



**STUDENT HANDBOOK
2008 ~ 2009**



**HASTINGS-ON-HUDSON UNION FREE SCHOOL DISTRICT
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The Hillside Elementary School

Bill of Rights

*A statement of fundamental rights and privileges
guaranteed to a group.*

Prologue: All members of the Hillside Elementary School community have an obligation to exercise these rights for the good of the Hillside community, whether in school, on school grounds, or on the school bus.

The Rights of Hillside students are:

- ◆ *The right to personal safety.*
- ◆ *The right to a healthy environment.*
- ◆ *The right to have one's belongings respected.*
- ◆ *The right to be treated equally and fairly as an individual and a member of the school.*
- ◆ *The right to be educated and enriched mentally and physically.*
- ◆ *The right to receive a response to an appropriate question.*
- ◆ *The right to have one's customs, beliefs, gender and ethnicity respected.*
- ◆ *The right to express an opinion.*
- ◆ *The right to request help in work and play.*
- ◆ *The right to work in a supportive atmosphere.*
- ◆ *The right to expect your peers to respect your learning style and space.*
- ◆ *The right to privacy when communicating with a peer or an adult.*
- ◆ *The right to rights and privileges not stated, as long as they contribute positively to Hillside.*

*Written by Hillside Student Council
Adopted 6/12/96*

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DISTRICT PHILOSOPHY STATEMENT

(adopted September 22, 1997)

Values and Goals

All students can learn. It is the district's responsibility to prepare students with the knowledge, understanding, skills, and strategies they need to be productive, responsible citizens in a democratic society. We view our schools as communities of learners. Each individual is valued as a unique person and as a member of the larger group. We model a safe, caring community in which students, teachers, administrators, and parents have real opportunities for collaborative participation through which to attain our educational goals.

We strive to help students develop lifelong capacities to enjoy learning, working, and relating to others. We value education because it is a process which helps each individual to achieve his/her maximum potential. Education helps to provide a person with the skills needed to succeed in a rapidly changing world, to function in harmony with the environment, to enjoy the fellowship of others, and to live cooperatively in society with respect for individual and group differences. It disciplines and broadens one's outlook; it helps each individual to develop principles by which to guide actions and values by which to measure them.

View of Learning and Learner

Learning is an active, constructive, and reflective process. We are committed to creating a nurturing, interactive, learner-centered environment which meets the needs of our diverse student body. An understanding of development provides the necessary foundation for assessing, supporting, and challenging children's growth - intellectual, social, emotional, physical, and aesthetic. Children have multiple intelligences and need a variety of approaches. We assist students in learning to inquire, take risks, set goals, and assess their work. Rigor is essential to a caring approach to education. The schools promote deep inquiry and hold high standards for demonstrating understanding and proficiency.

OVERVIEW

Hillside School, the elementary school of the Hastings-on-Hudson Union Free School District, serves children in grades kindergarten through four. It is located on 22 acres of wooded property about 10 miles north of New York City. The building was constructed in 1963 and an additional wing was added in 1971.

In 1999 Hillside was designated a Blue Ribbon School of Excellence. This designation was conferred by the U.S. Department of Education in recognition of achievements in academics, support for students, parent and community relations, professional environment, and leadership. Hillside also received Special Recognition in the Arts by the National Endowment for the Arts.

The school is home to about 550 students, and the average class size is 20 students. The student population is diverse and classes are arranged heterogeneously, with special needs students included in mainstream classrooms.

Hillside's staff includes special education teachers, psychologists, speech and language therapists, as well as teachers of English as a Second Language, Foreign Language, and Academic Intervention Services. There are also special area subject teachers for music, physical education, library, art, and FLES (Foreign Language in Elementary Schools), as well as a school nurse, school aides and an assistant principal.

The instructional program is geared to meet the wide range of students' learning styles and needs. The curriculum consists of language arts, social studies, mathematics, science, foreign language, music, art, physical education, health, technology, and library skills, all of which are integrated in a multi-disciplinary approach to teaching and learning. All students work in the Computer Lab, Science Lab, Art Studio, and Library/Multimedia Center. Computers are installed in all classrooms as part of a local network. Currently, fifteen (15) classrooms have smartboards. The TOPS (Tools of Problem Solving) social and emotional learning program teaches children how to work cooperatively together and solve social problems.

Teachers use a variety of approaches in their instructional programs, including innovative, new ideas as well as more traditional methods.

They participate in a focused professional development program including studies with the Westchester Philharmonic, the SUNY Science Center, the Edith Winthrop Teacher Center of Westchester, in-house consultants, and other colleges, universities, and workshops and seminars.

The learning environment at Hillside emphasizes respect. Students are taught to take pride in their school, their accomplishments, their work, and their behavior. Expectations for a high level of effort, good work habits, responsibility, and participation are important in this learning environment. The school theme, *Take Pride in Hillside*, clearly supports this message.

CURRICULUM ENRICHMENT

Rather than teaching each area of knowledge or skill in isolation, many disciplines are integrated through a core theme. For example, a unit on geometry may include reading literature on the history of Chinese Tangrams (an ancient geometric puzzle) or creating art designs using acute angles. A unit on the rainforest may include reading myths of indigenous people, creating a play about ecological dependence, orchestrating rhythmic rain sounds, and studying the effect of different levels of water on plant growth. By integrating math, science, literature, art, drama, music, technology, and other disciplines, students learn each topic in depth. Integrating disciplines so that each topic is studied in-depth is known as “enriched curriculum.”

