

# Hillcrest Elementary School Premier Foreign Language Academy

## Parent-Student Handbook



### WELCOME TO HILLCREST ELEMENTARY SCHOOL

Welcome Hillcrest Heroes to the new school year. We are delighted to have you join the Premier Foreign Language Academy and invite you to take an active part in our school. We support a safe and positive learning environment and expose students to a rigorous curriculum that includes the study of a foreign language. Students develop competency, proficiency and cultural awareness in the language of their choice, French or Spanish. We foster academic excellence, develop responsible citizens, and inspire lifelong learning.

This handbook has been prepared to provide essential information for parents and their children who attend Hillcrest Elementary School. Parents and students should take a few minutes to review this information together to gain a greater understanding of our school's operations. Thank you for your continued support in education.

## **SCHOOL OFFICE**

Please feel free to contact us regarding any information you may need. Listed below is our school telephone number, fax number and the extensions of various departments on campus:

<b>School</b>	407-245-1770 / Fax # 407-245-1779
<b>Main Office</b>	Ext. 3402221
<b>Registrar</b>	Ext. 3402232
<b>Staffing</b>	Ext. 3402235
<b>Cafeteria</b>	Ext. 3402226
<b>Health Room</b>	Ext. 3402229
<b>YMCA</b>	Ext. 3402277

## **OFFICE AND SCHOOL HOURS**

<b>Office:</b>	7:30 a.m. to 4:30 p.m.
<b>Classes begin:</b>	8:45 a.m.
<b>Dismissal”</b>	3:00 p.m. (2:00 p.m. on Wednesdays)

## **ADDITIONS SCHOOL VOLUNTEERS**

School volunteers are extra-special people who are committed to making schools the best they can be. They offer special attention and caring that can inspire students to reach for and realize their dreams. Volunteering is a special way to get involved with your child’s education. Parents are encouraged to visit the school, donate time, talents and/or knowledge daily or weekly to our school. ADDitions school volunteers can contribute in many ways: assisting teachers in the classroom, helping in the media center, participating in the School Advisory Council (SAC) or Parent Teacher Association (PTA) or serving as field trip chaperones. Our school volunteer policy enables parents to volunteer based on school needs. Parent volunteers are not assigned to their children’s classrooms, but rather, volunteers are placed to assist based on area of need.

For the safety of all, parents/guardians and family members interested in volunteering must complete an Orange County ADDitions form on a yearly basis. This can be done online by completing the district’s online application at <http://volunteer.ocps.net>. The ADDitions office needs several weeks in order to process registrations, so apply early. Once approved, ADDitions volunteers must sign in and out from the computer located in the school’s main office. Be a school volunteer and help students reach their goals.

## **ARRIVAL / DISMISSAL**

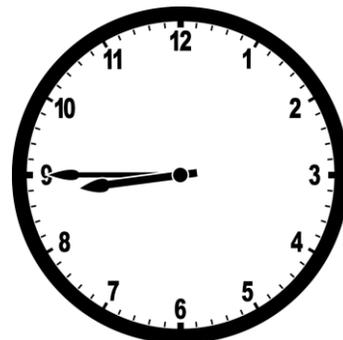
The safety of our students is of utmost importance. Florida Statue 1003.31 requires that the school system provide supervision for students no longer than 30 minutes before the school day begins and 30 minutes after the school day ends. Our official school start time is 8:45 a.m. and our dismissal time is 3:00 p.m. Students should NOT arrive at school prior to 8:15 a.m.

**SUPERVISION IS NOT PROVIDED FOR STUDENTS ON CAMPUS** before 8:15 a.m. or after 3:30 p.m. unless enrolled in the YMCA Program. The School Board cannot be held liable for any harm that may befall a student who arrives at school prior to the designated time of 8:15 a.m. Upon arrival, students should go to breakfast or to their assigned areas and wait until the start bell rings at 8:45 am. At the sound of the 8:45 a.m. start bell, all students will be escorted to their classrooms by assigned personnel. A calm and purposeful beginning sets the tone for the rest of the day.

Our goal is to ensure that all of our students arrive and leave school safely and that adequate supervision is available during their arrival and departure. At dismissal, students should go directly to their designated dismissal classrooms where they will be dismissed as Bus Riders, Car Riders, After-School Care Van Riders, Bike Riders, YMCA, Walkers, or participants of other school related club/activities. It is required that parents/guardians send a written, signed and dated note, when changing the students' mode of transportation from school. Teachers will not allow students to alter their normal dismissal routine without this note. Students who are not picked up within 15 minutes of dismissal will wait for their parents/guardians in the front office. Consistent late pickups will be documented and a referral will be made to the school's Social Worker.

Students may not leave the school during school hours unless they are picked up by their parent or designated guardian (as documented on the student's registration/paperwork) and signed out by front office personnel. If it is necessary for a student to leave early during the school day, the parent must come to the school office and follow the required sign out procedures. Early check-out during school hours is greatly discouraged. Please try to schedule appointments after school hours. Early check-outs create interruptions in the classrooms and prevent students from receiving their required instructional minutes of learning. Only in an emergency will students be released within the last 30 minutes before dismissal. Teachers are not authorized to release students from the classrooms to any person(s). The student sign-out process takes place in the front office and is conducted by a trained front office staff member. Students will only be released to authorized adults listed on the student registration form. Parents/guardians must display proper identification and know their password(s) at all times during the student sign out process before students can be released.

**The school day begins at 8:45 a.m.  
Teachers pick up and escort  
their students to their classrooms at 8:45 a.m.**



## **ATTENDANCE / ABSENCES / TARDIES**

The relationship between daily school attendance and academic achievement is indisputable. Regular and punctual attendance at school is essential for continuity of instruction and is the responsibility of parents. An excused absence includes a written reason due to:

- personal illness, injury or other insurmountable condition.
- illness or death of a member of the student's immediate family.
- recognized (or established) religious holiday and/or religious instruction of the student's faith.
- medical needs or appointments.
- participation in a special approved educational activity.
- prearranged absences of educational value with the principal's prior approval.
- head lice infestation (up to 4 days during the school year).
- catastrophic disasters that significantly impact the life of the student
  - (e.g. loss of residence from natural disaster).

When a child is absent from school, the parent must send a note to the teacher within 48 hours of the student's return to school, stating the reason for the absence. If a written excuse is not received, your child's attendance record will reflect an unexcused absence. When a student's attendance or excessive tardies become an issue, parents will be notified by mail. As required by Florida Statutes and School Board Policy, interventions are utilized to resolve excessive absences. If all interventions fail, and excessive absences continue, the school's Social Worker will enforce Florida Statute 1003.21 requiring compulsory attendance by coordinating the filing of petitions with the Juvenile Court and/or referring the parent to the Office of the State Attorney for investigation and criminal prosecution.

Tardy students can cause disruption to classes and often miss vital morning instruction. The school day begins at 8:45 a.m. Students not in class at this time will be marked tardy. Students arriving after 11:45 a.m. are considered absent, as more than half of the academic day has passed. Five tardies constitute an unexcused absence. Frequent tardies will be a cause for concern. In order to remain in the Foreign Language Magnet Program, magnet students must not have excessive tardies, unexcused absences, or late pick-ups.

## **BICYCLES**

Bike Riders are to ride their bikes directly to and from their homes unless parents notify teachers with a written note in advance. Students riding bicycles to and from school will be expected to know and follow proper bike safety rules. Students must walk their bicycles while on campus and park in the designated bike area.

It is highly recommended that all bike riders secure their bikes with a chain and lock to prevent theft. The school does not assume responsibility for any bike damage or theft. Students who ride bikes must follow our Bike Rider Rules.

## **BICYCLE SAFETY**

- Wear a helmet.
- Only one person allowed on a bike.
- Use a bike lock. Do not double lock 2 bikes.
- Do not leave the bike on school campus overnight.
- Do not ride the bike on the school campus.
- Use a backpack or basket to carry belongings.

## **BREAKFAST AND LUNCH MEALS**

Students may bring breakfast/lunch from home. Food prepared at home may only be given by the parent/guardian to their own son, daughter or dependent and not shared with other students. This will ensure the safety of students who have life-threatening allergies to peanuts, soy, dairy, and MSG.

