

THE  
**Hillside**  
SCHOOL

**2697 Brookside Road  
Macungie, PA 18062**

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Director of Curriculum

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# **Purpose and Outcome Statements**

## **Mission**

The mission of The Hillside School is to maximize the potential of the child with learning disabilities through excellence in education.

## **Portrait of a Hillside Graduate**

Hillside students become...

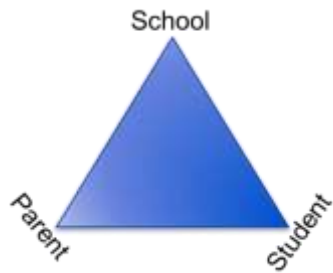
- Confident self-advocates aware of their personal strengths and challenges
- Empathetic and thoughtful citizens of the community
- Resilient and enthusiastic learners who are joyful and optimistic in their approach to life
- Successful users of strategies and technological skills for independent learning
- Intrinsically driven to reach unique potential
- Creative and flexible problem solvers
- Risk takers with a strong sense of self and an “I can” attitude

## **Characteristics of Professional Excellence**

Hillside School faculty...

- Accommodate diverse learners through instructional differentiation
- Implement evidence-based instructional programs and practices
- Demonstrate passion as reflective and collaborative seekers of knowledge
- Model and nurture acceptance and respect for all individuals
- Facilitate student social/emotional development with an emphasis on self-awareness and self-advocacy
- Celebrate, support, and engage all members of the Hillside Community – students, parents, professionals, and community members
- Embed the training and practice of executive skills across the curriculum to foster student success
- Integrate the use of innovative assistive technology
- Deliver the mission of The Hillside School

# Triangle for Success



## **Hillside Working with Parents**

The Hillside School recognizes that effective partnerships are characterized by:

- Clearly defined responsibilities
- Shared commitment to collaboration
- Open lines of communication
- Mutual respect
- Common vision for the goals to be reached

Hillside seeks and values the parents' perspectives on the student

Hillside teachers and administrators are accessible to parents and model candid and open dialogue

Hillside keeps parents informed through regular communication

## **Parents Working with Hillside**

Parents recognize that effective partnerships are characterized by:

- Clearly defined responsibilities
- Shared commitment to collaboration
- Open lines of communication
- Mutual respect
- Common vision of the goals to be reached

Parents are familiar with and support the school's policies and procedures

Parents provide a home environment that supports the development of positive learning attitudes and habits

Parents involve themselves in the life of the school

Parents seek and value the school's perspective on the student

Parents seek information directly from the school, consulting with those best able to address any concerns that arise

## **The Hillside School Pledge**

I will do my part to make our school a kind place.

I will stop teasing others.

I will remind others to do the same.

I will not let my words or actions hurt others...

Even if others do not help, I WILL.

## **The Hillside School Diversity Statement**

The Hillside School recognizes that each mission appropriate student brings an element of diversity to our school simply by being a student who learns differently. We believe that everyone's life experience and background add valuable perspective to our learning community, and that our community is stronger because of the differences represented by our students, faculty, staff, and families. The Hillside School does not discriminate on the basis of race, color, creed, national or ethnic origin, gender identity, or sexual orientation in its educational, admission, financial aid and hiring policies. Questions regarding this should be directed to the Head of School.

## **Administration and Staff**

Betley, Emily – Communications and Community Relations Officer  
Fatzinger, Sharon – Assistant Head of School/Director of Curriculum  
Henry, Donna – Head of School  
Hottenstein, Jane – Office Manager  
Lieberman, Sarah – Enrollment Management Officer  
Nemeth, Alyssa – Administrative Assistant  
Nonnemacher, Holly – Director of Development  
Seltzer, Lindsey – Database Services Manager  
Stack, Darlene – Business Manager

## **Faculty**

Ashmar, Sharon – Speech & Language Pathologist  
Bauer, Lauren – Art Teacher  
Clarke, Janine – Library Media Specialist  
Cohen, Sharon – Technology Integration Specialist  
DeAngelo, Pam – Classroom Teacher  
Edelman, Diane – Classroom Teacher  
Glazer, Dena – Guidance Counselor  
Hanosek, Eileen – Classroom Teacher  
Harakal, Denise – Classroom Teacher  
Heffner, Hilary – Classroom Teacher  
Holaska, Tara – Classroom Teacher  
Hunsinger, Jessica – Guidance Counselor  
Jaremenko, Leah – Physical Education Teacher  
Kibelbek, Julie – Middle School Science Teacher  
Kuntzman, Stacey – Classroom Teacher  
Luchansky, James – Classroom Teacher  
Morgenstern, Kelly – Elementary Science Teacher  
Sonntag, Kelli – Classroom Teacher

# THE HILLSIDE SCHOOL | 2019-2020 CALENDAR

August

19 New Teacher Induction

20,21 Faculty Professional Days\*\*

26 FIRST STUDENT DAY

30 SCHOOL CLOSED\*\*

AUGUST '19						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Winter Dress Code in effect (see Parent Handbook)

