



# Hillsboro Elementary Student Handbook 2021-22 School Year

**Ms. Angela Morton**  
**Principal**

**Mrs. [Sharon Shores](#) Instructional Coordinator**

## **Mission Statement**

**The Mission of Hillsboro Elementary is to help children grow in mind, body and character.**

**“Hillsboro Expects Success”**

**[www.hillsboro.coffeecountyschools.com](http://www.hillsboro.coffeecountyschools.com)**

Aug. 2, 2021

Dear Parents/Guardians,

Welcome to a new school year! The beginning of this school year is different from all others. We experienced the closing of school early in 2020 because of COVID-19. The 2020-21 school year saw us all dealing with virtual school, masks, scheduling and other issues. We know that students may be nervous about school this year. If your child is having difficulty or is feeling anxious about attending school please let us know so we can provide as much support as possible. We will be following all guidelines set up by the government and our district to keep your child safe. If you have questions or concerns please let us know. However we are excited to get started on our new normal.

The start of the new school year is the start of a new adventure. This year we are rethinking the way many things are done. We are doing this in an effort to keep the focus on the students and doing what is best for all of them. It is a time of excitement and nervous anticipation for adults and children. I am honored and feel privileged to have the opportunity to represent you as principal. I will work hard to ensure that our school provides a warm, caring and safe learning environment for all our children. I am very excited to begin this school year, and I anticipate that we will have a great year.

The staff and I share the belief that all children can and want to learn, all children can attain success, and that by working together the community and the school can control the conditions that lead to successful learning. Everyone at Hillsboro will work hard to attain our mission of helping each student grow in mind, body and character. To make this a reality, the faculty and staff have spent countless hours in planning, training and preparation. We want to work with each child's parents to provide the best education for our students. I encourage you as a parent to be active in the learning process.

Please read this handbook carefully. It contains many answers for questions you may have. Please keep the handbook on file for future reference. Also, you will find a copy of the Hillsboro Elementary student handbook located on our website at: [www.hillsboro.coffeecountyschools.com](http://www.hillsboro.coffeecountyschools.com). We encourage you to visit our website often for updates, current news and events. I look forward to working with you and your child this year.

Sincerely,

Angela Morton

## **2021-22 Hillsboro Student Handbook**

### **Registration**

\_\_\_\_\_ We are currently using a program called Synergy to register students, track attendance and grades. You will find the online registration link at [.coffeecountyschools.com](http://coffeecountyschools.com)

- (1) New (means your child has never attended Hillsboro Elementary or any other school in the Coffee County School District) You will follow this link: [https://psvcoffee.tnk12.gov/COF/PXP2\\_OEN\\_Login.aspx](https://psvcoffee.tnk12.gov/COF/PXP2_OEN_Login.aspx)
- (2) Currently Enrolled (means your child has attended Hillsboro Elementary or another school in Coffee County School District) You will follow this link: <https://psy-coffee.tnk12.gov/COF>

Emergency Contact: Please remember with online registration emergency contacts are very important. A neighbor, grandparent, friend, church friend, relative any of these with a current working cell phone or landline. It is very important to be able to reach someone in an emergency.

Legal Documents: Must be provided to the school immediately. The documents must be signed and filed with the court or they are not valid. Power of Attorney; Custodial Parenting Plan, Restraining Order, Orders of Protection, Temporary Custody, Foster Care.

### **Visitors**

We will be welcoming parents and visitors during various times throughout the school year. However visits will be limited to certain events. We have learned that we are better able to focus on all children and do more fun activities for the students if we don't have too many visitors. Here are the events that visitors will be invited to attend: 1. Back to School Bash 2. Grandparents' Breakfast 3. Parent lunches 4. Academic Pep Rallies 5. Parent Holiday meals by grade levels 6. Concerts and programs 7. Tiger Trot 8. Homecoming Parade 9. Book Fair 10. Graduation 11. Special invitations for classroom activities 12. Homecoming Parade 13. STEAM and Reading nights. 14. Field Trips 15. Parent Volunteer opportunities.

We will continue to not have visitors for every day lunch, class parties, or individual student birthday parties, etc.

If your child forgets to bring something to school and you would like to deliver it to them, please bring it to the table in the foyer and put their name on it. Someone will get it and deliver it as soon as possible.