Our FLES program (Foreign Language in Elementary Schools) exposes all children in grades K-4 to Spanish. A foreign language teacher works in each of the classrooms to teach the students through conversation, song, and play.

In addition to the enriched classroom curriculum, our students have opportunities to participate in theatrical productions, art exhibits, the Hillside Chorus, the Hillside Orchestra, the Hillside Band, Field Day, Nature Guides, storytelling, sewing with seniors, a school-wide post office, reading and writing with a special emphasis on our own local authors, student government, a variety of field trips, and in-school workshops.

Hillside also has many programs that bring curriculum outside of the classroom, often involving parents and community volunteers. Programs that extend beyond the school day include:

- ◆ The Student Mentoring Program taught by community experts and open to students in grades 3 and 4
- ◆ PARP and PAWP (Parents as Reading/Writing Partners), a month long literacy celebration in which students participate with their parents
- ◆ Fourth grade musical and/or theatrical workshops
- ◆ The annual winter and spring concerts
- ◆ An after school program organized through the Hastings Village Recreation Department
- ◆ The Open Art Studio

SUPPORT SERVICES

Hillside Instructional Support Team

A child with a specific learning style or learning need may need additional accommodations in order to demonstrate progress in his/her learning environment. The Hillside Instructional Support Team uses its diagnostic training to understand a child's needs and provide support to the classroom teacher that will assist the child in making academic progress.

Academic Intervention Services (AIS)

Students who are identified as being at risk of falling below state learning standards in English Language Arts and/or Mathematics are eligible for Academic Intervention Services.

Building Level Services

Who is eligible? Students may receive building level support services if they have been determined in need of such services by the building Instructional Support Team (IST). These services are not mandated and are provided less frequently, and with less intensity, than mandated services. An example may be speech and language services once a week for 30 minutes in a group of 5. The services available are Speech, Occupational Therapy, Physical Therapy, Social Skills Group or Counseling .

Section 504

What is available under a Section 504 Accommodation Plan?

Program Modifications and Testing Accommodations may be recommended as part of a 504 Accommodation Plan. In specific circumstances the Section 504 Committee may recommend a related service if the service provides the student access to the general education curriculum.

Counseling

Consultation with the psychologists is available to parents, students, and teachers by appointment. The psychological services include the assessment of academic and/or social-emotional growth and issues related to general school adjustment. The psychologists schedule group and/or individual counseling when it is appropriate.

English as a Second Language (ESL)

The ESL specialists screen all children who come from a home where another language, in addition to or instead of English, is spoken. If needed, instruction is provided in listening, speaking, reading, writing, and vocabulary. Assistance with content area subjects is also available.

Speech & Language, Occupational and Physical Therapy

Speech/language therapists are available at Hillside for screenings and diagnostic testing. Services support language development as it relates to the general education learning standards.

Committee on Special Education (CSE)

This committee supports children with a diagnosed condition of a mental, physical, or emotional nature that prevents them from functioning independently in a mainstream classroom. Each student identified by the Committee on Special Education receives an individual educational program (IEP) which is designed for that child. School personnel, members of the Committee, and parents or guardians work together to bring about an appropriate education for the students in the least restrictive environment. For students who are classified by the Committee for Special Education, the following services may be recommended:

Related Services - Speech, Occupational Therapy, Physical Therapy, Social Skills Group or Counseling.

Consultant Teacher - A special education teacher who provides either direct or indirect services to a student in their general education classroom.

Resource Room - Small group instruction that supplements the general education curriculum. This service is provided in a group of 5 or less and is located in a location other than the general education classroom.

Integrated Co-teaching Services (Collaborative Teacher) - A special and general education teacher jointly providing instruction to a class that includes both students with and students without disabilities to meet the diverse learning needs of all students in a class.

Self-contained Subject Class - A small group of students who receive specialized, direct instruction, by a special education teacher in order for the student to access the general education learning standards. This class is provided in English, Math and Science at the High School and is taught by a special education teacher.

Out-of-District Placement - If the Committee for Special Education determines that a student's needs cannot be met in-district, a student may attend an out-of-district placement at the recommendation of the Committee for Special Education.

Home Instruction - Under very specific circumstances a student may be provided with home-based instruction.

HOME-SCHOOL CONNECTION

Parents are a child's first and most enduring teachers, and must remain involved in their child's education if it is to be effective. Collaboration and communication between families and teachers are critical to the success of each child. Families need to be informed of their child's progress and of school activities that they can support; teachers need to be kept abreast of issues that affect children's work in school and use parents as resources for the entire classroom. Several opportunities for families and teachers to communicate and collaborate have been established as listed below:

1. Back-to-School Night, held early in the fall, gives parents the opportunity to meet their child's teacher within the classroom setting.
2. Kindergarten Orientation is an evening set aside to introduce parents to the kindergarten program.
3. Throughout the year, parents are invited to share in special classroom celebrations.
4. Parent/Teacher conferences, scheduled in November, give parents the opportunity to discuss their child's progress with their child's teacher.
5. Teachers are available for additional conferences throughout the year by appointment. The principal and assistant principal are available for follow-up conferences to be scheduled as necessary, although any issues regarding your child should first be brought to the teacher's attention.
6. Report cards are issued in grades 1-4 three times per year, in January, April, and June. Kindergarten report cards are issued twice per year, in January and June. Report cards for the special subject areas are distributed to all students, in January and June.
7. Newsletters and notices are periodically sent home to notify families of school policies and upcoming events. The Hillside Hotline, the school newsletter, is distributed to all parents and is also posted on the Hillside eboard.
8. A directory of all families in Hillside School is made available.
9. A web page with forms and other information can be accessed at www.hastings.k12.ny.us.