14, 17 SCHOOL CLOSED\*\* (\*14 Snow Make-up if needed)

FEBRUARY '20						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

September

2 SCHOOL CLOSED\*\*

5 Parents-Meet the Teacher Night

20 NOON Dismissal (Faculty Professional Day)

SEPTEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March

Winter Dress Code in effect (see Parent Handbook)

2-6 Parent Conferences  
NOON Dismissals 3,4,5,6 (Tues-Fri)

13 Faculty Professional Day\*\*

MARCH '20						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October

11 Faculty Professional Day\*\*

14 SCHOOL CLOSED\*\*

25 NOON Dismissal (Faculty Professional Day)

OCTOBER '19						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

9-13 SCHOOL CLOSED\*\* (\*9 Snow Make up if needed)

APRIL '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November

Winter Dress Code in effect (see Parent Handbook)

18-22 Parent Conferences  
NOON Dismissals: 19,20,21,22 (Tues-Fri)

25 Special Persons' Day

27 NOON Dismissal  
28-29 SCHOOL CLOSED\*\*

NOVEMBER '19						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

14-21 Parent Conferences  
NOON Dismissals 18,19,20,21 (Mon-Thurs)

22-25 SCHOOL CLOSED\*\* (\*22 Snow Make up if needed)

MAY '20						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December

Winter Dress Code in effect (see Parent Handbook)

2 SCHOOL CLOSED\*\*

20 NOON Dismissal

23-31 SCHOOL CLOSED\*\*

DECEMBER '19						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

10 LAST STUDENT DAY  
NOON Dismissal (Faculty Professional Day)

11 Last Teacher Day\*\* or following last Student Day

\*\*indicates no students

JUNE '20						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

January

Winter Dress Code in effect (see Parent Handbook)

1 SCHOOL CLOSED\*\*

20 Faculty Professional Day\*\*

JANUARY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Additional Information

Teacher Days – 190  
Student Days – 184\*  
\*4 inclement weather days included. If necessary, the last day of school will be adjusted for a maximum of 180 student days.

JULY '20						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## **School Hours**

8:25 AM to 3:00 PM

School Office open daily from 8:00 AM - 4:00 PM

## **Arrival to School**

- Students arriving between 8:00 and 8:25 AM should report to the multipurpose room
- Students arriving after 8:25 AM should report directly to the Main Office and sign in for attendance
- Students arriving after 8:45 AM will be considered **tardy**

## **Dismissal from School**

- Regular dismissal times are 3:00 PM for bus riders and 3:10 PM for car riders
- Early dismissal: Bus riders are dismissed at 12:00 noon and car riders are dismissed at 12:10 PM
- Staggered dismissal times allow us to maintain order and safety both inside the school lobby and outside the school in the loading area

## **Leaving Early**

- Any student leaving early from school must sign out in the Main Office

### **Hillside Welcomes Parents, Guardians, and Visitors:**

- School personnel will ensure that everyone is courteously received and sincere efforts will be made to provide assistance
- For the security and safety of our school community, everyone must sign in at the foyer window and prominently display a visitor badge
- Everyone is expected to demonstrate respect to school staff, students, other parents and volunteers during all visits, meetings, and events



## **Parent/Guardian Communication**

Your child's success at The Hillside School is supported by professional and open lines of communication between you and the School's faculty and staff.

### **New for the 2019-2020 school year**

All faculty will communicate to parents/guardians via email (*homebooks have been discontinued*).

### **Veracross**

Veracross, a comprehensive information management system, is a dedicated tool for parents and students to fully receive the value of a Hillside education. With one "single sign-on" login, students and parents have access to Veracross portals and their many functions such as:

- Student directory
- Update Family Contact Information
- Homework Assignments (grades 5-8)
- General Communication (see below)
- Learning Disability Resources

Email is our first line of *general communication* for: school/community events, newsletters, and notices from teachers, calendar changes, and enrollment/re-enrollment information. **Therefore it is of particular importance that all parent/guardian email addresses are correct and updated.** Please check your email program for any spam filtering you may have in place and ensure that all emails from **mail.veracross.com** are *allowed*.

## **Veracross Access Instructions**

Go to <https://portals.veracross.com/hillside> and book mark this page for future logins

You can also find the login link on the front upper right hand corner of our website

On the Portal login page, parents and students must enter the user ID and password. Information posted within this portal is not available on the public website.

- Forgot your username? Email Lindsey Seltzer
- Forgot your password?
  - Click "Can't Access Your Account?" and then enter your email address.
  - Veracross will send you an email at that address (it MUST be the address we currently have in the system) telling you how to create a new password.
  - Once the password is created, return to the login screen and enter your username and the newly created password.

