

Hillside School Policies and Procedures

Early Dismissal - Conference Days & 1/2 Days: 9:00 A.M. - 1:00 P.M.

Lunch

Hot lunch is provided on full days of school only. There is no lunch period on half days. Hillside has 2 lunch periods:

12:00 - 12:30 - 1st & 3rd Grades

12:30 - 1:00 - 2nd & 4th Grades

Each day, the children may choose to buy their lunch or bring one from home. The hot lunch charge is \$1.65 for the meal and 35¢ for milk. The children may also buy lunch tickets in advance. Children pay for the lunch ticket at the cash register at the end of the line. If a child has pre-purchased lunch for that week they only need to get their card at the beginning of the line and turn it in when they reach the cash register. If a child wishes an extra portion they ask for the portion when ordering their lunch at the beginning of the line and will be charged an extra \$1.25 to cover the cost.

Children never go without lunch at Hillside School. In the event your child forgets his/her lunch, a charge slip will be issued. It is important your child pay the lunch charge the following school day. Your cooperation in this area is appreciated.

Absentee Call-In Procedure

This procedure is to insure that every child who leaves their home each morning will arrive safely at school and on time. We need to hear from you if your child will not be in school. If your child will be absent, please call the school at **856-235-1341**. A menu will be heard and please follow the prompts. All absences should be reported this way and **NOT** to individual teachers. You

may call in any hour and leave a message. Please state the following:

Your child's name

Your child's teacher, grade and classroom

The reason for the absence

Absentee work can be requested on the second day of the absence. Please state if you will be picking it up or with whom it is to be sent home.

If a child's absence is not verified by a note or telephone call from a parent/guardian, it will be necessary for the school staff to call the home. If the school is unsuccessful in reaching the home, the emergency telephone numbers will be used to call the parent/guardian, at his/her place of employment to verify the child's absence. This is always for the safety of the girls and boys.

Delayed Opening Information

When there is a two-hour delay that means that school will start exactly two hours later than normal. Our regular start time is 9:00 am, so with a two-hour delay school will start at 11:00 am. Bus pick up schedules will run two hours later as well. If your child's normal scheduled pick-up is 8:30 am then the two-hour delayed pick-up will be 10:30 am. There will be lunch served at the regular times. There will be no recess on these days. Dismissal will be as usual which is 3:20 pm. For Kindergarten students, the schedule is as follows. Morning students will arrive at 11:00 am and be dismissed at 1:30 pm. Afternoon students will have a normal schedule and will be picked up and dismissed at regular time. Please be aware that the district offices and school office personnel follow the two-hour delay schedule and you will not be able to speak to a secretary until an hour before school begins.

Lateness

If your child is late, you must sign them in, in the book located at the main entrance and then report to the office. At no time are you to take the child directly to their classroom.

When Visiting

All adults entering the school must first come to the main office. If you are picking up your student, our secretary will inform the teacher that the parent has arrived and your student will meet you in the office. In order to visit a classroom, a parent must first secure a pass from the office.

We are doing this for the safety of your children. By having visitors come to the office first, we can better maintain our high level of school programming and activities as well as more fully service parents. Also, children will only be allowed to leave with a parent or individual noted on the emergency card, etc.

Pick-Up and Drop-Off

Unless you have an emergency situation, we ask that you do not pick-up your child. Early pick-ups cause them to lose necessary instruction and may disrupt the entire class. We ask that you allow your child to go home on the bus. If you must pick your child up, please send in a note to the teacher, which will be forwarded to the office. Your child will be called to the office upon arrival and you must sign your child out.

Drop-offs may not be before 8:45 A.M. There is no one on duty before that time to care for your student.

The front of the building is a designated NO PARKING ZONE. If you are coming into the building please park in the side parking lot. We must not block the buses.

Emergency Announcements

Please listen to local radio station KYW 1060 (school # is 659) or Cable Channel 19 for announcements regarding cancellations,

early dismissal or delayed openings. If school is closed, PTO functions will not be held and all after school activities will be cancelled.

Bus Transportation-Telephone: 856-778-6905

During the summer, your child will receive a bus number in the mail. Usually, that number is the same for morning and afternoon for all students. To help all students with arriving and departing, Hillside has a 4th grade bus safety and bus patrol to assist the children.

Should you have any questions on your bus number or anything else, please call transportation. We cannot honor requests to change buses for one day, every other Tuesday, etc. The bus drivers must know those on their buses and some buses may be at capacity carrying load already.

At times it may become necessary for Transportation to make a bus change. Please be patient and understanding. Buses do break down. Sometimes the buses will run late due to unforeseen problems at other schools, again, we ask for your patience and understanding.

Bus Behavior

On the bus, the children are expected to remain seated, keep their hands inside the bus, and listen to the bus drivers. The bus drivers do explain bus safety to our children. Please remind your children that they are to sit quietly on the bus, be courteous to others and set a good example, especially to the younger children on the bus. There is also to be no eating on the bus, including candy.