In addition to regularly scheduled communication with teachers, there are a number of ways for parents to become involved in school activities. The Parent Teacher Student Association (PTSA) serves as the umbrella organization for all parent involvement activities including fundraisers, senior citizen programs, and nature guides. Parents can involve themselves in school activities by volunteering as class parents, chaperoning field trips, mentoring students, or volunteering as special event coordinators or assistants. Parents have the opportunity to serve on a number of committees which serve the school community. These committees include:

- ◆ Building Leadership Team (BLT) - designed to enhance student performance.
- ◆ Diversity/Social Emotional Learning Committee (DSEL) - addresses diversity and social emotional learning issues in the school community.
- ◆ Liaison - open forum for parents to raise and discuss issues.

Additionally, parents may participate in the Special Education Parent Teacher Association (SEPTA) to discuss issues related to special education programs.

ASSESSMENT

Report Cards

Report cards are issued in grades 1-4 three times during the year, in January, April, and June. Kindergarten report cards are issued two times during the year, in January and June. The report cards were redesigned to allow for a flexible, holistic process of student evaluation with relevant and meaningful standards. Report cards for the special subject areas are distributed to all students, grades K-4, in January and June.

New York State Assessments

The object of standardized testing is to provide one type of measurement of a student's progress. In addition, the results of standardized testing are used to help individual teachers and grade level teams target areas of the curriculum that need improvement. Students in grades 3 and 4 take tests designed by New York State to assess their performance in Math and English/Language Arts. The New York State Science test is administered to students in Grade 4. Students in Kindergarten through Grade 2 are assessed through alternative measures.

Screening

Each year, members of the Hillside Instructional Support Team screen all kindergarten children. This team consists of a psychologist, learning specialists, speech pathologist, and a classroom teacher. The screening process helps to determine a student's level of development. New students are screened by specialists to determine academic levels.

Evaluation of Progress

We believe that evaluation of progress takes into consideration basic abilities and aptitudes, circumstances affecting growth or lack of growth, and the progress toward individual goals. A parent-teacher conference is scheduled in November in order to discuss each student's progress; these conferences are in lieu of report cards in the fall. Additional parent/teacher conferences can be scheduled at any time during the school year as the need arises. Parents who desire additional conferences with a teacher are invited to call the office, send in a note, or email the teacher for an appointment.

HEALTH

Several medical forms must be on file at Hillside. The following is a list of the required forms and a description of the necessary information.

Health History & Health Alerts - Allergies

When new students enter Hillside, all parents complete forms regarding the health history of the child and family. If there are any medical concerns such as allergies, the nurse makes certain to obtain all the pertinent information for guaranteeing the safety of the child at Hillside. When appropriate, health plans are developed. In all health alert cases, the staff working with the children is fully informed and, when necessary, properly trained to respond to the specific needs of the child according to the previously prepared plan. For students dealing with the challenge of life threatening allergies such as allergic responses to peanuts, detailed plans which include the students' pictures are shared with all teachers and aides supervising the students.

Emergency Information Sheet

The Emergency Information Sheet is first completed at the time of registration. Each August, the form is distributed and must be updated with current demographic information, including the child's name, address, home telephone number and work numbers of parents.

Immunization Record

State law requires that all children be immunized against measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, hepatitis B and varicella. A certificate of immunization signed by a duly licensed physician must be presented at registration.

Medical Examinations

It is required that all kindergarten children have a medical examination by the family physician 90 days prior to entering school. This requirement applies to all new students entering all other grades as well. A student will not be able to participate in physical education activities until a medical exam form is completed and returned to the Health Office.

Annual Medical Examinations

It is recommended that all students have annual physical examinations by their family physicians. However, New York State education law mandates a physical examination in grades K, 2 and 4 either by the family physician or by the school physician. The completed form for this examination must be returned to the Health Office by October 1st. The school physician reserves the right to examine any child in grades 2 and 4 who does not return a health certificate from a duly licensed physician.

Dental

Children are required to have a dental exam once a year by their family dentist. A completed report indicating that defects have been corrected is required by the Health Office.

Procedure for Head Lice

The school has a no-nit policy that requires that students remain at home if nits are found in their hair. If a child develops a case of head lice, the Health Office **MUST BE INFORMED**. When the child returns to school after treatment, a parent or guardian must first accompany them to the Health Office for an examination by the nurse before being admitted back to class. If a case of head lice is discovered in school, the child will be held in the Health Office while the parent or guardian is called so that the child can be taken home for treatment.