**Please check Veracross daily for emails, news, calendar changes, assignments, messages, and other various updates.**

## **Attendance**

The Hillside School will operate according to the official school calendar. Each student should be present whenever it is reasonably possible. Excused absences include illness, religious holidays, death in the family, and other similarly urgent and unavoidable causes.

A written excuse signed by the parent or guardian must be submitted to the school office when a student has been absent for three or more consecutive days. Unexcused absences are considered illegal in accordance to state law by all schools in the Commonwealth of Pennsylvania.

**Please notify the school via Veracross (click on “Attendance/Transportation Change” button) by 8:30 AM on the day of absence and provide the reason for absence. If reason not reported, absence will be considered unexcused.**

Parents may complete a **Request for Excused Absence** form in advance. The completed form must be submitted to the Head of School for approval 7-10 days prior to the scheduled absence. Because time in school is a key factor in your child’s learning success, repeated requests may not be approved and may be recorded as unexcused absences.

Students are responsible for missed school work and arrangements should be made with the student’s teacher for an appropriate make-up timeline.

## **Telephone Calls**

General questions and concerns should be directed to the school office at 610-967-3701. Every effort is made to minimize distraction and interruption in the classrooms. Parents wishing to speak with a specific teacher should leave a voicemail message and the teacher will return the call at her/his earliest convenience.

## **Weather-Related Closings and Delays**

During inclement weather, information will be disseminated in the following ways:

- CONNECT 5 Notification Service information will be delivered based upon your contact preferences
- Online at [www.wfmz.com](http://www.wfmz.com) or [www.nbcphiladelphia.com](http://www.nbcphiladelphia.com)
  - Opt to sign-up for alerts from the channel 69 News Stormcenter mobile phone application
- Channel 69 News or NBC Channel 10 News

## **Two Hour Delay**

- **No student may arrive at the school before 10:00 AM**
- Your home school transportation district may not accommodate Hillside's delay schedule

## **Early Closing**

- Bus riders—Follow your school district transportation provider's schedule
- Parent Pick Up—Plan to arrive at Hillside's designated closing time

**Be sure to coordinate your child's arrival or pick-up times with Hillside's schedule.**

## **Emergency Closing**

In the event of an emergency, the CONNECT 5 Notification System, Channel 69, and NBC Channel 10 News will provide the necessary information on how to proceed.

## **Transportation**

- **Non-bus riders:**
  - Any change in transportation requires notification via Veracross (click on "Attendance/Transportation Change" button)
- **Bus-riders:**
  - If your child is **not riding** his/her assigned bus home, **the school must be notified by phone (most preferable) or via Veracross by 12:00pm**
  - **After 12:00pm, all bus change notifications must be made by phone to the school office**
  - If the school is not notified, the child will be sent home on his/her regular bus
  - A parent or guardian must also notify the school district transporter of these changed plans

## **Busing\***

- **Questions** related to your child's transportation should be directed to your home school district.
- The bus driver is in complete charge while students are on the bus. If misconduct is reported to Hillside staff, parents will be notified to resolve problem(s) with their transportation provider.

## **Parent Pick-up**

- **Parents who are picking children up must park in the parking lot and stand at the end of the walkway.** Your children will be dismissed as soon as all buses have cleared the circle.
- During inclement weather and after all buses have departed, cars may enter the bus circle from Wild Cherry Lane. Drive **slowly** while in the bus circle.

\*Special Note for Bus riders in the **Allentown School District**:

Video/audio recorders may be placed on any Allentown school buses. All students are subject to being videotaped on the school bus. The video/audio media are intended to assist the administration, contractors and drivers in observing behavior, preventing violation of bus rules, regulations, district policies and Pennsylvania law for use with respect to issues relating to safety and behavior on the bus. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

## **The Hillside School Dress Code**

The Goal of The Hillside School's Dress Code is to create an atmosphere that is conducive to learning and applies for all students. Our Dress Code supports good grooming, neat appearance, and age-appropriate attire.

- All clothing should be clean and in good repair
- Undergarments shall not be visible or exposed
- No sweatpants, denim, leggings, jeggings
- Leggings shall only be worn under a skirt or dress
- Wearing shorts (spandex or running) under skirts or dresses is appropriate
- All hats and hoods must be removed inside the building
- No open-toed shoes
- Hair should be styled reasonably with bangs away from the eyes
- Shorts **may not** be worn during the months of December, January, February, and March

If your child is participating on special dress down days, appropriate school attire relating to the theme is expected. If not participating, the school uniform shall be worn.

Clothing and accessories bearing images or messages should be appropriate for school and must not promote a lifestyle that is inconsistent with good taste, educational values, and general wellness. The display of slogans or images with questionable or double meanings, offensive, or disturbing, and those that strain interpersonal or inter-group relationships, are prohibited.

Parents are to ensure that their child understands and abides by the dress code. Teachers will check that students are dressed properly and take corrective measures for those who are not. The Assistant Head of School will ensure that this Dress Code is available to parents, students, and teachers, and take appropriate disciplinary measure for repeat offenders.