Parents of students medically diagnosed or having special dietary needs identified with a known allergy are requested to inform the School Registrar, Cafeteria Manager, Classroom Teacher, and school's LPN or Health Assistant. Parents will need to complete and sign a Special Diet Order Form. A parent signature releasing medical information is necessary should the physician need to be contacted regarding diets related to medical disabilities. The form has written instructions in English and in Spanish and is available at: <https://www.oops.net> (under Departments tab, scroll down and click Food and Nutrition Services, click Special Diets for Food Allergies). It is very important that parents provide contact information as requested on the Food and Nutrition Services Diet Order Form. The School Cafeteria Manager will identify the child in the system so that an alert is displayed when the student's D is entered into the system.

A well-balanced lunch, including milk, is served every day. All breakfast and lunch menus can be found at [www.ocps.net](http://www.ocps.net) (under Departments tab, scroll down and click Food and Nutrition Services, under Quick Links click Menus and search for Hillcrest). You can see the menu for the month and the nutritional information for each item

Breakfast and lunch are available at an affordable price. To qualify for free or reduced-price meals, a Free or Reduced Lunch Application must be filled out online each year. To complete a Free & Reduced application online go to [www.myschoolapps.com](http://www.myschoolapps.com) and follow the application process. Families will be notified of their status by the district. If approved, the application will only be valid for one school year. Parents will need to fill-out an application every year in order to continue receiving free or reduced meals if they qualify.

Parents paying for breakfast and/or lunch are encouraged to prepay for their child's meals using the online payment. The student's ID number is required in order to setup the account online. There is a service charge per prepayment. Once the account is set-up, you can view purchase balance and prepay anytime during the day using a credit or debit card. The account balance follows the student until high school graduation or as long as they remain in an OCPS school. For information on how to open a new School Pay account please visit [www.schoolpay.com](http://www.schoolpay.com) or call 1-888-88MYPAY (1-888-886-9729).

Parents may choose to make advanced payments for breakfast and/or lunch by sending checks. Make checks payable to Hillcrest Elementary School and send in a sealed envelope clearly marked with your child's name, teacher's name and grade, and the date and amount of money enclosed. Write your child's name/ID number on the check's memo line. Parents may also prepay with cash at school. Charging breakfast and/or lunch is not allowed.

Only parents/guardians will be allowed to have breakfast/lunch with their children. Family members requesting to have lunch with a child will need authorization from parents/guardians in the form of a written, signed and dated note. Parents/guardians are not allowed to invite other students to have lunch with them, other than their own children.

Fire department safety regulations and limited occupancy space in the cafeteria make it necessary to request that all parents/guardians and family members have lunch with their children in the school's outdoor area. The school's cafeteria courtyard provides students and parents the opportunity to enjoy a pleasant outdoor lunch as they sit on picnic tables shaded by protective, large umbrella coverings. In the event of inclement weather, visiting parents/guardians and family members will not be allowed to have breakfast/lunch in the school's courtyard. Rather, arrangements will be made by school office personnel to accommodate the students and parents in an available location inside the school building. Parents may also reschedule their lunch visit for a different day, if they should so choose to do so.

#### Breakfast

- Stop by the front office to check in, show a valid ID and obtain a visitor's badge.
- Walk to the cafeteria at the designated breakfast time. Arrive with your child for breakfast no earlier than 8:15 a.m. and no later than 8:30 a.m.
- Have your child complete breakfast by 8:40 a.m.
- Have your child go to his/her designated arrival area by 8:45 a.m.
- Return to the front office to check out once your child has been dismissed from the cafeteria.

#### Lunch

- Notify your child's teacher, in advance, that you are coming for lunch.
- Stop by the front office to check in, show a valid picture ID and obtain a visitor's badge.
- Walk to the cafeteria at the time of your child's designated lunchtime arrival and wait for your child's class to arrive.
- Notify the classroom teacher as well as one of the cafeteria staff members on duty that you will be eating lunch with your child in the outdoor courtyard area.
- Monitor your child's lunchtime to comply with the school's 25 minutes of lunch schedule.
- Send healthy items for lunch. Please limit sweets and candy.
- Supervise and ensure that your child follows school rules and displays appropriate lunch behavior while in the courtyard area, e.g., no running in the courtyard area and no standing on top of chairs or picnic tables.
- Ensure that your child joins his/her teacher and classroom immediately after lunch.
- Return to the front office to check out once your child has been dismissed from the cafeteria.

**\*Breakfast and Lunch Prices:**

	<u>Daily</u>	<u>Weekly</u>	<u>Monthly</u>
<b>Full Price Breakfast</b>	\$1.35	\$6.75	\$27.00
<b>Reduced Price Breakfast</b>	\$ .30	\$1.50	\$6.00
<b>Full Price Lunch</b>	\$1.90	\$9.50	\$38.00
<b>Reduced Price Lunch</b>	\$ .40	\$2.00	\$ 8.00

\*Breakfast and lunch prices listed above are based on 2019-2020 school year. Prices may be subject to change for the 2022-2023 school year.

Please refer to [www.ocps.net](http://www.ocps.net), under Departments tab, scroll down to Food and Nutrition Services, search menus, for monthly breakfast and lunch menus. Menus are subject to change without notice.

**BUS RIDERS AND AFTER SCHOOL CARE VANS**

Students who ride a school bus will arrive and be dismissed via the Mount Vernon Street entry/exit gate. All Bus Riders are expected to abide by the standards of school bus behavior, in addition to the Code of Student Conduct. Recording devices have been installed on many buses. Students may be filmed at any time during their ride. The recordings may be utilized to determine violations of the Code of Conduct. Violation of these standards, the Code of Student Conduct or any action or behavior by a student(s) to substantially distract the driver and causes or has the potential to cause a safety hazard on a moving bus may be the basis for suspension from the bus/school and/or expulsion from bus/school. Transportation concerns can be reported to the Transportation Office at: (407) 317-3800.

**CAR RIDERS**

Parents who drive their children to and from school are considered Car Riders and are expected to comply with proper drop off & pick up procedures on a daily basis. If your child is a Car Rider, you must obtain a Car Rider sign from the Front Office. This sign must be displayed on the passenger's side front windshield when picking up your child. A staff member will assist in getting your child in and out of your car. When driving to drop off and/or pick up your child at school, please use the Concord Street upper level parking garage entrance, located on the corner of East Concord Street and North Hyer Avenue, and proceed via the school's upper level parking garage car loop. There will be staff members posted along the car loop in order to facilitate safety and encourage the flow of traffic. Any other manner of car drop-off/pick up is unacceptable and violates school rules. It is imperative that Car Rider parents NOT park their vehicles in the car loop or in nearby streets. The school's car loop area is specifically designated for parents in vehicles to drop off/pick up their children. All parents walking up to the school campus will be required to drop off and pick up their children in the Walker area, located at the back of the school, on Mount Vernon Street. As a magnet school, most of the students who attend Hillcrest Elementary are Car Riders. We therefore ask all parents driving in cars to please follow our Car Rider rules so that our students can be dropped off/picked up in a safe manner and to prevent the disruption of the school's traffic flow.

## **CELL PHONE POLICY**

A student may possess a cell phone on school property, and at after school activities and related functions, provided that during school hours the cell phone remains off and is concealed.

Violations of this policy may result in confiscation of the cell phone and/or other disciplinary actions. If confiscated, the parent/guardian will make arrangements to pick up the cell phone from the school. At no time shall Orange County Public Schools be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

## **CHANGE OF ADDRESS, TELEPHONE NUMBER OR GUARDIANSHIP**

It is vital for the safety and well-being of children that we know how to contact each parent or guardian, when necessary, during the school day. Parents are responsible for notifying the office and their children's teachers of any changes in address, home, and work telephone numbers, emergency contacts or guardianship. School files must contain accurate information, especially in an emergency. Parents are requested to submit to the office any change of address or telephone numbers as soon as possible. If the family residence is not in Orange County, the child must be withdrawn immediately and registered in the appropriate county and school zone.

## **CODE OF CIVILITY**

The education of a child happens only through partnerships which includes the child, the school faculty and staff, the parent(s) or guardian(s), the community and district office employees. Partnership is an active state that includes sharing responsibilities, meaningful communication and welcomed participation. When people who are working together agree, the partnership runs smoothly. But no two people will always agree and that can make partnership difficult. The partnership is most powerful as children are educated to reach their potential - when we agree on how to disagree. We must be civil in our discourse.