Injury or Illness During School

All contagious illnesses or injuries suffered outside of school MUST be reported to the school Health Office (478-6280). Children sometimes suffer injuries in school or on school grounds. Minor cuts and abrasions are treated as first aid in the school Health Office. More serious injuries needing medical attention cannot be fully cared for by the school because school health officials are prevented by law from giving medical treatment in school. It is helpful to the Health Office to have the names and phone numbers of your family physician and dentist recorded on your child's health record. You will be notified immediately if your child sustains an injury, but in case you are not at home, the record of your physician's and dentist's information will insure prompt action. The school must retain jurisdiction over an injured or ill child until that child is placed under the care of the parent, guardian, or other person so designated by the parent. No ill or injured child may be released from school to walk home. No child can be sent home unless an adult is there.

Beyond First Aid

If a child becomes ill or receives an injury which requires attention beyond first aid, the school nurse, classroom teacher, or an administrator will notify a parent and explain the situation, request the parent to take the child home, and, if necessary, suggest that the parent contact the family physician. Whatever action is taken is recorded on the daily incident sheet that is kept in the Health Office. In the event that a parent cannot be contacted, the person designated by the parent is called. This information is listed on the student's health record.

In a serious emergency, appropriate personnel will take the injured student via ambulance to an emergency room in one of the neighboring hospitals. Simultaneously, the parent is notified that the child is being taken to the emergency room and that the parent is to meet the child there.

In summary, procedure in very serious accidents or illness is:

- ◆ Person in charge calls for ambulance (911 or 478-2344).
- ◆ Person in charge calls home to notify parent to meet the child at the emergency room.

In summary, procedure in less serious accidents or illnesses is:

- ◆ Person in charge calls parent.
- ◆ Parent arranges transportation and calls family physician.

Long-Term Illness

In the event of a long-term illness, the family or a duly licensed physician must submit verification of permission to return to school. The notes submitted to the Health Office must indicate permission for the child to return to full activity or describe limitations.

Internal Medicine

A licensed physician must prescribe all medications administered to children at school, including nonprescription drugs. The school nurse has a form to be completed for administration of internal medicine in school.

The policy for school-administered medication is:

- ◆ The nurse must have on file a written request from the physician (pharmacy labels do not constitute a request).
- ◆ The nurse must have on file a written request from the parent to administer medication. Medication must be delivered directly to the nurse by a parent and be labeled PHARMACY CONTAINER.
- ◆ Medication will be kept in a locked cabinet in the nurse's office.

ILLNESS AND ATTENDANCE ISSUES

During the winter season flu, stomach viruses, and strep throat can be plentiful. Many children often come to school ill and contagious. Consequently, illness just continues to spread. Therefore, these procedures should be followed when your child is not well.

1. If your child has a FEVER in the *morning* or at *night*, he/she needs to remain home until **fever-free for 24 hours**.
2. Please be alert to signs and symptoms of strep throat. They **are any or all** of the following in any combination. Sore throat (not a necessity), very red throat (not a necessity), fever (also not a necessity), possible white patches (pustules) in throat, headache, stomach ache, and rash. Yes, children have had strep who have not had a sore throat; perhaps they will complain of just a headache and/or stomach ache.
3. If your child is **cultured** for strep, do not send him/her to school until a **24 hour culture is negative**, even if the doctor states he/she thinks it is not strep.
4. When your child is being treated with an ANTIBIOTIC for anything contagious, (strep, pneumonia, bronchitis, etc.), he/she must be on the medication for 24 hours, fever-free and feeling well before returning to school.
5. If your child vomits in the morning *OR* in the evening, he/she should not come to school **even IF fever-free**. Many stomach viruses do not have fevers associated with them. Also, vomiting is most often associated with a virus, and there is NO stomach virus that lasts just a few hours; most are 24 - 48 hours. Just because a child has not vomited for a long period of time, it doesn't mean that they are virus-free and non-contagious.
6. If your child has a thick green runny nose, is sneezing or coughing frequently, he/she needs to remain home. You may feel that it is only a cold and nothing serious, but colds are contagious and what may be just a cold for your child may develop into an ear infection or pneumonia for another child or teacher.

In conclusion, please be considerate of your child and others when your child is ill. It can greatly reduce the spread of illness, and our procedures only work best when everybody follows these guidelines.

Lastly, as always, *CALL* the Main Office *EVERY DAY* that your child *WILL NOT BE* in school for *ANY* reason at **478-6272**.

REGISTRATION

Children are eligible to register for kindergarten if they turn 5 years old on or before December 31. To register a child for kindergarten, or to register a child who has moved into the school district, bring two proofs of residency, the child's birth certificate, and proof of compliance with health office regulations (see health section) to the main office. The ONLY acceptable proofs of residency are a current lease, deed, rental agreement, Con Edison bill, or tax bill.

School Hours

Kindergarten:	8:30-11:05 a.m. (September 3, 2008)
Grades 1-4:	8:30-11:45 a.m. (September 3, 2008)
Kindergarten:	8:30-12:00 p.m. (September 4-26, 2008)
Kindergarten:	8:30-2:00 p.m. (Starting September 29, 2008)
Grades 1-4:	8:30-3:00 p.m. (Starting September 4, 2008)

Written request for dismissal of a child other than at the regular time should be referred to the principal's office.

ATTENDANCE

In order to encourage prompt and regular attendance, children who are never late or tardy to school are presented with an Attendance Award on the last day of school.