### **The Hillside School Uniform:**

- Royal blue or white collared polo shirts with ***The Hillside School*** monogram
- Khaki or navy pants, shorts, skirts, skorts, jumpers or shorts
- Sneakers or closed-toed shoes
- White or dark colored socks, solid tights
- **Sweaters and sweatshirts - blue or white (no large graphics, logos or lettering)**
- Belts are encouraged

### **Ordering Options:**

1. **“The Nest” - The Hillside School Store**
  - The Nest will sell ***The Hillside School*** monogrammed shirts and sweatshirts. These items can be ordered through the school by contacting Mrs. Nemeth in the Main Office.
2. **Lands’ End**
  - **The Hillside School** monogrammed shirts can be ordered. Our preferred number is **900148982** and the color is listed at Land’s End as **cobalt blue**.
3. Uniform items besides monogram shirts may be purchased at retailers such as Target, Sears, Kohl’s, Old Navy, Children’s Place or JCPenney.

Gently Used Clothing may be available. Please contact the Office if interested.

## **Lunch**

- All students need to bring a packed lunch, including a beverage and a utensil
- Do not pack knives of any type
- Due to food allergies, lunches should not be shared
- Students who do not have lunch can purchase crackers in the office for **25¢** a pack

## **Lunch and Recess Rules**

- **The Hillside School Pledge** is the basis of all student-to-student and student-to-staff interactions.
- **Students must:**
  - ◇ Follow the directions of the staff person(s) on duty
  - ◇ Respond to “countdown” (5-4-3-2-1)
  - ◇ Show courteous and respectful behavior at all times
  - ◇ Stay in designated areas during lunch and recess unless special permission is granted
  - ◇ Be responsible for all playground materials and personal belongings
  - ◇ Use school property in an appropriate, safe, and responsible manner
  - ◇ Use an indoor voice in the lunchroom at all times
  - ◇ Display good sportsmanship and fair play

## **Treats**

If you wish to bring a treat to share please notify the classroom teacher in advance and check for any classroom food allergies.

## **Invitations**

Out of sensitivity to other students’ feelings, we ask that invitations for events held outside of school be distributed privately.

## From the Health Room...

- Access to nursing services are provided through the East Penn School district. A Registered Nurse, employed by the school district, visits The Hillside School one morning per week.
- All parents must provide a completed yellow medication form.
- All prescription and over-the-counter medications must be in their original packaging and brought to school by a parent/guardian. All medications are secured in a locked cabinet. Distribution of prescription medications at school requires a physician's authorization.
- Dental and medical appointments are discouraged during school hours.

## Student Illnesses

- If your child is unable to come to school due to an illness, please contact The Hillside School office by 8:30 a.m. on the day of the absence. A note explaining the absence must be sent to school upon the child's return. Please include the reason for the absence and any physician recommendations that need to be followed.
- If a child becomes ill during the school day, a parent, guardian or emergency contact will be notified and arrangements must be made to pick the student up from school as soon as possible.
- **A treating doctor's release is required before a child can return to school following any prolonged absence due to injury or illness.**

## Contagious Illnesses

The following guidelines should be considered for your child's return to school subsequent to any of these **contagious illnesses**:

- **Chicken Pox/Shingles** - When all lesions are dry and new lesions have not appeared for 24 hours. (Shingles—exclude only if rash is weeping and cannot be covered)
- **Conjunctivitis (Pink Eye)** – 24 hours after initiation of treatment
- **Hand-Foot-Mouth Disease** —One week after onset of illness, until fever free, oral ulcers healed, lesions are dry.



- **Head lice or nits** - Your child must be treated for lice before returning to school. Before your child may re-enter school, proof of treatment is required.
- **Impetigo** - Requires doctor's release.
- **Measles** - 5 days from onset of rash.
- **Mumps** - 5 days from onset of swelling.
- **Norovirus** - no vomiting or diarrhea for 48 hours
- **Pertussis (Whooping Cough)** - 5 days after starting the appropriate antibiotic treatment
- **Scabies** - Requires doctor's release
- **Scarlet Fever** - 7 days from onset or 24 hours after antibiotic treatment
- **Strep Throat** - 24 hours after antibiotic treatment

## **Guidance**

The Hillside School currently employs two part-time Guidance Counselors. These professionals provide support, education and awareness for students, parents and teachers throughout the learning process.

### **Student Programs**

- Guidance Classes: Weekly whole-class lessons foster self-awareness, build self-esteem and promote self-advocacy.
- Individual Counseling: As needed, individual sessions may be arranged to help students build self-understanding, address problem-solving and resolve student concerns.
- Small Groups: Throughout the school year, small groups are facilitated to enable students to work through challenges related to learning, communication and social relationships.