Civility is often described by its absence. We hear of harmful actions such as road rage, physical confrontation, ethnic stereotypes and slurs. But civility is not just an absence of harm. It is the affirmation of what is best about each of us individually and collectively. It is more than saying "please" and "thank you." It is reflecting our respect for others in our behavior, regardless of whether we know or like them. It also is not simply being politically correct and is not to be used to stifle criticism or comment. It is being truthful and kind and it is each of us taking responsibility for our own actions rather than blaming others. As we communicate with each other, we need to remember that we are working together to benefit the children of this community. Therefore, the Orange County School Board requires that as we communicate, students, OCPS faculty and staff, parents, guardians, and all other members of the community shall:

Treat each other with courtesy and respect at all times.

- We listen carefully and respectfully as others express opinions that may be from ours.
- We share our opinions and concerns without loud or offensive language, gestures, or profanity.

Treat each other with kindness.

- We treat each other as we would like to be treated.
- We do not threaten or cause physical or bodily harm to another.
- We do not threaten or cause damage to the property of another.
- We do not bully, belittle or tease another and we do not allow others to do so in our presence.
- We do not demean and are not abusive or obscene in any of communications.

Take responsibility for our own actions.

- We share information honestly.
- We refrain from displays of temper.
- We do not disrupt or attempt to interfere with the operation of a classroom or any other work or public area of a school or facility.

Cooperate with one another.

- We obey school rules for access and visitation.
- We respect the legitimate obligations and time constraints we each face.
- We notify each other when we have information that might help reach our common goal. This will include information about safety issues, academic progress, changes that might impact a student's work or events in the community that might impact the school.
- We respond when asked for assistance.
- We understand that we do not always get our way.

### **CODE OF STUDENT CONDUCT**

*The Vision of Orange County Public Schools is to ensure that every student has a promising and successful future.* With this vision in mind, Orange County Public Schools (OCPS) has developed the Code of Student Conduct to help students, parents, and school personnel understand the guidelines for maintaining a safe and orderly learning environment. This code applies to all Orange County Public School students. Students are expected to conduct themselves in such a way as to not interfere with the educational opportunities provided to them and their classmates. The standards established on the Code of Conduct apply to all educational settings: classrooms, school grounds, school buses, and field trips. All students must obey district rules, as stated in the Code of Student Conduct, while on school grounds, while being transported to or from school at public expense, and during school-sponsored events, such as field trips and other school functions. Students, teachers, administrators, and parents all play a key role in establishing appropriate discipline in the school environment. Consequences for offenses are in accordance with the Orange County Code of Student Conduct. The contents of this document are reviewed in each classroom throughout the school year. A copy of the Code of Student Conduct is available electronically on the OCPS website. A paper copy of the Code can be obtained free of charge at school or at the Ronald Blocker Educational Leadership Center upon request. The majority of the discipline concerns are handled by the teacher in the classroom. Teachers will contact parents to address any behavioral concerns. Persistent disciplinary concerns or offenses of a more serious nature will be referred to administration for consideration. Parents may be asked to come to school to attend a meeting in order to discuss their child's conduct. As students continue to increase their awareness of academics, they should also mature in their knowledge of appropriate student conduct. We will work as a team to provide them with the tools they need to succeed. Magnet students are required to follow the Magnet Contract Agreement. Inappropriate student behavior can lead to dismissal from the Magnet Program.

### **OCPS CONNECT ORANGE MESSAGES**

The OCPS Connect Orange system and the School Messenger system are convenient ways for the school to keep parents informed about district and district information, events and emergencies through recorded phone calls, emails and text messages. You may hear about report card dates, special school events, or unusual circumstances, such as school closings due to severe weather. Messages from the school district and Hillcrest Elementary will be

sent only to the phone number on file at your child's school for you to receive messages. If you are not sure which phone numbers are on file, check with the School Registrar. You will receive text messages only if the school has your cell phone number on file. It is important to let the School Registrar know of any changes to your telephone numbers so that you can continue receiving important school and district messages and updates.

### **CONFERENCES**

Frequent communication between parents and teacher is strongly recommended throughout the school year. Parent-Teacher Conferences and/or Student Led Conferences are scheduled to enable parents to obtain student information and progress. Feel free to contact your child's teacher to request a conference.

### **CURRICULUM**

Orange County Public Schools is committed to educating all students so they can be college and career ready to assume roles as responsible, contributing members in a 21st century global economy. To address our district's goal of intense focus on student achievement a district-wide curriculum for consistency and equity is provided to all students. The curriculum for OCPS is based on state standards in all grade levels and subject areas, including English, language arts, mathematics, science, health, social studies, art, music, and physical education. The state mandated standards outline what students should know and be able to do in each grade level and subject area. To prepare students for success, educators align the standards, assessments and effective instructional strategies to meet the needs of all students whether on grade level, performing high academically or needing additional help to perform at grade level.

The Florida Standards are challenging standards that will help students gain the knowledge and skills to think and work at deeper levels to prepare them for college and career. They build students' ability to think critically about math concepts and what they read, help them apply and connect what they learn to the real world, expose them to creative problem solving, and allow them to communicate their ideas and arguments through speaking and writing. In order to assess students and to determine how well schools are meeting the needs of students, state and/or district tests will be administered to students during the school year such as End-of-Course (EOC) Assessments.

### **CUSTODY CONCERNS**

A parent having sole custody of a child with any specialized court orders that restrain a natural parent from coming in contact with the child should notify the office of the circumstances. Legal documents of this type MUST be included in the child's records. It is imperative that the school office be informed concerning court orders, which establish legal guardianship and prevent either one or both birth parents from visitation with the child.

### **DIGITAL LEARNING**

**Skyward Family Access:** This is where parents and students can view important information about a student's educational progress. Parents and students can access Skyward using LaunchPad. Parents must first register for an account before they can use LaunchPad at <http://parents.classlink.com/ocps>. LaunchPad is essentially a portal site that provides automated access to different OCPS systems that parents and guardians utilize such as Canvas. The registration process for LaunchPad uses your mobile phone number or email address that you have on file with the school in our student information system.

Once registered, visit <http://parents.classlink.com/ocps> to login and access your account. The Skyward (parents) icon on LaunchPad provides access to the following information:

Skyward	Canvas
<ul style="list-style-type: none"> <li>• Calendar</li> <li>• Gradebook</li> <li>• Attendance</li> <li>• Student info</li> <li>• Schedule</li> <li>• Discipline</li> <li>• Test Scores</li> <li>• Activities</li> <li>• Student Services</li> <li>• Academic history</li> <li>• Portfolio</li> <li>• Health info</li> <li>• Login history</li> </ul>	<ul style="list-style-type: none"> <li>• Test scores</li> <li>• Online assignments</li> <li>• Online planner</li> </ul>

**LaunchPad for Students:** Students can visit our district's Single Sign On dashboard, LaunchPad, at <http://launchpad.ocps.net> to access instructional software, digital textbooks and more. LaunchPad can be accessed on any device with an internet connection, including laptops, desktops, tablets and smartphones. Through LaunchPad, students are provided accounts to the following types of resources:

Online Textbooks	Productivity	Instructional Resources	Library Research Tools
<ul style="list-style-type: none"> <li>• Cengage</li> <li>• eDynamic</li> <li>• EMC</li> <li>• HMH</li> <li>• McGraw Hill</li> <li>• Pasco</li> <li>• Pearson</li> <li>• Spring Board</li> <li>• Studies Weekly</li> </ul>	<ul style="list-style-type: none"> <li>• Canvas</li> <li>• Google Drive</li> <li>• Microsoft Teams Meetings</li> <li>• Skyward</li> </ul>	<ul style="list-style-type: none"> <li>• Beanstack</li> <li>• BrainPop</li> <li>• CK-12</li> <li>• DefinedSTEM</li> <li>• Discovery Education</li> <li>• Edgenuity</li> <li>• Gizmos</li> <li>• iReady</li> <li>• Khan Academy</li> <li>• Math Nation</li> <li>• Nearpod</li> <li>• Newsela</li> <li>• PBS Learning Media</li> <li>• Reading A-Z</li> <li>• Reflex Math</li> <li>• Study Island (5th grade science)</li> <li>• Typing Club</li> </ul>	<ul style="list-style-type: none"> <li>• Destiny Discover</li> <li>• Florida Electronic Library</li> <li>• Orange County Library System Virtual Library Card</li> <li>• WeStar Music</li> </ul>

**LaunchED:** The LaunchED digital learning program provides digital learning devices such as laptops or tablets to all staff and K-12 students. Students can request technical help with their district-provided device by submitting a ticket at <https://techrequest.ocps.net>. The district-provided devices are used in a blended learning environment, where students attend traditional brick-and mortar schools for at least a portion of their coursework but utilize digital content such as online textbooks and digital tools, such as G Suite for Education to personalize their learning environment. Visit <https://digital.ocps.net> to learn more about the

LaunchED Digital Learning Program and access the Family Technology Handbook. Important digital platforms are available to OCPS families. They are the main portals to our digital classrooms.