Absence

1. In accordance with the State Education Law, only the following excuses for absence are considered legal: sickness, sickness or death in family, impassable roads, religious observance, and requirement to be in court.
2. School law requires a written excuse from the parent with the date and reason **for each absence**.
3. If your child has been absent, a written excuse from you or your family physician (in the case of illness) must be given to the teacher when your child returns to school.
4. If your child is going to be absent, please notify the school Attendance Office (478-6272). A written excuse is still required when your child returns to school.
5. Children should NOT return to school after an illness until they are free from symptoms and fever for at least a 24-hour period.
6. Travel during regular school sessions is an illegal absence. Children will be responsible for making up all work. Work will NOT be provided for children during time away from school.
7. As mandated by New York State, parents will be contacted if a child is excessively tardy or absent.

Tardiness

1. The school day starts at 8:30 a.m. Therefore children who are late will be marked tardy. The notation will appear on the child's report card for each marking period.
2. When a child arrives at school after 8:30 a.m., he/she is to report directly to the office for a late pass.
3. Tardiness disrupts the smooth beginning of the school day. Please make every attempt to have your child arrive at school by 8:30 a.m., when classrooms open every day.
4. If a child is excessively tardy, parents will be notified, and may be requested to escort the child to school to assure regular and prompt attendance.

Excuses from Physical Education

1. A request for a child to be excused from physical education classes for one or two days must be accompanied by a note from the parent.
2. When a child seeks to be excused for more than two meetings of physical education class, he/she must present a request from the family physician that states the reason the child needs to be excused.
3. A parent's request for children, after an illness, to remain indoors during recess or recreation cannot be honored unless a note from the family physician attesting to the need accompanies the parent's request.

LUNCH AND SNACK

Lunch

The school does not provide hot lunch. Milk is available. Out of respect for students with nut allergies, please refrain from sending in foods that contain nut products.

LUNCH TIMES (Recess follows lunch.)

1st Grade = 11:30am

K and 2nd Grades = 12:00pm

3rd and 4th Grades = 12:30pm

Morning Snack

Children must bring a snack from home. All classes have a mid-morning nutrition break. We encourage healthy snacks, preferably of juice, vegetables, fruit or cheese. Out of respect for students with nut allergies, please refrain from sending in snacks that contain nuts.

BUS TRANSPORTATION

Provisions of Transportation

All kindergarten students are provided transportation. Children in grades 1-4 are provided transportation if they live more than 1/2 mile from Hillside.

Bus Procedure

Children who ride the bus are expected to ride regularly unless written permission for another type of dismissal is sent to school. A child who misses the afternoon bus is expected to report immediately to the principal's or assistant principal's office. A parent or parent's emergency contact will be notified to pick up the child. No other person is authorized to take the child home from school. Children are expected to ride ONLY their assigned bus to and from school since all seats are accounted for. Children are NOT to go home on buses other than those assigned, and children who are ineligible to ride the bus are NOT permitted to ride the bus either to or from school.

Bus Monitors

Bus monitors will ride each bus run with students to assure a safe and orderly bus environment.

Safety

We request that you review all safety rules with your children both before school begins and periodically during the school year. Children who do not comply with bus safety regulations may lose bus privileges for a period of time.

- ◆ Children are expected to remain seated with seat belts buckled at all times.
- ◆ Children are expected to behave in a courteous and appropriate manner and follow any directions given by the adult.
- ◆ Singing and boisterous voices are not permitted.
- ◆ When crossing the street, children are to pass in front of the school bus, in the line of vision of the bus driver, and at least ten feet from the front of the bus.

LOST and FOUND

In the busy life of a young student sometimes items are lost or misplaced. Parents can help by clearly printing their child's name on the inside of child's clothes and possessions. Items that have been found are kept in a box outside of the Café. Items not claimed at the end of each month will be donated to the needy.

EDUCATIONAL FIELD TRIPS

Trips are an integral part of the educational program, and provide concrete, hands-on examples of ideas studied in school. Trips can both enrich and enhance the core curriculum. To ensure safe and smooth trips, there are certain procedures to be followed:

- ◆ A written permission form, signed by the parent or guardian, and any necessary fees must be returned to the teacher prior to the trip.
- ◆ The PTSA has provided the school with a fund to insure that all students are able to participate. Please contact your child's teacher or the school office for this assistance.
- ◆ Students who are considered a behavior or safety risk may be excluded from field trips.
- ◆ Parents and guardians are welcome to be chaperones on field trips. They are not, however, permitted to drive any students in their vehicles. Siblings and younger children of chaperones cannot be included in field trips.

VISITATION

Visitor passes are issued at the office. All visitors must sign in and out and wear their passes while in the school building. This regulation is essential to preserving a safe environment for all children. This rule offers protection for the students, and it also makes it possible for school staff to be as helpful as possible with any requests that visitors have. Parking is NOT permitted within the school gates. Parking is available on the street or at the pool. Parking spaces are limited and are reserved for school personnel. There is **ABSOLUTELY NO PARKING ON THE SCHOOL DRIVEWAY OR THE CIRCLE**. Fire lanes are clearly marked, and cars parked in fire zones can be ticketed.

Parental Visits

Parental interest in the school is welcomed. In accordance with the Board of Education policy, parents who are interested in visiting should make arrangements with the principal or assistant principal who will consult with their child's teacher. Upon arrival, please report to the school office for a visitor's pass.

Non-Parental Visits

Individuals should seek information about the school through the principal or assistant principal's office or through the superintendent's office. A local citizen, acting on his/her own behalf, must obtain permission from the principal for selected classroom visitations.