### **Parent Programs**

- HELPS (Hillside Education/Learning Parent Support Group): HELPS will consist of monthly presentations sent via email and Veracross postings. Counselors will also host multiple in-person HELPS sessions throughout the year.
- Parent Exiting Meetings (open to all exiting students): Assistance is provided to parents of students nearing transition time in regard to educational planning, evaluation and the transition process. Parent Exiting Meetings occur each winter. Individual family meeting can take place on an as needed basis.
- Consultations: Opportunities to set goals and problem-solve with families regarding their child's continuing success occur regularly.

### **Mandated Reporter Training**

In accordance with Pennsylvania Act 126 (Child Abuse Recognition and Reporting Act), all employees of The Hillside School are considered to be *Mandated Reporters*, people required by law to report suspected child abuse. As such, all Hillside employees have completed state-approved Mandated Reporter Training programs to better understand how to recognize child abuse and how to make reports that are timely, complete and accurate. Should an employee of The Hillside School have any reason to suspect child abuse, he/she is obligated by the law to submit a report.

## **Parent Conferences**

Three times each school year parents/guardians meet with their child's classroom teacher and either the Head of School, Assistant Head of School or a Guidance Counselor to discuss student development and to review the student's comprehensive written progress report. Conferences are scheduled at mutually convenient times during designated days in November, March and May.

Childcare is NOT available during Parent Conferences. Please make appropriate arrangements.

## **Observation of Students**

The Hillside School welcomes classroom observations. If you are interested in observing your child please contact Ms. Glazer, Mrs. Hunsinger, Mrs. Henry or Mrs. Fatzinger to schedule a convenient time to observe. A staff member needs to accompany any visitor in the observation room.

## **Culture of Giving**

**At The Hillside School, we practice philanthropy because we know that each act of generosity benefits every member of our community.**

When you enroll your child at The Hillside School, you join a community of people who believe in the school's mission and who understand the student success that is forged through this mission. The Hillside School relies on the support of every member of this community, including parents and guardians, to sustain the vitality and excellence for which we are known.

### **The Annual Fund**

The Hillside Annual Fund serves as the philanthropic foundation of giving in support of The Hillside School's mission. Each year, The Hillside School relies on the unrestricted annual contributions from parents and guardians, grandparents, friends, neighbors and trustees, to provide educational resources for students and faculty not covered by tuition alone.

Giving is a personal decision and each family within The Hillside School community should determine what amount they are comfortable contributing. Every gift in any form is important to the continued success of our school.

### **Fundraising Events**

In addition to asking The Hillside School community to participate in the

Annual Fund, we hold two special fundraising events each year to benefit our *Scholarship Fund*, The Hillside Golf Classic and The Hillside Gala.

## **Tax Credit Programs**

Your business can provide scholarship funds for families and your company will get credit for paying the tax.

Questions about how to enroll your business in either or both of these programs can be directed to the Department of Community and Economic Development (DCED) online at <http://newpa.com>.

- **EITC** – Provides companies with a tax credit for donations to a non-profit scholarship or educational improvement organization. The Hillside School is an approved recipient of these funds.
- **OSTC** – Modeled after the EITC program, the Opportunity Scholarship Tax Credit program provides financial support to children who live within the attendance boundaries of Pennsylvania's worst performing 15% of schools. The Hillside School is an approved recipient of OSTC funds which are used explicitly for enrolling students from underperforming schools.

## **Gift Acceptance Policy**

The Hillside School solicits and accepts gifts for purposes that will help the organization fulfill its mission.

Gifts of appreciation made to individual employees or to student classrooms should be of a reasonable amount and not exorbitant. Please remember these gifts are **not tax-deductible**.

We recommend that donors seek the assistance of personal, legal and financial advisors in matters relating to substantial gifts to The Hillside School, including the resulting tax and estate planning consequences.

For more specific information, please refer to The Hillside School's *Gift Acceptance Policy* on our website ([www.hillsideschool.org](http://www.hillsideschool.org)) or ask the office for a copy to assist in your gift planning.

## **Shopping**

**Amazon Smile:** Visit [smile.amazon.com](http://smile.amazon.com) to find the exact same shopping experience as Amazon.com, with the added bonus that Amazon will donate a portion of the purchase price to The Hillside School.

**Box Tops:** Turn your grocery trips into easy cash for The Hillside School

and encourage friends to do the same! Look for the Box Tops® logo on hundreds of products in almost every aisle of your grocery store. Clip them out and send them in with your student and we will take care of the rest. Each Box Top is worth \$ .10. We collect them all year long and redeem them twice a year. To see a list of products on which you can find the logo, go to [www.boxtops4education.com](http://www.boxtops4education.com).

**Giant Food Stores A+ Rewards:** A+ School Rewards are points supporters earn with each purchase made using their Giant Bonus Card. Log on to <http://giantfood.com/aplus/register-card/> to designate The Hillside School as your school of choice. Our school ID is **23441**.