**G Suite for Education:** This is where students create, collaborate and store files. This is also where students send and receive emails from teachers and students. Students can access their OCPS Google account on any device.

**LanSchool Air:** This classroom management software allows teachers to monitor, collaborate and communicate with students.

**Canvas:** This is the district's learning management system and the hub of the digital classroom. Students can visit Canvas to check their calendar for upcoming due dates, access course materials and submit assignments. Parents can access Canvas using LaunchPad or using the Canvas Parent app for iOS, Android, or Windows on a mobile device to keep up with their student's calendar and assignments.

### **DRESS CODE**

The dress and grooming of Orange County Public Schools' students shall contribute to the health and safety of the individual, promote a positive educational environment, and not disrupt the educational activities and processes of the school. The minimum standards of dress and grooming apply to all students in the public schools of Orange County, unless a specific exemption is granted by the principal. Any request for an exemption shall be made to the principal.

1. Clothes shall be worn as they are designed. For example, suspenders should be over the shoulders, pants secured at the waist, belts buckled, no underwear as outerwear, no underwear exposed.
2. Clothing must cover the body from one armpit across to the other armpit and down to approximately mid-thigh. Tops must have straps. Undergarments must not be viewable. Rips, holes, or tears in clothing must be below mid-thigh.
3. Shoes shall be worn at all times and should be safe for the school environment. The following shoes are not acceptable for any OCPS student: cleated shoes or shoes with wheels. In addition, the following shoes are not acceptable for OCPS students in grades K-8: thong sandals or backless shoes.
4. Headgear shall not be worn on campus during the school day, unless the head gear is approved by the principal.
5. Specialized courses may require specialized attire, such as sports uniforms, or safety gear and must be approved by the principal before being worn during the school.
6. See through, revealing, or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of this dress code.
7. Gang paraphernalia, garments and/or jewelry, tattoos, or other insignias, which display or suggest sexual, vulgar, drug, alcohol, or tobacco-related wording/graphics or may tend to provoke violence or disruption in school shall not be worn.
8. Clothing must not state, imply, or depict hate speech or imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected class.
9. Clothing and accessories that endanger students or staff shall not be worn.

10. Students shall wear a face mask/face covering/face shield if required by the Board, OCPS, Principal, or other official with authority to mandate the wearing of this protective gear. This requirement may be waived with approval from the principal only if a student is medically unable to wear a face mask/face covering/face shield.
11. Individual schools may implement school uniforms with community input and approval of the principal's supervisor .
12. Individual schools are expected to use the state and district dress and grooming guidelines as minimum standards; any adjustments may be made upon approval of the principal' s supervisor. The principal at each school reserves the right to determine what appropriate dress is for the school as detailed in these minimum standards.

Any student who violates this dress policy will be subject to disciplinary action as outlined in the Section IV and V of the Code, Section 1006.07(2)(d).Florida Statutes.

### **DRESS CODE - HILLCREST UNIFORMS**

School uniforms promote an academic focus and a sense of unity. Uniforms are a successful part of the school, and it is strongly encouraged that all students follow the guidelines as established by the School Advisory Council. Uniform pieces must also meet OCPS dress code policy.

#### Tops

The school uniform consists of white, navy blue, and light pink polo shirts. The polo shirts can either be plain or have a Hillcrest logo. Hillcrest polos from past years are acceptable.

#### Bottoms

The school uniform bottoms will be pants or shorts in khaki or navy blue. Jumpers, polo shirts, dresses, and skorts in khaki or navy blue are also acceptable.

#### Cold Weather

Cold weather clothes can include the following: turtlenecks, cardigans, Hillcrest sweatshirts, and long sleeve shirts will be acceptable.

#### Logo Embroidery

Shirts do not have to be embroidered with the school's logo. Shirts not embroidered must be plain with no brand or company logo.

#### Spirit Fridays

Students have the option to wear a Hillcrest t-shirt and plain jeans.

## **DRESS CODE – PHYSICAL EDUCATION**

Hillcrest students participate in Physical Education (P.E.) during the week. Appropriate clothing and safe comfortable shoes are important to prevent students from injuries while participating in a variety of activities.

### **Clothing**

It is strongly recommended that the students wear comfortable clothing that allows them to move freely without restrictions. Clothing that is too tight or overly loose may make it difficult for children to participate in the designated activities planned for the class. Pants that are too long can get caught under their feet and cause them to slip and fall.

### **Footwear**

Almost any type of sneaker is appropriate for participation in P .E. class activities. Sneakers are designed to allow for easy movement and to protect feet and ankles from injuries that could occur while participating in vigorous activities. Sneakers with platform soles, open backs, or ones that are large and bulky, are not safe for the children to wear for class. Some type of rubber-soled slip on shoes can often be mistaken for sneakers. This type of footwear often times does not stay secure on feet, and therefore does not provide the proper support for the feet. It is also very important for students to tie their laces properly to secure the sneakers to their feet. Laces lying loosely across the top of the shoes as a form of style, often causes injuries as the feet slide inside the shoes. Students who wear sandals with back strap, boots or dress shoes to school will need to change to the appropriate footwear once P .E. begins. It is recommended that students place their sneakers in their backpacks so that they can change shoes for P .E. activities. There may be times that students will not be able to participate in P .E. if they wearing inappropriate footwear that present safety concerns.

### **Jewelry**

There are some types of jewelry that may interfere with student participation in P.E. Long necklaces bangles or loose-fitting bracelets should be removed. Earrings that are hoops or hang down away from the earlobe, should also be removed to prevent a long or hoop earring from getting caught, pulled or torn during a physical activity.

## **EMERGENCY EVACUATION DRILLS**

Emergency Drills are conducted throughout the school year to familiarize students with procedures in the event of a fire, severe weather, active assailant, or evacuation. In the event of an evacuation, OCPS and/or administration will provide parents with information.

## **EXCEPTIONAL STUDENT EDUCATION SERVICES**

Exceptional Student Education (ESE) Services ensures the appropriate education of all students. The primary focus of ESE is to have students access the general education curriculum. A student's primary educational need(s) are identified in an Individual Education Plan (IEP), and are met through the use of accommodations, services, specialized instructional materials, and behavioral approaches that are research-based and exemplify best practices. Eligible students are served in the least restrictive environment as appropriate to the student's identified needs. Exceptional education units such as Specific Learning Disabilities, Speech and Language, Intellectual Disabilities, and Gifted Education are provided to ensure the most appropriate learning opportunities for every child. Students are staffed into these programs based on specific program criteria. Parents are always invited to staffing meetings.

The Florida Empowerment Scholarship for Students with Unique Abilities Program (FESUA) was created to provide additional educational options for families of students with disabilities. Eligible students may have the option to attend a different public school in our district, attend a public school in an adjacent district, or receive a scholarship. For more information, please visit the Department of Education website at [www.Fldoe.org/FES](http://www.Fldoe.org/FES) or contact the school's Staffing Specialist.

### **EXTRA-CURRICULAR ACTIVITIES**

Each student who wants to participate in an extra-curricular activity is expected to follow appropriate behavior. Parents are responsible for providing transportation to and from these activities, ensuring to drop-off and pick-up children from activities at the designated times. Extra-curricular activities may include: Safety Patrols, Television Production Crew Student Council, Chorus, Media Club, Running Club, Foreign Language Club, and other athletic clubs. Each sponsor will provide specific guidelines for the particular program.

### **FIELD TRIPS**

Educational field trips are planned as part of the school program to enhance instruction. Students need written permission slips from the parents/guardians to attend field trips. Children without written permission will remain at school. All chaperones are required to complete the ADDitions school volunteer form online. Chaperones may not bring other siblings on field trips. All students participate in District Sponsored Field Trips, which are an integral part of meeting the state standards. Parents will be notified as these occur. Due to large student population that our district has, the number of seats on district sponsored field trips are limited. As per the district, only the students and their teachers will be able to attend these specific events.