At the request of a teacher, or at the discretion of the principal, an administrator may accompany a visitor when in a classroom.

Volunteers

The Hillside School encourages volunteers and recognizes them as an integral part of its program. Volunteers are a resource with the capability of expanding the children's learning experience while providing positive community involvement. Volunteers have successfully contributed, for example, to the school's programs in math, nature, poetry, crafts, and to general classroom activities. The school seeks the participation of all members of the community who have an interest in sharing with the children their own enthusiasm for learning and their own particular area of expertise. Parents or community members who are interested in volunteering should contact the assistant principal.

EMERGENCY SCHOOL CLOSINGS

Announcements of school closings are made on various radio stations and the local TV stations, as listed below:

WFAS (1230 AM and 103.9 FM)

WABC (770 AM)

WHUD (100.7 FM)

WHOH-TV Channel 77

Cablevision Channel 12

Additionally, you may phone 478-6270 after 6:30am for a message or consult the district web site at www.hastings.k12.ny.us. Emergency early dismissal announcements will be made on WFAS. There is an Emergency Early Dismissal procedure in place in the event of an unusual circumstance during the school day, such as extremely bad weather and road conditions, or an emergency in the building. Each family **MUST** submit an emergency dismissal form so that the school is aware of the specific dismissal plan for the child. In the event of an emergency dismissal, families may be contacted via the Connect-Ed communication system. Please discuss with your children several alternatives in case you are not home when they return home.

School will be kept open whenever possible. In the event that snow or ice storms make travel difficult, but not impossible, opening of school will be delayed by one or two hours. Delayed openings are reported on the stations listed above.

School-to-Home Communication Service

The District has implemented a new school-to-parent communication service that utilizes email, telephone, and text messaging for all households enrolled in our schools. This service, Connect-ED, will enable us to continue providing parents/guardians and staff with time-sensitive, personalized messages to ensure that everyone is well informed regarding upcoming events, emergencies, and important happenings in our schools. If you would like to receive these messages, please send your name, child's names and their grade levels in an email to Camilla Relucio at relucioc@hastings.k12.ny.us.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect or review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible students believes are inaccurate or misleading.

Parents or eligible students may ask the Hastings-on-Hudson School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Parents retain the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

FLAG CEREMONIES

Board of Education Policy #3141

The daily use of the flag salute and Pledge of Allegiance is required by statutory directive. The Board of Education believes that it is a desirable and important part of school exercises to salute the flag and recite the Pledge of Allegiance. These exercises should be coupled with educational programs related to our national ideals, goals, and objectives. While providing for these procedures, it is necessary to protect the individual rights of students. However, such protection of the rights of individual students must be balanced against the rights and opinions of all students.

Accordingly, it is the policy of the Board of Education that a daily opportunity be afforded students to salute the flag and recite the Pledge of Allegiance. No student, however, may be compelled to participate in these exercises, as enumerated by the Supreme Court, and may stand silently, sit silently, or absent himself/herself from the room during the time of such exercises.

CODE OF CONDUCT/PROJECT SAVE

The Board of Education is committed to providing a safe and orderly school environment where students may receive and district personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other district personnel, parent/guardian and other visitors is essential to achieving this goal.

The district has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity. The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences for unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board has adopted a Code of Conduct which is also regulated by Project Save legislation by New York State. A summary of the code is distributed each year to all families, and a copy is also available in the main office.

WHO DO I CONTACT ABOUT . . .

Attendance and Absences	478-6272
School Information	
Janet Pesto, Office Assistant	478-6270
Bus Schedules/Transportation	
Doug Carter, Transportation Coordinator	591-3052
Counseling/Psychological	
Stephanie Gould, School Psychologist	478-6276
Elizabeth Zuch, School Psychologist	478-6277
Nancy Horsey, P/T School Psychologist	478-6270
Health Concerns	
Bonnie Speno, School Nurse	478-6280
School Information/Appointments	
Marilyn Shemon, School Secretary	478-6271
Use of Building (until 3:00 p.m.)	
Laura Sullivan, Assistant Principal	478-6281
Use of Building (after 3:00 p.m.)	
George Foster, Buildings and Grounds	478-6222

SCHOOL DISTRICT DIRECTORY

Superintendent of Schools	
Robert Shaps	478-6200
District Treasurer	
Maureen Caraballo	478-6210
Director of Special Education Services	
Deborah Augarten	478-6261
Director of Curriculum, Instruction and Personnel	
Rhonda Cohen	478-6229
Superintendent of Buildings & Grounds	
George Foster	478-6222
Principal, Farragut Middle School	
Gail Kipper	478-6230
Assistant Principal, Farragut Middle School	
Hilda McGivney	478-6230
Principal, Hastings High School	
Thomas Fazio	478-6250
Assistant Principal, Hastings High School	
Louis Adipietro	478-6251
Database Manager/Chief Information Officer	
Camilla Relucio	478-6257
Office of Public Information	
David Hayes	478-6206

BOARD OF EDUCATION

President: Eric Sweeting

Vice President: Gabrielle Lesser

Trustees: Eileen Baecher, Caryn Campbell, Lindsey Hicks,
Donna Laing, Jodie Meyer

Board meetings are generally held on the 2nd and 4th Monday of each month at the Farragut Complex and are open to the public.