## **Hillside Parents Organization**

Every Parent and Guardian is an essential part of The Hillside School Community. The goals of our parent organization are:

- To help build a strong parent community at The Hillside School
- To encourage parent participation in school activities and promote volunteerism within the school
- To work together with the School on designated activities and events that help to further the mission of The Hillside School
- To promote meaningful interactions among family members and the school community
- To promote Hillside throughout the larger community

Giving of your time and talent is a tremendous way to support The Hillside School. Please complete and return the Google form promptly when it is provided so we can call upon you when specific needs arise. Potential needs might include:

- Baking
- Mailings
- Assistance with school-sponsored events, during school hours and after hours
- Teacher appreciation activities
- Conference week hospitality
- Minor building maintenance needs
- Admission Ambassadors (connecting and communicating with new families)

For more information on ways you can get involved in Hillside contact Holly Nonnemacher, Director of Development.

We cannot guarantee that all who offer to help will be called upon due to the infrequent nature of some anticipated needs, but every offer of time and talent is greatly appreciated!

## **Policies**

It is the responsibility of each member of The Hillside School community to ensure our school is a kind, safe place where students, teachers, and staff respect one another. To this end, it is of paramount importance that any disruptive student behavior be promptly brought to the attention of the student's parent/guardian. Undisciplined behavior, non-compliance, bullying or any other disruptive activity including physical and verbal threats are not permitted. The following risk management policies outline the School's commitment to a safe and secure learning environment for all.

### **Parent/Guardian Code of Conduct**

The Hillside School believes that a positive and constructive working relationship between the School and a Student's family is essential to the fulfillment of the School's mission. Thus, it is important that families agree to comply with and be subject to the School's rules and policies as set forth in the Student and Parent Handbook, as amended from time to time. The family agrees not to engage in any conduct or activities that may be disruptive or detrimental to the School. The following is a non-exhaustive list of examples of behavior that will not be tolerated by the School:

- Disruptive behavior that interferes with the School's normal operation or activities anywhere on School property or at School events (even if not on School property);
- Using loud or offensive language or displaying a temper;
- Threatening, in any way, a member of staff or faculty, visitors, fellows parents, and/or other students;
- Damaging or destroying School property;
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications (including social media posts) regarding students; and
- Defamatory, offensive, or derogatory comments regarding any student, faculty member, or administrator at the School on any social media page.

If the School determines that a family has violated the Student and Parent Handbook, or any other School policy, the School reserves the right to take any or all of the following actions/consequences, in any order that the School deems appropriate:

- Issue a written or verbal warning directing the individual(s) to cease the violation;
- Banning the offending individual(s) from the School and/or School events;

- Dis-enroll or not to re-enroll the Student if the School reasonably concludes that the actions of a family member are seriously detrimental to the School and/or other Students at the School.

The School, based upon any factors that, in its sole discretion are deemed relevant, shall be the final decision maker as to which consequence, if any, will be utilized in any given situation. It is expressly agreed that the decision of the School, with regard to any consequences, shall be final.

## **Acceptable Use Policy for Technology**

Participation in the Federal eRate Program, which provides discounts on telecommunication services for educational purposes, requires that The Hillside School adheres to an Acceptable Use Policy and filters our internet access. The purpose of the Acceptable Use Policy is to outline rules for computer and equipment use in the context of The Hillside School due to the unregulated nature of material found on the internet. The Hillside School community, including students, parents, faculty, staff and all volunteers must be aware of and understand these rules of computer usage. The Hillside School has installed an internet filtering system; however, the filter does not guarantee that only appropriate material will be accessed.

- The Hillside School will not be responsible for loss or damage to electronic equipment that students bring to school. Personal cell phones, iPads, iPods, laptop computers and other electronic devices may not be used during school hours unless under teacher supervision. Students who violate this policy must surrender their device to the school office for parent pick-up.
- Please refer to the **Parent and Student Technology Information** booklet for more details.

## **Cell Phone Policy**

The use of cell phones by students during the school day is prohibited.

If cell phones need to be brought to school, they must be placed in the students' backpack and turned off during school hours. *The Hillside School is not responsible for theft or damage of cell phones brought onto school property.*

Students may not use cell phones:

- To make phone calls or send text messages during school hours.
- As entertainment during the school day. This includes playing games, going online, etc.
- For the purpose of taking pictures when such arrangements have not been pre-approved. If a student is found taking pictures in school,

whether appropriate or inappropriate, he/she will be referred to an administrator. The content of the pictures taken will determine the severity of the consequence. If pictures are deemed inappropriate, legal action will be taken.

- To aid in cheating. Texting or checking texts during a test/exam will result in the student receiving a zero for the test/exam.

Failure to comply with this policy will result in the following consequences:

- **1st offense:** The teacher will direct phone be turned off and put away.
- **2nd offense:** The student's electronic device will be confiscated. The student will have to report to the main office at the end of the school day to claim the device.
- **3rd offense:** The student's electronic device will be confiscated. A parent/guardian must come to the school office to claim the device.