Parents paying for field trips are encouraged to prepay through SchoolPay by using the online site [www.schoolpay.com](http://www.schoolpay.com) or call 1-888-88MYPAY (1-888-886-9729). There is a service charge per prepayment. Once the account is setup, you can view purchases, balance and prepay anytime during the day using a credit or debit card. Parents could also purchase field trip admission by submitting a check made payable to Hillcrest Elementary to their child's classroom teacher.

### **FOREIGN LANGUAGE**

The Foreign Language Academy provides English speaking students the opportunity to learn a new language. French and Spanish is presented through the 5 C's: Communication, Culture, Connections, Comparisons and Communities. Students are able to use language in "real life" situations, communicate in oral and written form and experience and develop a better understanding of other cultures. Presentation of language is connected with other subject areas and integrated with lessons that develop around common themes. Students compare and contrast language and cultures and discover similarities and differences across people and communities.

## **GIFTED PROGRAM**

The purpose of gifted education is to provide programs and services that meet the unique cognitive, social, and emotional needs of gifted students, preparing them to success in a global society. Hillcrest Elementary is committed to an educational program that recognizes the unique value, needs and talents of individual students -including students identified as gifted. A gifted student is one who has superior intellectual development and is capable of high performance. Gifted students need a qualitatively different educational program that takes into account their intellectual abilities and provides them with a greater range of challenges than those offered by the standard curriculum. In Florida, students are eligible for gifted services if they meet the criteria outlined in the Florida Board of Education Rule 6A-6.03019, PAC. These criteria focus on a learner's need for the gifted education program, general intellectual functioning, and various behavioral and intellectual characteristics. Eligibility criteria include a demonstrated need for the program, a majority of gifted behavioral characteristics as indicated on a standard scale or checklist and superior intellectual development as measured on an individually administered test of intelligence. For more information, visit the "Gifted" tab on the Exceptional Student Education web page, accessible through the "Departments" link on the OCPS website, [ocps.net](http://ocps.net). You may also contact the school's Staffing Specialist.

## **HEALTH ROOM**

The School Health Room is maintained by a Licensed School Nurse (LPN) and/or Health Assistant. The school generally administers first aid items only. In case of illness the student will be cared for until the parent arrives or until the student is able to return to the classroom. In case of minor injury, attention will be given and the student will be returned to class. In case of major injury, attention is given and the parent will be immediately notified. In an emergency, 911 will be called. Please update the office of any changes in health information pertaining to your child. Please do not send your child to school if he or she has a rash, fever, eye drainage, severe vomiting or diarrhea, a productive cough, or any symptom that may be an indication of communicable disease. Students with any of these symptoms will be sent home. If your child has any of these symptoms, please notify the school that your child is ill and bring in a doctor's note so that your child's absence can be excused upon their return to school.

## **HOMEWORK**

Homework is given at the discretion of the classroom teacher to help students practice and refine learned skills. Parents should encourage children to do their assigned homework and return it to school. Establishing a routine, structure, regularly scheduled time and place with supplies and limited distraction (like TV) will enable students to focus on given assignments. Homework assignments completed in an afterschool program should be checked and discussed with your child. It is recommended that parents designate a specific place and time each day for their children to complete homework assignments. Reading with your child every night is valuable. We ask that parents monitor 20 minutes of daily at-home reading. Homework performance will be reflected in the Social Development section of the student's OCPS Report Card.

## **INSURANCE**

### **Accident Insurance**

Orange County Public Schools makes every attempt to provide a safe environment for all students while they are attending school and participating in school activities. However, accidental injuries often occur during school sports, physical education classes, recess and other school activities. As a public service, OCPS has contracted with an insurance agency, School Insurance of Florida, that will offer parents the opportunity to enroll students in a low cost accident insurance protection

program. We encourage all parents to review the various coverage options available through this policy offered by School Insurance of Florida. You can get more information on the School Insurance of Florida by visiting the OCPS website listed under student health or call 1-800-432-6915.

### Health Insurance

The state of Florida offers low or no cost health insurance for children. Through Florida KidCare the state of Florida offers health insurance for children from birth through 18, even if one or both parents are working. It includes four parts. When you apply for the insurance Florida KidCare will check which part your child may qualify for based on age, household size and family income. you can get more information on Florida KidCare insurance by visiting the OCPS website listed under also student apply health online.

### **INTERNET POLICY**

OCPS is committed to providing a safe, positive, productive, and nurturing educational environment. OCPS believes that all students should have access to technology (e.g. software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner. This document contains the Student Technology Acceptable and Responsible Use Agreement for student use of the internet.

### Educational Purpose

Technology access has been established for educational purposes and will be consistent with the district's curriculum and the Florida Standards. The term “educational purpose” includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration.

Students are expected to follow the rules set forth in the Code and the law in the use of the Internet and network resources.

Students may not use the Internet for commercial purposes. This means they may not offer, provide, or purchase products or services through the Internet at any school using district resources.

### Student Internet Access

All students will have district-supervised access to the Internet through the classroom, media center, or computer lab. In accordance with the Children's Internet Protection Act (CIPA) and the Children's Online Privacy Protection Act (COPPA), all OCPS web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

Students will use OCPS Internet access for educational purposes only and will not access profane or obscene material, advocate illegal acts, or advocate violence or discrimination towards other people

### Responsible Uses

In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate responsible technology uses. Students will keep information, such as his/her password, address, phone number, birthday, and other identifiable information private. Students will report anyone who tries to use technology to hurt or harass other students or staff or anyone who makes him/her feel uncomfortable. Students will not login to any account other than their own or use OCPS technology to engage in any illegal acts, such as drug sales, purchasing alcohol, engaging in criminal gang activity, threatening the safety of another person, cyberstalking, or cyberbullying.

### Inappropriate Language

Students will treat others with respect by using appropriate language and offer constructive criticism if appropriate. Students will not use inappropriate language, harass others, knowingly or recklessly communicate false or defamatory information about a person or organization, share privately sent messages without permission of the person who sent it, share private information about another person, or participate in sexting.

### System Security

All students will allow any teacher, administrator, or OCPS IT staff to review their work and activities created on a school device or OCPS network at any time. Students are required to ask for permission before connecting his/her personal device to the OCPS network and will make sure any devices used on the OCPS network are approved by the district.

Students will not use technology to gain access to student grades or private student records, download unauthorized software, apps, extensions, or plug-ins on a school device, intentionally spread computer viruses, or bypass, destruct, disrupt, modify, or abuse OCPS network access.

### LICE

If a student is found to have head lice, the parent will be contacted at once and it will be necessary for the student to be isolated from other students. Our school has a “no nit policy.” Lice and nits must be completely removed from the hair before the child can return to school. Parents will be also notified when a child has head lice. Any student with lice or nits must be effectively treated with a recommended shampoo. Medicated shampoo must be used and all nits removed before a child can return to school. Before returning to the classroom, the parent must accompany the child to the Health Room to be checked by the Health Room Attendant. A maximum of four days of absences per year are allowed for the treatment of head lice. In a repeat circumstance and/or to provide general notification to all students/families in a class, a general sheet may be sent home with students.

### LOST AND FOUND

Lost articles are stored for a limited time at the school site. Please label any materials or clothing which your child wears or brings to school. Due to space constraints, lost items are donated to charity if not reclaimed within a reasonable amount of time. Parents will be kept informed, through the school's monthly newsletters of the time frame when these items will be sent to charity.

## **MAGNET PROGRAM**

Magnet programs have been established in many OCPS schools to provide quality options for students. The Hillcrest Elementary Magnet Program provides a rich, educational environment for students to engage in the intense and specific study of a foreign language, either French or Spanish. Our Premier Language Academy allows students to explore languages and develop academic skill sets. The Hillcrest Elementary Magnet Program accepts Kindergarten through 5th grade students from across the district. For a complete list of magnet programs, information about eligibility, and application procedures, please visit the School Choice Services website at [www.schoolchoice.ocps.net](http://www.schoolchoice.ocps.net) or call 407-317-3484.

