \$25, checks are accepted.

SCHOOL SUPPLIES:

Students are encouraged to have appropriate school supplies and materials. We ask parents to be responsible for purchasing necessary classroom supplies at a local discount store. Teachers will send parents a list of supplies needed for their grade level. This list is given out at the end of the school year for the following school year.

LUNCH PRICES:

Student lunch prices are \$2.05 per day (K-5). Breakfast will be served from 7:15 a.m. to 7:50 a.m. each morning at no cost. Reduced lunch prices for all students will cost \$.40. Lunch for parents/visitors is \$4.05. If for some reason you need to charge a meal, the charge limit is \$5.00. We ask that a student not have more than three (3) outstanding charges. Payment on student cafeteria accounts is handled in the cafeteria. We encourage you to pay for the entire week or month instead of sending money each day. You may pay online using MyPaymentsPlus.com. The cafeteria manager, Darnell Shaftner, may be reached at 585-3764.

FOOD POLICY:

School board policy prohibits food from outside food service establishments from being brought into the school cafeteria. We ask you to abide by this policy at all times. The food in our cafeteria is excellent, and students may serve themselves from choices in each food group. We invite parents to come occasionally and have lunch with their child. Please call ahead or send a note so that sufficient food will be prepared.

ACCIDENTS OR ILLNESS AT SCHOOL:

In the event of an injury or illness of a student, we will make every effort to follow the procedures as listed on the emergency information portion of each student's registration form. **Parents must keep telephone numbers up-to-date in our files so that someone can be easily reached should an emergency arise.**

MEDICATIONS:

Students whose daily prescription medication is to be administered during school hours must have a form on file in the office. The parent/guardian is responsible for obtaining the form in the office and returning it to the school. Also, any other prescription and non-prescription medications must be given to the office with written instructions for dispensing it. Teachers will not give any medication to students. **ALL MEDICATIONS MUST BE KEPT IN THE NURSE'S OFFICE AND ADMINISTERED BY THE SCHOOL NURSE.**

INSURANCE:

An insurance program designed to cover students who receive injuries while participating in school activities, who are traveling to and from school, or who are involved in accidents while engaged in supervised activities on the school premises will be available through the school. A 24-hour policy is also available.

STUDENT BELONGINGS:

All student belongings should be marked with the student's name. Valuable items such as jewelry, cash, cell phones, electronic games, and iPods should not be brought to school. The school will **NOT** be responsible for theft or loss. Please do not allow your child to bring toys to school. The "Lost & Found" for clothing is located outside the cafeteria.

PHYSICAL EDUCATION:

Physical Education is an essential part of our school's instructional program. All children need to participate in a developmentally appropriate physical education program. Every child is required to participate in physical education unless excused in writing. One-day excuses signed by parents are acceptable. However, after three days of parental excuses, a doctor's excuse is required. Children should dress in play clothes and wear rubber-soled shoes that tie, such as athletic shoes.

PARTIES:

There will be three (3) scheduled school parties during the year:

Fall Festival--This party will be conducted by the school staff on the Tuesday before Thanksgiving. It will be the teacher's decision if parents are involved.

Winter Holiday—This party will be held on the morning before dismissal for winter break. Homeroom parents will be requested to assist teachers by sending food or other party items on the day of the party.

Valentine's Day--Homeroom parents will be requested to assist. Except for the winter holiday party, all parties will be scheduled for the last hour of the school day.

FIELD TRIPS:

Classroom teachers may schedule educational field trips. Permission forms are required for participation. Admission and transportation charges may be assessed. Student behavior throughout the year will be a factor in determining whether or not a student is permitted to participate. **Students receiving a disciplinary office referral may NOT be allowed to participate in field trips for that six weeks.**

Please note: If 90% of the cost for the trip or activity **is not collected**, the school reserves the right to cancel the trip or activity.

HOMEWORK:

Teachers may assign homework as an extension of class work or for a student who has been absent or fallen behind in a subject.

Homework for students who are absent because of illness for more than three (3) days must be requested by 10:00 a.m. and can be picked up between 2:30-3:00 p.m. at the school office. For shorter periods of absence, the students will be able to make up any assignments when they return to school.