A meeting to discuss noncompliance may be scheduled with the parent/guardian.

## **Terroristic Threats/Acts By Students Policy**

The Hillside School Board of Trustees recognizes the danger that terroristic threats and acts by students present to the safety and welfare of Hillside's students, staff and community. The Board acknowledges the need for an immediate and effective response to situations involving such a threat or act.

*Terroristic threat* (as defined in 18 Pa. C.S.A. § 2706) shall mean a threat to commit violence, communicated (directly or indirectly) with the intent to terrorize another, to cause evacuation of a building, or otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic threats are graded as either misdemeanors or felony offenses, and carry a maximum criminal penalty of five (5) years in prison.

*Terroristic act* shall mean an offense against property or involving danger to another person.

The Board prohibits any Hillside student from communicating terroristic threats or committing terroristic acts against him or herself, any student, employee, Board member, community member or school building.

The Board directs the Head of School to react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act.

The Head of School is responsible for developing administrative regulations to implement this policy.



Staff, teachers, parents and students shall be made aware of their responsibility for informing the Head of School regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

When there is evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

- The Head of School may immediately suspend the student.
- The Head of School shall immediately report the threat or act to the Board President
- Based on further investigation, the Head of School may report the student to law enforcement officials.
- The Head of School may recommend expulsion of the student to the Board.
- If expelled for violation of this policy, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others.
- If expelled for violation of this policy, upon return to school, the student shall be subject to random searches.
- Hillside will take all steps necessary to comply with the Individuals with Disabilities Education Act (IDEA) in implementing this policy.
- The Head of School shall adhere to any applicable reporting requirements.

## **Weapons Policy**

The Hillside School recognizes the importance of a safe school environment relative to the educational process. Possession of weapons in the school environment pose a threat to the safety of students and staff and is prohibited by law. A student in possession of a weapon may be suspended from school for a minimum period of ten (10) days, may be required to have psychological or psychiatric clearance prior to return to school and may be referred to the proper law enforcement authority.

**Weapon:** The term shall include, but is not limited to, any knife, cutting instrument or tool, brass or metal knuckles, firearm, shotgun, rifle, bb or pellet gun, look-alike gun, chemical agent, explosive device and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

**Possession:** A student is considered to be in *possession* of a weapon when the weapon is found on the person of the student, in the student's backpack, under the student's control while on school property, at any school function or activity, or at any school event held away from school. The Hillside School prohibits students from possessing weapons or replicas of weapons at any time in the building, on school property, at any school-sponsored activity, or in any public conveyance providing transportation to a school-sponsored activity.

## **Search and Seizure Policy and Procedure**

For purposes of maintaining overall safety and security on school property and at school-related events, and to protect the welfare of students and school personnel, The Hillside School has the right to perform unannounced physical searches of students to determine whether they pose a danger to themselves or others when reasonable cause exists, and to seize contraband. The Head of School and authorized staff members may search a student's pockets, purse, backpack, gym bag or other personal property and student desk or other school property under the conditions described below.

A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by an authorized staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. School personnel of the same gender will conduct the search in private, with another adult witness of the same gender present, and only upon approval of the Head of School or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a body cavity or strip search be conducted by agents of The Hillside School.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. *Contraband* is defined as all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return, or destruction of such items shall be at the discretion of the Head of School or the Head's designated agent, subject to legal impoundment.

## **Theft Policy**

The taking of property belonging to the school, the school's employees, students, representatives or visitors without permission may result in a suspension from school. In addition to the school consequence imposed, the student will be liable for restitution and may be referred to the proper law enforcement authority.

## **Tobacco Policy**

Possession and/or use of tobacco in any form in the school building or on school grounds is strictly forbidden. The term “tobacco” shall mean a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product as well as smokeless tobacco in any form. This policy also applies to all school-sponsored activities held during the regular school day. Students in violation may be suspended based upon administrative discretion.

## **Unlawful Harassment Policy**

All Hillside students have the right to be educated in an environment free of discriminatory practices, including unlawful harassment. Harassment is defined as unwelcome or harmful behavior towards another person.

The term harassment includes, but is not limited to, repeated, unwelcome and offensive slurs, jokes, or other verbal, graphic or physical conduct relating to an individual’s race, color, religion, ancestry, gender, sexual orientation, national origin, age or handicap/disability that may create an intimidating, hostile or offensive educational environment. The Hillside School prohibits all forms of unlawful harassment of individuals by any student or staff member, contracted individual/vendor, or volunteer in the school. If a student believes he or she is being/has been harassed, one of the following should be contacted immediately: Head of School, Assistant Head of School, Guidance Counselor, Teacher, Parent(s) or Guardian(s). Complaints of harassment will be investigated promptly. Confidentiality of all parties shall be maintained. The Hillside School will take steps to prevent recurrence of any harassment.