- Magnet programs will provide students the opportunity to exceed challenging state academic and achievement standards.
- Magnet programs will promote student diversity through choice.
- Magnet programs will enhance equitable access for all students to high quality education.
- Magnet programs will strengthen student knowledge of academic subjects that will lead to increased student acquisition of marketable careers, technological and professional skills for informed career decisions.

## **MAGNET PROGRAM CONTRACT**

All magnet students are required to sign the Hillcrest Elementary Magnet Program Contract Agreement. A student who fails to meet the standards established in the contract will be placed on a probation per the terms indicated on the contract. Parents will be informed via letter or phone call if any aspect of the agreement is violated. The student will be placed on probation for one grading period. If the violation is corrected during that time period, the probation will no longer apply. If there is insufficient improvement at the conclusion of the probation period, the student will be exited from the Hillcrest Magnet Program and will be required to return to the zoned school at the end of the first semester or end of the year, whichever comes first.

## **MAGNET TOURS**

Magnet tours are conducted during the year for incoming magnet students. Information and tour dates are posted on the district's School Choice website. Please contact our Magnet Coordinator to schedule a tour.

**MAGNET PROGRAM CONTRACT AGREEMENT**

- ❖ Students must show a strong commitment to learning.
- ❖ Students must perform on grade level each year.
- ❖ Students must demonstrate a 3.0 grade point average for each grading period (nine weeks).

Intermediate 2nd, 3rd, 4th, and 5th grade	
A	4.0
B	3.0
C	2.0
D	1.0
F	0

Primary Kg and 1st	
S	4.0
W	3.0
N	2.0
U	1.0

- ❖ Students must receive a score on or above grade-level as measured by standardized state testing and or report cards in reading and math.
- ❖ Student must participate in a foreign language to be a part of the Hillcrest Magnet Program.
- ❖ Students are expected to demonstrate yearly growth in the development of foreign language as documented each grading period (nine weeks) on the report card.
- ❖ Students must maintain appropriate behavior as per Orange County Public Schools’ Code of Student Conduct.
- ❖ Student discipline referral(s) may result in dismissal from the Hillcrest Magnet Program.
- ❖ Students are expected to attend school regularly.
- ❖ Students must arrive to school on time and may not have excessive tardies.
- ❖ Student absences must be excused in writing. Parents must send in a signed written excuse upon each absence.
- ❖ Students must be picked up on time at the end of each school day.
- ❖ Family support and commitment is an important part of the Hillcrest Foreign Language Academy. We encourage parents to take an active role in our school.

**I understand and have reviewed the Hillcrest Magnet Contract Agreement with my child.**

Print Parent Name: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

As a student of Hillcrest Elementary, I understand the Hillcrest Magnet Contract Agreement and I will strive to do my best to meet all student expectations.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Name: \_\_\_\_\_

Students who fail to comply with any of the magnet contract expectations set forth above will be placed on probation for one grading period. If the student does not improve by the end of their probationary period an Exit Meeting will be held with the Magnet Program Coordinator(s), Teacher(s), and Parent(s) to assist with the transition and exit of the student from Hillcrest to their zoned school. (Revised May 10, 2022)

### **MEDIA CENTER**

The Media Center is considered an important extension of the classroom. The Media Center provides students an opportunity to check out books for study and enjoyment during library visits. Your child has access to a variety of books on many subjects and in many languages. Encourage your child to read by reading to your child and showing interest in his/her book selection. Make sure your child spends some part of his/her time every day reading for pleasure in any language. Students in kindergarten through fifth grade have the opportunity to check out library books throughout the year. Books are checked out for two weeks and maybe renewed if necessary. Students may not check out a new book if a book is overdue. It is your child's responsibility to take proper care of library books. Books which are lost or damaged from our school, and other Orange County Public Schools, must be paid for by the parent before the student resumes library check out privileges.

### **MEDICATION AT SCHOOL**

Do not send medication(s) to school with your child. This practice puts your child, as well as his/her peers, at risk. Under no circumstances will any medication, not even aspirin, be given to anyone without a physician's order or completed Authorization for Medication Form submitted by the child's parent. Non-prescription medication(s) also requires completion of the Authorization for Medication Form. The authorization form is available by requesting it from the LPN and/or Health Assistant. Medication must be delivered in person and given to the LPN and/or Health Assistant by the child's parent or guardian with the following information provided in writing by the student's physician:

- Physician's prescription label from the pharmacy adhered to container.
- Updated medication with current physician information.

Medication must be received and stored in the original container with the pharmacy label. Tablets will be counted and the number recorded. Should your child require medication while at school, please contact the school's Health Assistant to obtain the appropriate forms. Notes will not be accepted as authorization for medication administration.

### **MULTILINGUAL PARENT LEADERSHIP COUNCIL (MPLC)**

The Multilingual Parent Leadership Council (MPLC) is organized to promote second language acquisition and academic achievement for English Language Learners (ELL). The purpose of the MPLC is to encourage parental involvement and participation in the implementation of ELL programming and academic achievement initiatives. ELL parents are encouraged to become involved with the Multilingual Parent Leadership Council (MPLC) at the school. This group comprised of school staff, parents, and community members, meet during the year. Parents interested in joining Hillcrest's MPLC may contact the school's Compliance Teacher.

### **MULTILINGUAL STUDENT EDUCATION SERVICES**

English Language Learners (ELL) in OCPS are provided comprehensible instruction through English for Speakers of Other Languages (ESOL.). Students can qualify for the ESOL program based on the results of their initial placement test and a programmatic assessment conducted at the home school by qualified personnel. If the student qualifies for services, a meeting is held at the school with parents and school personnel to determine options for program placement.

English for Speakers of Other Languages (ESOL) instruction enables all ELL students to develop listening, speaking, reading, and writing skills in English based on the Language Arts through ESOL Florida Standards. Hillcrest Elementary has a basic ESOL Instructional Model (K-12). The English Language Learner (ELL) is in a mainstream classroom with a teacher who is certified or is working towards the certification in ESOL. Students are in a setting with native English speakers. The curriculum is presented in a way that makes the instruction comprehensible, while allowing the student to acquire the new language in a natural, cumulative and systematic way. ELL students are assessed through the Assessing Comprehension and Communication in English State-to-State Assessment (ACCESS). This measures the progress of English Language Learners (ELLs) proficiency in English, thus, ensuring the skills needed in school to achieve at high levels, academically. The ACCESS assesses four areas: listening, speaking, reading, and writing.

### **PARENT TEACHER ASSOCIATION**

Parent Teacher Association (PTA) is a volunteer organization working exclusively to improve the education, health, safety and well-being of all children. The PTA meets a minimum of four times during the school year. The purpose of the association is to promote open communication and to work for school improvement. PTA discusses issues and concerns important to that of the school and community and decides on school programs and projects. Additionally, the PTA conducts annual fundraising and a variety of programs through the year for families to socialize and learn ways to help their children. PTA members gain confidence and knowledge that enable them to fulfill their roles as parents, family members, and true partners between home and school. Please support Hillcrest's PTA by becoming a member.

### **PARTIES AND CELEBRATIONS**

Parties are permitted twice a year, prior to the winter holidays and at the end of the school year. Please remember that if you want to contribute any donations you must comply with OCPS Foods Safety Standards. Following these guidelines is important as they will help ensure the safety of all students.

- Home baked items or homemade items are not allowed. Sealed containers of baked goods are acceptable when they are from a commercial or retail bakery or grocery store ( e.g. Publix, Whole Foods, etc.) provided that if the food requires refrigeration, it is available.
- Unlabeled and unsealed juices from home are unacceptable. Sealed containers of juices are acceptable when they come from a commercial or retail grocery store (e.g. Publix, Whole Foods, etc.) provided refrigerator is available if needed.
- Fresh fruit needs to be purchased from a grocery store (e.g. Publix, Costco, Whole Foods, etc.) in a sealed package, and not picked out from the produce section of a grocery store and placed in a paper bag or purchased from any produce stand.
- Pizza can be brought in one hour after the last lunch period provided it has the name of the retail business on the package and is sealed.
- All food items being brought into the school must have an ingredient label. Items without an ingredient label will not be accepted.
- Parents must complete an OCPS Record of Outside Food Form when requesting to bring in outside food for a class party and/or special event.