### **Communication**

\_\_\_\_\_ We work very hard to communicate with the families of our students. Teachers will use the Remind app, Class Dojo and Google Classroom, to make classroom notifications. These apps have been very valuable in communication with parents during school closure and other times. Please sign up and monitor them for communications if at all possible. We also use notes home,

the sign in the front of the building, calendars, newsletters, the school website and folders to communicate with parents. Please take advantage of these forms of communication. This year teachers will again be using digital learning tools and could use distant learning tools. All distant learning assignments will be required. Please help your child complete these.

### **Manners**

At Hillsboro we teach our students to have good manners. Speaking when spoken to, answering appropriately, and waiting to eat at meal time until everyone at your table is seated, are a few of the good manners we expect from our children. Please help us encourage our students!

### **Student Placement**

Time is spent every year balancing classes in K-5 to accommodate student needs, gender and behaviors. Hillsboro Elementary has an excellent, highly qualified staff and your child will receive a quality education while attending this school. Please do not ask for student class assignments to be changed after school starts. At the end of the year parents may turn in suggestions for separating their child from another. Suggestions must contain valid reasons. Requests for specific teachers will **not** be taken.

**Student Drop-Off** Teachers are at school each morning to monitor students beginning at 7:00. In the mornings students are to be dropped off at the awning by the car rider drop off door between 7:00 a.m. and 7:45 a.m. **No students should be dropped off at school before 7:00 a.m.** Car-riders must be picked up at the cafeteria awning between 2:50 and 3:15. **The office will be closed from 2:45-3:15.** If you need to pick up a student during this time please use the car rider line. Students picked up before 2:45 will be checked out and this will count against their attendance. Walkers will be brought to the front doors at 3:15. They will be released to an authorized person to walk with. Drivers picking up students must stay in their cars. No one except school staff and students will be allowed on the playground during the school day. Please do not talk to children from cars or ask children to come to your car while waiting. Our goal is to keep all our children safe. Your cooperation is greatly appreciated.

### **Student Check out**

School Security is a high priority for all personnel. To better assist you and for the security of our students, we ask that all parents and visitors to our school use the front entrance. Please call the school or send a note to the teacher asking for a phone call or meeting.. These appointments can be scheduled by calling the school at 931-596-2775.

We are working on helping our children become independent self-reliant individuals. To accomplish this only employees will be walking children to classrooms. Having visitors disrupts the students and the planned routine for starting and ending the day. If you must pick up your child early, please report to the main office and your child will be called for check-out. Anyone checking out a child will be asked to show identification and must be in the child's online registration information. Anyone who has your permission to pick up your child must be listed in the registration information. We will not release a child to anyone other than those listed, and each person will be

expected to show a picture ID before we release a student. Remember checking out early will count against your child's attendance and requires a doctor or parent note to be excused.

Students must have a note from the parent to go home in a way other than normal. All notes must be signed by the parent, the homeroom teacher, and the principal or Instructional Coordinator. Please include a current phone number as we frequently call to confirm permission.

**Students will not be dismissed through the front office from 2:45-3:15. The office will be closed during this time to ensure that all students get where they need to be safely.**

### **Absent Students**

If your child must miss school, please call and let us know they are sick. When they are ready to return to school, please send a doctor's excuse or a parent note to the teacher stating the reason for the absence. If we don't hear from you when your child is absent, expect a phone call from the school to check on the student. Students with excessive absences will be contacted in writing and may require a meeting with the truancy board.

Hillsboro school will follow the state mandated attendance policy and any guidance related to COVID-19.

**Classes begin at 7:50 a.m. and end at 2:50 p.m.** Students arriving late or leaving early must be checked in/out by parent or guardian by signing the form in the foyer and the child will go through the main office.

### **Telephone Usage**

Please do not call the school to give your child a message unless it is an emergency. Make sure your child has everything needed for the day. Also make sure your child knows all special instructions for going home before they come to school. Help your child learn to be responsible by taking five or ten minutes before bedtime to get ready for school the next day. Help them check to make sure homework assignments are complete, papers are signed and backpacks are packed. Sending a note with any special instructions for pick up helps ensure that your child gets to the right place at the end of the day.

### **School Safety Plan**

Hillsboro Elementary has a crisis plan to follow in case of an emergency situation or natural disaster. Throughout the year, drills will be conducted so that staff and students know what to do in case of an emergency or natural disaster.