Make-up work due for excused absences will be given an assigned date to complete. Homework not received by the assigned date must be finished during recess or in-school suspension.

STUDENT PROGRESS:

Students' progress will be reported to parents through the use of kindergarten skills checklists, progress reports (halfway through the six weeks), report cards (end of every six weeks), and parent-teacher conferences. Parents may request a conference at any time during the school year.

ATTENDANCE AND ABSENCES:

The Hamblen County Board of Education recognizes that frequent absences have a negative impact on student achievement. Knowing that punctual and regular attendance is necessary for students to progress, the Board has adopted the following attendance policy. The parents, guardians, or other persons having charge and control of a child are held responsible for the child's school attendance.

The Board's intent is to clearly establish teaching and learning as the priority in Hamblen County Schools. The ATTENDANCE POLICY is as follows (JCBA/JB):

SIGN-OUT PROCEDURES:

Students are to be checked out by the parent/guardian through the school office.

EXCUSED AND UNEXCUSED ABSENCES:

Absences shall be classified as either excused or unexcused as determined by the principal or designee in charge of attendance. When a student is absent, the school shall be contacted by the parent/guardian. If your child has to miss school due to sickness or another emergency, please send a written note the day your child returns to school so the absence may be excused. Notes should include the reason the student was absent and the date of the absence.

A student is excused for the day or days absent, but not from the responsibility for the material covered in class. It is the responsibility of the student to request make-up work in all subject matter covered during the absence. Absences shall be excused for:

1. Personal illness; parent/guardian signed note shall be accepted for five (5) days for each semester; after five (5) days, a physician's statement shall be required
2. Death in the immediate family; not to exceed three (3) days
3. Illness of parent/guardian requiring temporary help; physician's statement shall be required
4. Recognized religious holidays
5. Court summons; only time in court shall be excused
6. Doctor or dentist appointment; medical statement shall be required
7. Absences approved by the principal; after consulting with the parent/guardian, the principal may excuse an absence if in agreement the absence is legitimate

Absences for any other reason other than those listed above shall be unexcused.

Parents may not keep students home to baby-sit, run errands, or for any non-emergency family business. **Missing the bus is NOT an excuse to keep a child home.**

PROCEDURES FOR UNEXCUSED ABSENCES:

Grades K-5: Parents of elementary students shall be notified by letter or phone when their child receives the **third unexcused absence**. Pupil Personnel Department staff shall contact parents after the **fourth unexcused absence**. A student shall be petitioned to juvenile court or face other disciplinary action after the **fifth unexcused absence**. Students with excessive absences may be referred to the HCARC at the discretion of the principal.

EXCUSED AND UNEXCUSED TARDIES/EARLY DISMISSALS:

Students are considered tardy if they arrive in the classroom after the bell rings.

1. Excused tardies/early dismissals
 - A. Late bus
 - B. Illness with doctor's note
 - C. Death in family
 - D. Religious holiday
 - E. Medical/dental appointment
2. Unexcused tardies/early dismissals (Grades K-5)
 - A. Tardy #3 (Parent contact by mail)
 - B. Tardy #6 (Loss of perfect attendance, parent contact by attendance teacher)
 - C. Tardy #10 (Referral to juvenile court)

(Grades K-5 student absences) Excessive absences may limit progress to the point that promotion is questionable. If parents choose to appeal this decision, a written request must be made to the school attendance committee.

TRUANCY:

Truancy is a serious violation of the law and requires severe disciplinary and legal action by the school. Parents are held legally responsible for keeping their children in school.

EARLY DISMISSAL:

WE ASK THAT YOU DO NOT PICK UP YOUR CHILD EARLY FROM SCHOOL. Please schedule all medical appointments after 3:00 p.m. Our school day includes teaching activities until 2:55 p.m. each day. When a child misses the last hour or 30 minutes consistently, much valuable learning time is lost. We want all children to be successful in school, and in order to do so, your child needs to be here. We realize that there will be a few times that you must get your child early due to a medical appointment. If so, please present a photo ID and sign for your child's dismissal. **If you plan to pick up a child other than your own, that child's parent must call the school or send a note before 2:30 p.m. to verify the change in transportation.** This is for the safety of all children. All doors, with the exception of the front door, remain locked for the safety of our students and are used only by staff. Students will not be dismissed through the back or side doors of the building or from the learning cottages.