- Parents bringing food items to class party/special event must ensure that OCPS Record of Outside Food Form is completed and attached to the product of the particular food item being brought in for consumption. OCPS Record of Outside Food Form can be found at: <http://www.ocps.net> (under Departments, search for Food and Nutrition Services, scroll to Policies and Procedures , click Record of Outside Food Form FNS.
- Parents must sign-in with Office Staff and check with Cafeteria Manager to have all food items inspected for approval.

### **PARTNERS IN EDUCATION**

The Partners in Education program matches schools with resources (human and material) through partnerships with businesses and organizations, in order to enhance educational excellence. Hillcrest Elementary is always looking for partners to work with our schools, and the district, to prepare our students for a better tomorrow. If you are interested in volunteering or becoming a Partner in Education, visit our online system at [www.volunteer.ocps.net](http://www.volunteer.ocps.net) to sign up today. Your place of business could be a tremendous asset to our students, parents and staff. Please call the office and ask to speak with the Partners in Education Coordinator if you are interested in partnering with the school.

### **PERSONAL ITEMS AND MONEY**

Students should bring only the amount of money necessary for any given day. Students are not to bring in toys, bats, electronic devices such as PSPs, etc. to school. Such items will be held at the school site and parents will be notified and asked to pick-up item(s) from school.

### **PICTURES**

Student pictures will be taken twice during the school year. Individual pictures are taken of all students in the fall and spring. The first sitting is for individual pictures and school records, and is available for purchase. The second sitting is taken in the spring for individual and class pictures. These are also available for purchase. More information is provided through flyers and the school's monthly newsletters.

### **RELEASE OF STUDENTS**

No child will be released to any individual during school hours, from the bus or car waiting lines, without approval from the office. This is to protect your child. Parents or guardians must come into the office to have their child released from school prior to dismissal. Only in an emergency will a student be released within the last 30 minutes before dismissal. **Parents must present a valid state picture ID to sign out their child.** Parents authorizing and giving rights to others for pick-up, must put the request in writing along with parental signature and send note to teacher indicating request. Parents must inform designee to bring a valid state picture to show front office personnel as well as know the student password.

**REPORT CARDS/PROGRESS REPORTS**

Report cards are available via Skyward Family Access and sent home every nine weeks to provide information about your child's progress in school, including grades, behavior and attendance. Grades checklists, classroom assignments, homework and classroom observations. A teacher may indicate on the report card that a conference is needed. The school may request a parent conference to discuss the report card. Please contact your child's teacher if you have any questions about your child's progress in school. Midway through the grading period, each student will be provided a progress report so that the student and his or her parent or guardian will have an idea of how the student is progressing.

<b><u>Academic Progress Grade Scale</u></b>	
A = 90 to 100	Excellence
B = 80 to 89	Above Average Progress
C = 70 to 79	Average
D = 60 to 69	Lowest Acceptable Progress
F = 0 to 59	Failure

<b><u>Academic Progress /Social Development</u></b> (Kindergarten and 1 <sup>st</sup> Grade)	
S = Satisfactory	
W = Working on Skill	
N = Needs Improvement	
U = Unsatisfactory	

<b><u>Academic Personal/Social Development</u></b> (2nd, 3rd, 4th and 5th Grade)	
O = Outstanding	
S = Satisfactory	
N = Needs Improvement	
U = Unsatisfactory	

**SCHOOL ADVISORY COUNCIL (SAC)**

The School Advisory Council (SAC) sets goals and establishes strategies for reaching specific goals. Each school must have a School Advisory Council. The SAC is a group of elected teachers, staff members, parents and community members representing the ethnic, racial, and economic makeup of the community served by the school. This council is an umbrella group that brings all stakeholders together to work on improving the school. Members of the SAC are selected according to procedures established by the school and school board in compliance with the requirements of state statutes. Each SAC is composed of the principal and representatives of teachers, education support employees, parents, and community members. Teachers, education support employees and parents are elected to the SAC by their peer groups. Community members are selected by the principal, acting as an agent for the school board or by a process developed by the SAC. The SAC is instrumental in developing and evaluating the School Improvement Plan (SIP). The School Improvement Plan promotes the vision and mission of the school. The process assures continuous improvement with input from all those impacted by the education process with specific attention to meeting school grade and standards. It helps the school create a shared vision and provide support for achieving success. Surveys are given to parents, students, and teachers every year. Results are shared with the SAC. Parents are encouraged to support the SAC by becoming a member and contributing to monthly meetings.

## **SMOKE-FREE CAMPUS**

Hillcrest Elementary is a Smoke Free Campus. Smoking anywhere on the school campus is prohibited.

## **SOCIAL WORKER SERVICES**

School Social Workers serve as liaisons between home, school, and community by providing casework services to address the educational and social/emotional needs of students and families, to encourage regular attendance, and to make referrals to appropriate community agencies. School Social Workers often visit homes and provide help to students who have a need for glasses, dental work, medical care, clothes and/or financial aid. Please contact our school and request to speak to our school's Social Worker for further information on family support or assistance.

## **STATE STANDARDS, ASSESSMENTS AND RESOURCES**

- **Standardized Tests**  
Standardized tests are given to large numbers of children in a standard way: the same directions, the same test conditions, and the same amount of time allowed. Parents receive information about any standardized tests that their children take.
- **Florida Kindergarten Readiness Screening (FLKRS)**  
The FLKRS assessment gathers information about a child's overall development and addresses each student's readiness for kindergarten based on the Florida Early Learning and Developmental Standards for Four-Year-Olds. Information pertaining to the Florida Kindergarten Readiness Screening can be obtained at:  
[www.floridaearlylearning.com/providers/provider\\_resources/florida\\_kindergarten\\_readiness\\_screener.aspx](http://www.floridaearlylearning.com/providers/provider_resources/florida_kindergarten_readiness_screener.aspx)
- **Assessing Comprehension and Communication in English State-to-State for English Language Learners (ACCESS)**  
ACCESS measures the progress of English Language Learners (ELLs) proficiency in English, thus, ensuring the skills needed in school to achieve at high levels academically. ACCESS assesses four areas: listening, speaking, reading, and writing. Information pertaining to ACCESS can be obtained at: [www.wida.us](http://www.wida.us).
- **Florida End-of-Course (EOC)**  
Florida's EOC assessments are computer-based, criterion referenced assessments that measure either the Next Generation Sunshine State Standards or the Florida Standards for specific courses as outlined in their course descriptions. Florida EOC assessments are administered in the following courses: Art, Music, Physical Education, Gifted and Foreign languages (French and Spanish).
- **Resources**  
The Florida Department of Education, [www.FloridaStudents.org](http://www.FloridaStudents.org), provides hundreds of interactive resources to support student learning in language arts, mathematics, science and civics. The state provides resources to facilitate parents with assessments. Parents and students can go online to read about assessments and participate in sample tests which will allow students to become familiar with the online testing system and types of questions asked. Answer keys are also provided. The Florida Standards website includes an explanation of the standards, practice tests, and frequently asked questions.

## **STUDENT PLANNER**

The Student Planners represent a learning tool for students, a communication tool for parents, and a teaching tool for educators. Student Planners enable students to list homework and other reminders on a daily basis. These planners assist students in developing organizational skills and allow for communication with parents. Parents are encouraged to review and initial the planner every day. This allows the parent to stay informed and enhances three-way communication: child, parent, and teacher. A Student Planner is available for student use.

## **STUDENT PROGRSSION**

Each student's progression to the next grade level is determined by proficiency in reading, writing, science and mathematics, including specific levels of performance on statewide assessments at selected grade levels, if administered. Retention decisions are based on more than a single test score. Students who do not meet these performance levels must receive remediation or be retained within an intensive program that is different from the prior-year's program. For retained students in all grades, subsequent during-year promotion is permitted if performance requirements are met. The principal has the responsibility for all final decisions regarding initial placement, non-promotion and promotion with remediation. Decisions will be based on the instructional needs of the child.

Students entering third grade in 2022-2023 will be required to achieve proficiency on English Language Arts (ELA), as determined by state and/or district assessment, in order to meet promotion requirements to enter 4th grade. The score will be determined in the spring, ensuring that students are appropriately identified for retention or promotion. Students not meeting this criteria may still meet promotion requirements through one-of-six good-cause exemptions.

For grades 4 and 5, if a student does not achieve proficiency on English Language Arts (ELA) standardize testing as determined by state and/or district, the student may be retained. However, students may be promoted if they successfully meet specific criteria that provides evidence of proficiency in reading. This criteria is provided to the schools each year in the spring.