*Ethnic harassment* includes the repeated, unwelcome or offensive use of any derogatory word, phrase or action characterizing a given racial or ethnic group that may create an intimidating, hostile, or offensive educational environment.

*Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors, or other inappropriate verbal or physical conduct of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual flirtation, advances, touching or propositions, verbal abuse of a sexual nature, graphic or suggestive comments about an individual’s dress or body, sexually degrading words to describe an individual (jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, or overt sexual conduct), or any conduct that unreasonably interferes with a student’s ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

A parent/guardian meeting will be held as soon as reasonably possible following suspicion of any act of unlawful harassment by a student to discuss possible solutions to the disciplinary infraction. If said meeting is not able to be promptly convened, interim suspension may be necessary until a meeting can be arranged. A plan to prevent dismissal may be developed; however, if a student's actions become serious enough he/she may be exited from The Hillside School.

## **Custody Agreement and Protection from Abuse Policy**

As the parent/guardian of a student at The Hillside School, we request assistance with the following considerations regarding **custody agreements** and/or **protection from abuse (PFA) orders**. To maintain the care and safety of our entire school community, we strongly desire to enforce any court-issued orders pertaining to custody and protection from abuse.

If there is a Custody Order or a Protection from Abuse Order concerning your child, you must provide a copy of that order at the time of enrollment. Any and all orders will be placed in your child's permanent folder. Out of respect for all parties involved, this information will be kept confidential; however, we reserve the right to share the existence of any orders with select personnel on a need-to-know basis, i.e. classroom teacher, guidance staff, etc.

If there is no court ordered custodial or PFA agreement on file with the school office, we will strive to honor the rights and safety of all parties involved.

If any changes occur in a Custody Order or PFA Order issued by a court while your child is enrolled at The Hillside School, **you are responsible to provide a copy of the new order** to the Head of School. We cannot enforce a new order without a copy in our possession.

Questions or concerns regarding this policy should be directed to Donna Henry, Head of School at 610-967-3701 or [dhenry@hillsideschool.org](mailto:dhenry@hillsideschool.org)

## **Due Process and IEP Policy**

### **PURPOSE:**

The Hillside School understands and recognizes that parents of current, prospective, exiting, or other students may pursue Due Process relief from their school districts and in this regard may request the assistance of The Hillside School personnel. The Hillside School further acknowledges that such parents may also seek assistance with respect to the creation and implementation of IEPs for their children. This Due Process and IEP Policy is designed and implemented to address requests for such assistance.

### **POLICY:**

Employees of The Hillside School are not available, and will not be permitted to participate in any aspect of any **Due Process Proceeding**, including mediation, whether as a fact witness, expert witness, consultant, or otherwise. This Policy shall apply to all employees of The Hillside School, including its faculty, administrators, Board Members, and staff.

Employees of The Hillside School are not available, and will not be permitted to participate in any aspect of any **IEP Proceeding**, whether as a fact witness, expert witness, consultant, or otherwise. Hillside faculty and staff will, however, review IEPs and provide input to parents of exiting students, upon reasonable notice and request.

The Hillside School implements this Policy in recognition of its limited resources, its commitment to maintaining positive and productive relationships with area school districts, and its stated mission of administering the education of currently-enrolled students.

The Hillside School will provide copies of student records it has created, upon reasonable notice. The Hillside School will not provide copies of any documents in its possession which were created by or received from any entity other than The Hillside School. Photocopies will be furnished at a cost of .20 per page, plus postage and a per-request service fee of \$150.00. Payment of service fee is required before The Hillside School will forward photocopies. The Hillside School will provide an invoice for postage and photocopying fees. Due to its limited resources, The Hillside School recommends that all such requests be forwarded well in advance of the date on which such documents are required for use.

### **CONTACT:**

Questions concerning this Policy should be directed to the Solicitor for The Hillside School. This information can be obtained from the school office.

## **Tuition Payment Responsibility and Expectations**

The Hillside School is principally supported by tuition income. In order for the School to operate effectively and efficiently, tuition payments must be prompt and paid in full. The Family is responsible to make timely payments and to keep current with tuition.

- The primary responsibility for tuition payments rests with the Family. The Family is defined as all parents or guardians who at the time of enrollment have contractually agreed to pay the tuition. Where possible, all parents or guardians are expected to maintain that contractual commitment in support of their child.
- It is the Family's responsibility to inform the School, as soon as they reasonably can, of any extenuating circumstances or changes to the Family's financial situation that affect the ability to pay tuition as agreed.
- Any financial settlement from the student's home school district may affect eligibility for financial aid and payment plans. Families are required to notify The Hillside School immediately of any settlement.
- Any account that is more than 10 business days overdue shall be considered delinquent and subject to late fees.

**The Hillside School**  
**Board of Trustees**  
**2019 - 2020**

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