Should we have to evacuate the building to another location, any adult picking up a child will be expected to show a picture ID before a child will be released. No student will be released until given the clearance to do so by administration. Please make sure all contact information is up to date at all times. If there is an actual emergency you will be directed by officials to a location to pick your child up.

### **Medication Policy**

No school official shall dispense medication of any kind to students except in an emergency. All students who take medication during the school day must have appropriate documentation on

file with the school nurse. This includes all prescription medications and all over-the counter medications (such as aspirin, cough drops, eye drops, and nasal spray). At no time will the Coffee County School System administer any prescription or over-the-counter medication without appropriate documentation. This is for the safety of the student.

Medications are to be brought to school, stored in a locked cabinet in the nurse’s clinic, and picked up in their original containers provided by the pharmacy and by the student’s parent or guardian. It is the parent’s responsibility to bring their child’s medication to school . Failure to do so in a violation of the system-wide drug policy. Under no circumstance will medications be transported on the school bus. The school nurse is available to assist students with medical issues. Students must obtain permission from the teacher whose class they will be missing before going to the nurse.

**Cafeteria**

\_\_\_\_\_ We will again have free breakfast and lunch for all students. However, if your child wants to purchase extra lunch items or the al a carte items, there is a charge for those items.

Extra Milk.....	\$0.45
Ice Cream.....	\$0.65
Water and snacks .....	\$0.50

Lunch registration materials are to be returned on your child’s first day of school. All kindergarten students must have a form on file. Anytime money is sent to school please send it in a sealed envelope with the child’s name, amount and purpose. We will have special days when parents are invited to eat lunch with their child. We are asking that guests or visitors only come to lunch on those special days.

**Counseling Program**

Mrs. Connie Heatherly is the counselor at Hillsboro Elem. The school counselor is an advocate for all Hillsboro students. The counselor’s role is to be a mentor, interventionist, and objective listener. The counselor services include group guidance classes, small group, and individual counseling. The counselor also offers support to parents who may need some additional resources concerning their child. She works on attendance. The counselor also works closely with all teachers and administrators in order to make sure all children succeed in school. If there is some way the school counselor can help you or your child, please contact the school and we will get that started.

**Academic Interventions**

It is our goal to help every student succeed. This year we will be using additional resources and interventions to help us achieve this goal. Intervention is a school-wide, general education process by which teachers gather objective data from a district wide assessment three times a year to document students’ academic progress and provide additional high-quality, research-based instruction in reading and math for all students. All teachers, (general education, special education, related arts, and paraprofessionals) may be used to provide intervention at any point during the school

**Commented [1]:** Should you add that we will have free breakfast and lunch again this year? Students may need money for purchasing extra lunch items or for the al a carte items.

**Commented [2]:** Yes!!! Thanks!

year. Interventions are provided in small groups to all students and are in addition to the regular reading and math classes. Intervention is a three tier process with Tier one being on grade level or advanced. Tier two is a small deficit in skills and Tier three a larger skill deficit. Student progress is monitored biweekly in Tier two and three. Intervention progress will be reported approximately every 4 to 5 weeks for Tier two and three.

### **Library**

- ★ All books are due weekly during Library class. Books should be returned or renewed at that time.

### **Physical Education**

All students will attend P.E. classes and will be expected to participate in all activities. The classes will consist of health and wellness lessons, exercise, and learning how to play different sports.

#### *P.E. Rules*

- ★ All students are to wear gym shoes when they have gym class. Flip Flops will not be allowed in PE class.
- ★ Food and drinks are not allowed in the gym.
- ★ All students are to participate unless they have a doctor's excuse.

### **Music Program**

All children will participate in singing, writing songs, playing instruments, and learning to appreciate different musical genres.

#### *Music Rules*

- ★ 4th and 5th graders bring recorders and music folders to class.
- ★ Respect the equipment in the classroom and follow the rules in proper usage.
- ★ Always try your best.
- ★ Use voices appropriately and listen when others are speaking, singing, or playing.

### **School Rules**

We expect each student to follow the Coffee County Code of Conduct, the Hillsboro Elementary School Handbook/Citizenship Policy and the Coffee County School Bus Policy that have been developed for the safety and well being of all. Please go over these with your child and emphasize the importance of following the rules and treating others with courtesy and respect.