BAD WEATHER PROCEDURES:

School may operate on a snow schedule because of bad weather during the year. This means that buses will run one or two hours later, and the school building will open one or two hours later.

Inclement weather may cause early dismissal. Parents should inform their children and the teachers what students should do when school is dismissed early. Listen to local radio and television stations during times of bad weather. Please do not call the school office to find out if school is being dismissed.

OUT OF ZONE STUDENTS:

According to Hamblen County School Board Policy, students that are zoned to another school other than Hillcrest will be allowed to attend Hillcrest on a space-available basis. We cannot have overcrowded classrooms. If classes become overcrowded, out-of-zone students will be asked to attend the school for which they are zoned. The board policy states that the last student to enroll would be the first student to return to the school in their zone.

PARENT PORTAL:

Parents can access information about their child's grades, discipline, and attendance through Parent Portal. Parent Portal is available at: <http://connect.hcboe.net>
Usernames and passwords will be provided to each student through the school office.

SPORTS:

Basketball is offered to third, fourth, and fifth grade boys and girls. Tryouts are scheduled in September, and teams begin practicing on October 1. Cheerleader tryouts for third, fourth, and fifth grade students are conducted in the spring for the following school year.

STUDENT ACTIVITIES:

A variety of student activities are offered both during the school day and after school. Third, fourth, and fifth grade students may participate in cheerleading or basketball. Fourth and fifth

grades students may belong to 4-H. Fifth grade students have the opportunity to participate in Beta Club, Scholastic Bowl, Safety Patrol, Recycling Team, and/or Flag Corp. Participation may be based on teacher recommendations and or grades.

*Parents may prohibit their students from participating in these clubs and organizations by providing written notification to the school.

CLASSROOM DISCIPLINE PLAN:

Classroom rules are:

1. Follow the teacher's directions the first time they are given.
2. Be in your seat ready to begin work with the proper materials when the bell rings at 7:55 a.m.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.
4. Remain in your seat, raise your hand and wait to be recognized before speaking.
5. A pass is required when in the halls and bathrooms unless accompanied by a staff member.
6. **NO BULLYING WILL BE TOLERATED.** An anti-bullying program is taught in guidance classes and by classroom teachers.

HAMBLÉN COUNTY HAS A ZERO TOLERANCE POLICY ON POSSESSION OF FIRE ARMS, ASSAULT ON STAFF, AND DRUGS ON SCHOOL GROUNDS! Punishment for these offenses will be expulsion from school for one calendar year.

USE OR POSSESSION OF ANY TOBACCO PRODUCT IS PROHIBITED ON SCHOOL PROPERTY OR BUSES!

DRESS CODE:

The appearance of the student is the responsibility of the student and the parent.

1. Pants will be hemmed and worn at the waist. No baggy or sagging pants will be allowed!
2. Shorts, dresses, and skirts must be a minimum length of mid-thigh (To test have your child put his/her hands down at the side and check to see if finger tips are touching skin. If so, the garment is too short.)
3. Tank tops and halter tops are not permitted.
4. No headwear of any type will be worn inside the buildings. Hair bows and barrettes will be permitted, provided they are of reasonable size and subtle color.
5. Hair will be a natural hair color and worn in a manner that does not disrupt the educational process and does not call attention to the individual.
6. The Hamblen County School Board prohibits the display of any symbol on school property or any object (such as a book bag) that promotes racial discord or is related to gang activity.
7. Shirts should cover the stomach area.

8. Safe shoes should be worn for outside play and physical education. No flip-flops or terry cloth slippers are allowed.
9. Clothing must be neat with no holes or tears. Jeans with the knees ripped or torn are not allowed.

MISCELLANEOUS:

1. Gum is not allowed in school or on buses.
2. Students are not permitted to bring toys, collectibles, candy, or soft drinks to school unless instructed by the teacher.
3. Balloons are not to be sent to school as gifts since they cause problems on buses.