## **STUDENT RECORDS**

Birth parents have access to student records regardless of whether or not they have legal custody of their child. The school will release record information to birth parents upon written request, signed by the birth parent, unless the school has a copy of a court letter to the contrary on file. Parents who wish to review, challenge or copy a record, must make an appointment with the School Principal.

## **TELEPHONE MESSAGES**

Non-emergency messages to teachers and students during school hours cause classroom disruptions. Teachers will not be interrupted for messages or calls during instructional time, 8:45 a.m. to 3:00 p.m., except for emergencies. All messages will be routed to a teacher's voicemail and/or mailbox so that call(s) may be returned. Student use of the telephone is discouraged, except in cases of emergency. Your child's teacher will provide you with his/her voicemail number, so that you may call and leave a message. Teachers will respond to messages in a timely manner.

## **TEXTBOOKS**

Textbooks are furnished by the OCPS school district and become the responsibility of the student to whom they are assigned. School textbooks are assigned and/or checked out to students at the beginning of the year or when they email. Students are expected to take care of their textbooks throughout the year. It is the responsibility of parents to pay for damaged or lost textbooks. Please contact the school's Media Specialist if you have any questions regarding textbooks.

## **THE FOUNDATION FOR OCPS - HILLCREST HERO FUND**

The Hillcrest Hero Fund serves as a vehicle for additional fundraising. Investing in our school through monetary and in-kind gifts enables the Foundation to support initiatives and programs designed to help students achieve learning gains. Contributions to the Hillcrest Elementary Fund are considered charitable gifts under federal income tax regulations and are tax deductible to the full extent of the law. Parents or community members interested in making donations to the school may do so by writing a check to the Foundation for OCPS. Please write Hillcrest Elementary in the memo section of the check. Please contact our Hillcrest Hero Fund Chair for further information on how you can support our school's initiatives.

## **VISITORS**

School Board policy requires that all visitors report to the front office prior to entering the classrooms. Visitors must sign in when arriving and sign out when leaving the school. All visitors must present a valid photo ID upon check in. As a courtesy to our learning environment we ask that all visitors have their cellular telephones silenced while on campus. We do not permit friends of regularly enrolled students or younger children who are not enrolled at Hillcrest to attend classes. Visitor badges are available in the office and must be worn while on campus.

## **WALKERS**

Students walking home are considered Walkers. Parents of students walking home will be required to complete the Hillcrest Elementary Walker Authorization Form indicating the type of walker their child will be. Escorted Walkers are picked up by the child's parent/guardian. Parents of Escorted Walkers will need to obtain a Walker Pass from the front office and must present this at dismissal to the designated Hillcrest staff member assigned to afternoon Walker Duty. Unescorted Walkers are independent walkers and will be released at dismissal to walk home independently, unaccompanied by a parent. All students walking home, Escorted Walkers and Unescorted Walkers, will be dismissed via Mount Vernon Street entry/exit gate.

## **SEVERE WEATHER PROCEDURES**

### **Weather Delayed Dismissal Procedure**

Parents are notified of delayed dismissal via the Connect Orange automated phone system.

### **Thunderstorms**

Our school will make every effort to follow the normal dismissal process to the extent the weather allows. In the event of thunderstorms, students will not be dismissed when lightning is indicated within a six-mile radius of the school until 30 minutes have passed from the last strike within the radius.

- Busses won't be loaded.
- Car riders, bikers, and walkers will not be released.
- An adult may go inside to retrieve a child. However, the adult must be on the student's Emergency Data Card and have a valid ID.
- Buses will be loaded and students released when the weather has cleared.

Once the weather has cleared, students will be dismissed as normal. Parents who wish to pick up their children before the weather clears will be allowed to sign their children out from the school office. Weather may prevent the sign out procedure from operating as smoothly as normal and those parents should expect a delay. Our school team will make every effort to accommodate the parents' requests to sign out their children. However, parents must understand that the school team cannot jeopardize the ability to maintain a safe and orderly process. The Administrative team will resume normal dismissal operations when it is safe to do so based on changes in the weather.

### Hurricanes

The OCPS Safety and Emergency Management Department actively monitors the National Hurricane Center throughout the year. In the event of a storm threatening Central Florida, the district communicates with parents and staff through the following sources:

- ConnectOrange automated phone system
- District/school websites
- Social media (Facebook/Twitter)
- Local media outlets (TV and Radio)

### Tornadoes

Schools conduct emergency, active assailant, and severe weather drills in accordance with Florida statutes pertaining to the Marjorie Stoneman Douglas Act and FL SB 7026.

### WITHDRAWALS

Student records are not released to parents, but are sent directly to the receiving school upon request by the receiving school's Registrar. Upon withdrawal, a student withdrawal form will be provided by the School Registrar. All textbooks, library books, and lunch charges must be paid before the withdrawal date.

### YMCA BEFORE AND AFTERSCHOOL PROGRAM

The YMCA Program offers supervision and a variety of enrichment activities for children in kindergarten through 5th grade at the school site. The program is available for a minimal cost and offers scholarships for those students needing assistance. Daily activities may include homework time, reading time, supervised sports, art, crafts, music, dance and organized games. Parents or guardians are expected to sign their children in and out of the YMCA. Children are released to persons authorized in writing on the registration form on file with the program. Persons not recognized by the staff will be asked to show identification. Special instructions pertaining to a child's care should be given in writing to the YMCA Site Coordinator. The YMCA Program has a telephone and voice mail for emergency communication. Standard hours of operation are 7:00 to 8:45 a.m. and 3:00 to 6:00 p.m., except on Wednesday, 2:00 p.m. to 6:00 p.m. The program operates every day that school is in regular session. More information is available from the YMCA Site Coordinator.

#### **OCPS EEO Non-Discrimination Statement**

The School Board of Orange County, Florida, does not discriminate in admission or access to, treatment or employment in its programs and activities, on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information, sexual orientation, gender identity or expression, or any other reason prohibited by law. The following individuals at the Ronald Blocker Educational Leadership Center, 445 W. Amelia Street, Orlando, Florida 32801, attend to compliance matters: ADA Coordinator & Equal Employment Opportunity (EEO) Officer: Carianne Reggio; Section 504 Coordinator: Latonia Green; Title IX Coordinator: Doug Patterson. (407.317.3200).

## 2022-2023 School Calendar

Weekday(s)	Date(s)	Event
Tuesday-Tuesday	August 2-9	Pre-Planning August 3 Professional Development Day
Wednesday	August 10	First Day of School
Monday	September 5	Labor Day Holiday
Thursday	October 6	End of First Marking Period
Friday	October 7	Teacher Workday/Student Holiday
Monday	October 10	Begin Second Marking Period
Friday	October 28	Teacher Professional Day/Student Holiday/Teacher Non-Workday
Monday-Friday	November 21-25	Thanksgiving Break
Friday	December 16	End of Second Marking Period
Two Weeks	December 19-January 2	Winter Break
Tuesday	January 3	Teacher Workday/Student Holiday
Wednesday	January 4	Begin Third Marking Period Begin Second Semester
Monday	January 16	Martin Luther King, Jr. Holiday (Schools and District Offices Closed)
Monday	February 20	Presidents' Day Holiday (Schools Closed/District Offices Open)
Thursday	March 9	End of Third Marking Period
Friday	March 10	Teacher Workday/Student Holiday
Monday-Friday	March 13-17	Spring Break (Schools Closed/District Offices Open)
Monday	March 20	Begin Fourth Marking Period
Friday	May 26	End of Fourth Marking Period/Last Day of School
Monday	May 29	Memorial Day Holiday (Schools and District Offices Closed)
Tuesday-Wednesday	May 30-31	Post-Planning

## 2022-2023 Prioritized Severe Weather Make-Up Days

Priority	Date	Current Use
1	October 28, 2022	Professional Day/Student Holiday
2	November 21, 2022	Monday of Thanksgiving Week
3	November 22, 2022	Tuesday of Thanksgiving Week
4	November 23, 2022	Wednesday of Thanksgiving Week
5	February 20, 2023	Presidents' Day Holiday
6	March 17, 2023	Friday of Spring Break
7	March 16, 2023	Thursday of Spring Break
8	March 15, 2023	Wednesday of Spring Break
9	March 14, 2023	Tuesday of Spring Break
10	March 13, 2023	Monday of Spring Break