### **Snacks**

\_\_\_\_\_ Students will have time for a small snack during the day. Water is the ONLY drink allowed for snack time. Any snacks brought to share with the class must be store bought and unopened. Candy is not an appropriate snack item.

### **Items that are NOT permitted at Hillsboro Elementary School**

- ★ Weapons such as guns, knives, etc, are not permitted at school or on the school bus.
- ★ Bartering or selling anything for profit by students for their own benefit is not permitted.
- ★ Gum and Soft Drinks (in cans, bottles, or any container) are not permitted at school, except on special occasions as designated by the teacher or principal.
- ★ Toys, radios, CD players, trading cards, electronic devices, etc... are not permitted at school. If any of these items are brought to school, they will be taken up by the teacher/principal. Parents will be notified and asked to come and pick up the items after school.
- ★ Cell phones are to remain in backpacks during school and turned off. If a cell phone is taken out of the backpack or rings during school hours, the phone will be taken up by the teacher. The parent will have to come to school and pick up the phone at the principal's office.

### **School Dress Code**

Dress and grooming shall be appropriate, clean, and neat. Dress that is disturbing or distracting in school is inappropriate. This applies to students, faculty, staff and visitors.

### **The following should NOT be worn**

- ★ Shorts, skirts and/or skorts that come above 4 inches from the middle of the knee.
- ★ Head coverings such as caps, bandanas, sweatbands, toboggans, or "dew-rags", except during special events.
- ★ Items of clothing, apparel, or jewelry that display any logos or print that: discriminate against any groups, promote violation of school rules, depicts the use of drugs, tobacco, or alcohol, encourages violence, gang/cult affiliations, use of weapons or intimidation. No large chains will be allowed. No clothing with inappropriate language, graphics, or that is sexually suggestive.
- ★ No clothing with torn, cut, see through, or revealing openings.
- ★ No shirts, dresses, or blouses that excessively expose the shoulders, backs, chests, and midriffs. No spaghetti straps shirts. No skin should be visible between shirts and pants/skirts while sitting or extending the arms overhead.
- ★ No sagging or low-riding pants/shorts.
- ★ No clothing made of open weave, mesh, or other see-through material.
- ★ No pajamas.
- ★ Appropriate footwear must be worn at all times as safety mandates. No house shoes or bare feet.
- ★ No visible body piercing except earrings.
- ★ Tattoos that display drugs, sex, alcohol, tobacco products or gang affiliation must not be visible at any time.
- ★ No apparel or grooming will be permitted that is or may potentially be disruptive to the learning environment of the school. The Administration reserves the right to ban or not allow any attire or grooming that might be disruptive.

### **Parent Volunteer Program**



\_\_\_\_\_We encourage parents to become an active part of our Parent Volunteer Program. Various levels of involvement are offered in order for all parents to participate. Whether you are able to work daily, weekly, or monthly, we have a way for you to be involved in our school. Forms will be sent home with students for you to sign up to work within our school in various ways and projects.

### **Asbestos Notification**

\_\_\_\_\_In accordance with Federal Regulation 40 CFR, the Asbestos Hazard Emergency Response Act, (AHERA), Coffee County Schools have undergone a thorough inspection of asbestos containing building materials (ACBM) within our schools. The results have been compiled in a series of documents referred to as our Management Plan. The results of the inspections and management plan have been submitted to the Governor's appointed representative as required by law and prior to the designated deadline. The Management Plan is available for your review, upon request, at each school and the Director of Schools Administrative Office during regular office hours. The management plan includes information about previous asbestos abatement projects, ACBM and the response action chosen for each.

Address any questions about asbestos to Kelvin Shores Deputy Director at 931-723-5150.

### **Miscellaneous Information**

We celebrate the accomplishments of our students and events at our school throughout the year. At times this information is released for publications such as the newspaper and on our school or district website. If you do not wish for your child's picture or name to appear, please notify your child's teacher by completing the student information card.

We are looking forward to a good school year. You are encouraged to talk with us when a problem arises. This, we believe, will help us solve most of our problems. If you feel that there are ways that we can improve, please make a suggestion. Hillsboro Elementary School is your school and we want you to be proud of it. We can assure you that we will work continuously to bring improvements to our school.