HILLSIDE DIRECTORY

Interim Principal

William Huppuch 478-6270

Assistant Principal

Laura Sullivan 478-6281

Hillside School Office 478-6270 or 478-6271

Attendance 478-6272

Library

Dee Ratterree 478-6274

Computer Lab

Debbie Martin 478-6278

School Psychologist 478-6276 or 478-6277

Nurse

Bonnie Speno 478-6280

SUPPORTING STAFF

Nurse Bonnie Speno

Nurse, Part-Time Merle Sternberg

Secretary to the Principal Marilyn Shemon

Office Assistant Janet Pesto

Assistant to the AP Rose Cardoso

CUSTODIAL STAFF

George Giannone

Ernie Grascia

Jorge Orrego

Ted Steciuk

HILLSIDE DIRECTORY (continued)

KINDERGARTEN

Sandy Bendet.....	154
Mara Braverman.....	152
Andrea DeVarie (K-2).....	155
Susan Kinnally.....	151
Laura Rubino.....	153
Karen Weinstock.....	51

GRADE 1

Renee Ertischek.....	55
Eszter Fejer.....	158
Leigh Galanis.....	53
Maria Gunther.....	54
Tasnim Nagrath.....	56

GRADE 2

Linda Azif.....	156
Michelle Campbell.....	159
Tammie Cecere.....	157
Rosanne Cirasella.....	161
Beth Margalit.....	160

SPECIALISTS

Stephanie Gould.....	School Psychologist
Nancy Horsey.....	P/T Psychologist
Elizabeth Zuch.....	P/T Psychologist
Mary Brewer.....	AIS Teacher/ESL
Janice Bocchichio.....	AIS Teacher
Ilene Varon.....	AIS Teacher
Gisela Dominguez.....	ESL Teacher
Lori Mackay.....	P/T Speech/Language Pathologist
Sandy Lutzker.....	Speech Therapist
Alison McArdle.....	Speech Therapist
Caren Cort.....	Special Education Teacher
Stefanie Denison.....	Special Education Teacher
Kristen Kumar.....	Special Education Teacher
Susan Medonis.....	Special Education Teacher
Marian Sommer.....	Special Education Teacher
Laura Stafford.....	Special Education Teacher
Jacqueline Laracuenta.....	Foreign Language Teacher
Jasminne Paulino.....	Foreign Language Teacher
Julie Riccardi.....	Foreign Language Teacher
Eileen Kelly.....	P/T Occupational Therapist
Mary Palmieri.....	P/T Occupational Therapist
Zhenia Umbers.....	P/T Physical Therapist

GRADE 3

David Felberbaum.....	129
Paula Higgins.....	213
Eileen Kamerdin.....	137
Rachel Pilla.....	212
Debbie Troop.....	206
Gail Watkins.....	133

GRADE 4

Krista Annunziato.....	207
Jeanne Berry.....	134
Mary Greene.....	208
Jeff Rosof.....	211
Tony Terraforte.....	210

HILLSIDE DIRECTORY (*continued*)

SPECIAL AREA TEACHERS

John Carini	Music/Instrumental Music
Dee Ratterree	Library
Rob Hartshorne	Music
Linda Herring.....	Music
Mike Rubino.....	Music/Instrumental Music
Nate Morgan.....	Art
Ericka Drummond.....	Physical Education
Dennis Kiely.....	Physical Education
Tom Stanley.....	Physical Education

SCHOOL AIDES

Tina Albanese	Nanci Mace
Maureen Bassmann	Ifigenia Manos-Fell
Joann Castaldo	Debbie Martin
Michelle DePew	Cathy Merchant
Patti DeSouza	Jeanette Rotanelli
Adele Gorman	Haxhere Sherry Veseli
Stephanie Hammond	Angela Shimazaki
Judy Keriakos	Maryanne Testa
Elaine LaMorte	Melissa Vigada
Beverly Lucas	

Permanent Substitute

Eryn Wagner

SEPTEMBER

- 2 Superintendent's Conference Day
No school for students
- 3 K Dismisses at 11:05am
1-4 Dismisses at 11:45am
- 4 First full day: Grades 1-4
K dismisses at 12:00pm
- 8 Board of Education Mtg. 8:00pm
- 16 PTSA Newcomer's Dinner 6:30pm
- 18 Back-to-School K-2, 7:00pm
- 22 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 25 Back-to-School 3-4, 7:00pm
- 29 First full day of K, dismissal at 2pm
- 30 No School, Rosh Hashanah

OCTOBER

- 1 No School, Rosh Hashanah
- 6 Board of Education Mtg. 8:00pm
- 9 No School, Yom Kippur
- 13 No School, Columbus Day
- 14 Superintendent's Conference Day
No school for students
- 20 Board of Education Mtg. 8:00pm
- 21 Hillside School Photos
- 22-23 New Book Fair at Hillside
- 31 Hillside Halloween Parade, 9:30am

NOVEMBER

- 3 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 4 Superintendent's Conference Day
No school for students
AM: Parent/Teacher Conferences
PM: Staff Development
- 11 No School, Veteran's Day
- 15 Parent/Teacher Conferences, 7pm
- 17 Board of Education Mtg. 8:00pm
- 19 K Dismisses at 11:05am
1-4 Dismisses at 11:45am
1pm Parent/Teacher Conferences
- 20 Parent/Teacher Conferences 7pm
- 26 District-wide Early Dismissal Drill
K @ 11:05am, 1-4 @ 11:45am
- 27-28 No School, Thanksgiving