HARASSMENT POLICY:

Students, staff, and teachers have the right to work and learn in a school environment free of harassment. It is important for everyone to understand what harassment is, what to do about it if you feel you are being harassed, and what the consequences are if you choose to harass another person. The following information will explain some of the types of harassment that are unacceptable to our school environment:

Harassment is any behavior or action exhibited toward a person that is unwanted and uncalled for and makes that person uncomfortable and uneasy. Unacceptable behavior may include physical contact, verbal abuse, graffiti, writing, rumors, etc.

Sexual Harassment is any behavior of suggestive or sexual nature, either verbal or overt, that makes the other person uncomfortable.

Racial/Ethnic Harassment is any inappropriate behavior that is based upon racial or ethnic differences. Racial slurs, jokes, or name calling are unacceptable.

Disability/Handicap Harassment is any inappropriate behavior that is directed toward a physical or mental disability.

Religious Harassment is any inappropriate behavior that is directed toward an affiliation with a specific or general religious preference.

HARRASSMENT RESULTS

Any incident of possible harassment involving student versus student will be investigated and infractions may result in warnings, parent contact, in-school suspension, out-of-school suspension, and dismissal from school through the assertive discipline procedure. Any incident of possible harassment involving staff or teachers will be reported to the Director of Schools. Infractions may result in reprimand, suspension, and/or dismissal.

The Hamblen County Board of Education is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment, sexual harassment, or discrimination.

In accordance with the Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, it is the policy of Hamblen County School to maintain a learning and working environment that is free from harassment, sexual harassment, and discrimination of any type. The school system prohibits any form of harassment, sexual harassment, or discrimination based upon age, religion, disability, race, or national origin. It will be a violation of this policy of any student or employee of the system to harass, sexually harass, or discriminate against a student or an employee through conduct or communication in any form as defined by this policy.

Please notify the administration of any concerns or complaints to initiate proper action. Assistant Principal Angela Bain is the 504 Coordinator for Hillcrest Elementary. If you suspect discrimination based on a disability, please contact Amy Mitchell, District Section 504 Coordinator, at 423-581-3067.

HILLCREST FACULTY AND STAFF
(2016-2017)

Principal -----Martha Kelly

Assistant Principal -----Angela Bain

Office Personnel -----Alicia Depew
Maggie Newman

Bookkeeper-----Donna Noe

Kindergarten
Kristen Brockman
Misty Hayes
Scotty Johnson
Lindsey Long
Kristi Witt

Heather Lowe
Mary Seal

First Grade
Edie Buchanan
Michelle Morgan
Brittanie Reese
Kendra Rickard
Jamie Smith

Fourth Grade
Morgan Brewer
Rebecca Davis
Cristy Hasha
Jennifer Morgan
Brittany Simonds

Second Grade
Heather Cutshall
Mary Daniell
Leah Keirse
Shirley McCurry
Hannah Wilson

Fifth Grade
DanNell Cameron
Angie Connelly
Lindsey Hayes
Crystal Turner

Third Grade
Donna Carlyle
Angie Hartman
Kathy Long

Reading Specialists
Lori Horner
Cynthia McPherson

Librarian
Kathryn Hodge

Physical Education
Leslie Brooks

Guidance/School Counselor

Nancy Hall

Music

Curtis Tipton

Special Services

Terri Aebel

Christy Anderson

Family Resource Center Coordinator

Linda Hadden

Band

Brandon Tilley

English Language Learner Teachers

Emily Merrill

Page Vaughn

Alex Waddell

Amy Webb

Speech

LeAnn Blair

Teaching Assistants

Kim Click

Delores Hicks

Debbie Hoover

Stacy Knight

Juana Lara

Chanda Long

Alex Mack

Peggy Massengill

Amber Myers

Kathy Rodgers

Ashley Wheeler

Jenny Woodard

Pam Yount

Project Basic Coordinator

Melanie O'Dowd

Nurse

Shelly Carroll

Cafeteria

Darnell Shaftner, Manager

Audry Hillon

Debbie Jenkins

Teresa Portrum

Phyllis Pugh

Kim Stewart

Sandi Wolfe

Custodians

Ricky Brockwell

Arela Oler

ESP Site Coordinator

Sydni Jones