DECEMBER

- 1 Board of Education Mtg. 8:00pm
- 12-13 Grade 4 Musical, 7:00pm
- 15 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 24-31 No School, Winter Recess

JANUARY

- 1-2 No School, Winter Recess
- 5 School Re-opens
- 8 Choral Concert 7pm
- 12 Board of Education Mtg. 8:00pm
- 12-13 E/LA Test: Grade 3
- 14-16 E/LA Test: Grade 4
- 20-23 E/LA Test Make-ups
- 19 No school, Dr. Martin Luther King Jr. Day
- 26 Board of Education Mtg. 8:00pm

FEBRUARY

- 4 Dismissal at 1pm
- 9 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 9-13 K registration for Sept. '09, 9-11am
- 16-20 No School, Mid-winter Recess
- 27 Parents As Reading Partners
Kick-off Assembly, 10:15am
- 27 Hillside Dance Night, 6:30pm

MARCH

- 2 Board of Education Mtg. 8:00pm
- 2-3 NYS Math Test: Grade 3
- 4-6 NYS Math Test: Grade 4
- 9-13 NYS Math Test Make-ups
- 11 Dismissal at 1pm
- 12 K Orientation, 7:00pm
- 16 Board of Education Mtg. 8:00pm
- 25-26 PTSA Used Book Fair
- 26 Parents As Writing Partners, 7pm

APRIL

- 6-10 No School, Spring Recess
- 13-17 Kindergarten Screening
- 17-18 District-wide Art Show
- 20 NYSESLATs (speaking) Begin
- 20 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 27-29 NYS Science Test: Grade 4
- 30 NYS Science Test Make-ups

MAY

- 1-8 NYS Science Test Make-ups
- 3 PTSA Popcorn & Puppet Festival
- 5-15 NYSESLATs
- 5 Board of Education Mtg. 8:00pm
- 6 Dismissal at 1pm
- 18 Board of Education Mtg. 8:00pm
- 19 Budget Vote & Trustee Election
- 25 No School, Memorial Day
- 27-29 Kindergarten Visits

JUNE

- 1 Hillside Liaison Mtg. 6:45pm
Board of Education Mtg. 8:00pm
- 2 Spring Concert, 7:00pm
- 4 Grade 4 Transition Breakfast, 7:30
- 8-10 Grade 4 visits FMS
- 9 District Chamber Music Recital, 7pm
- 11 Grade 3 String Recital, 7:00pm
- 15-19 Spirit Week
- 15 Board of Education Mtg. 8:00pm
- 19 Field Day, 9:00am (rain/shine)
- 22 Grade 4 Celebration, 9:30am,
Pool Party (party rain date: 6/23)
- 25 K dismissed at 11:05am
Grades 1-4 dismissed at 11:45am
PM Staff Development
- 25 Last Day of School

2008-2009 Hastings-on-Hudson U.F.S.D.

September 2008						
S	M	T	W	T	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				

October 2008						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

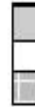
November 2008						
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30						

December 2008						
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28	29	30	31			

January 2009						
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February 2009						
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22	23	24	25	26	27	28

SCHOOL IS **CLOSED** ON DAYS BOXED
*STAFF ATTENDANCE REQUIRED
EARLY RELEASE DAY



September

- 1 Labor Day Holiday
- 2 Superintendent's Conference Day*
- 3 ½ Day for Students / PM Staff Development

October

- 1 Rosh Hashanah
- 9 Yom Kippur
- 13 Columbus Day
- 14 Superintendent's Conference Day*

November

- 4 Election Day – No School for Students
- 4 Superintendent's Conference Day*
AM: P/T Conf. / PM: Staff Development
- 11 Veterans Day
- 19 ½ Day for Students; Dismissal: 11:45 am
Hillside; 11:52 am FMS/HHS; PM: P/T Conf.
- 26 Early Dismissal Drill: 11:45 am district-wide
- 27, 28 Thanksgiving Recess

December

- 24-31 Winter Recess

January

- 1-2 Winter Recess
- 5 School Reopen
- 19 Martin Luther King, Jr. Day
- 27-30 Regents Exams

February

- 4 Early Release Day; 1:00 pm for Students
- 16-20 Mid-Winter Recess

March

- 11 Early Release Day; 1:00 pm for Students

April

- 6-10 Spring Recess

May

- 6 Early Release Day; 1:00 pm for Students
- 25 Memorial Day

June

- 16-25 Regents Exams
- 25 ½ Day for Students; Dismissal: 11:45 am
Hillside; 11:52 am FMS/HHS;
PM: Staff Development
- 25 High School Graduation 7:00 pm
- 25 Regents Rating Day*
- 25 Last Day of School [for all students]

NOTE: If there are more than six (6) snow days,
The following days will be school days:

- One Additional day – April 6
- Two Additional days – April 6, 7
- Three Additional days – April 6, 7, & 8

March 2009						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	31				

April 2009						
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26	27	28	29	30		

May 2009						
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31						

June 2009						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2009						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2009						
S	M	T	W	T	F	S
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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					

TOTAL DAYS: 186 (Teachers)
183 (Students)



U.S. Department of Education



Blue Ribbon School
1998-1999