



Hillside Elementary School Color Our World with Kindness



Student & Parent Handbook 2025-2026

**1370 Hainesport-Mt. Laurel Road
Mt. Laurel, NJ 08054
856-235-1341**

Student & Parent Handbook

District Website: www.mtlaurelschools.org

School Website: <http://hs.mtlaurelschools.org>

Main Office Phone Number: 856-235-1341

FAX Number: 856-222-9757

School Directory... Press 1

Extended Daycare... Press 5

Reporting an Absence... Press 2

Nurse's Office... Press 3

Guidance Office... Press 4

Main Office Secretary... Press 6

Board of Education: 856-235-3387

Community Education: 856-231-5891

Extended Daycare Office: 856-231-5890 Ext. 1004

Transportation: 856-778-6905

School Principal.....Mrs. Shannon Sonnie

School Counselor.....Mrs. Jenna Marcantonio

Part-Time School Counselor.....Mrs. Erica Guider-Mortimer

School Nurse.....Mrs. Meg Black

Secretary.....Mrs. Anne Cacchioli

Office Aides.....Mrs. Colleen Burns & Mrs. Stephanie Siddell

PTO Presidents.....Mrs. Melissa Jordan & Mrs. Melissa Venditti

Dear Hillside Families,

Welcome to a new school year at Hillside Elementary! I'm excited to begin my second year as principal and feel truly honored to be part of such a caring and welcoming school community. At Hillside, we believe in strong relationships, high expectations, and the joy of learning. I look forward to all the growth and special moments this year will bring.

Hillside serves students in preschool through fourth grade in a diverse and inclusive environment where every child is known, supported, and encouraged. Our staff is dedicated to helping each student build a strong foundation in reading, writing, math, science, and social studies, while also learning how to work together, solve problems, and care for others. We want all of our students to feel safe, loved, and confident at school.

Technology is used in many classrooms to support learning and help students build skills for the future. Just as important, we focus on helping students grow as kind, respectful, and responsible members of our school community.

We also value the strong partnership between school and home. When families and schools work together, students thrive. Our Parent Teacher Organization (PTO) is an important part of our school, and I encourage you to join. Whether you attend events, volunteer your time, or simply stay connected, your support makes a big difference.

This handbook is here to help guide you through the school year. Inside, you'll find helpful information about:

- Daily Routines: Arrival, dismissal, and attendance
- Learning Programs: What your child will learn and how we support them
- Behavior Expectations: Our approach to creating a safe and respectful school
- Communication: How we stay in touch and share updates
- Family Involvement: Ways to be part of your child's school experience

Please take a few moments to read through the handbook. If you have any questions at all, feel free to reach out. I look forward to working together to make this a wonderful year for your child.

With Hillside pride,
Mrs. Shannon Sonnie
Principal

Hillside Connects with You

Follow Hillside on Twitter

@MTL_HSPrincipal

Follow Hillside on Facebook

@hillsides

Monthly Newsletter Posted on Webpage

hs.mtlaurelschools.org

Additional Communication will be done using Parent Square.

All district, school, and grade-level information will now be sent via email and/or text to your computer or phone.

Download the ParentSquare app (free for iOS and Android devices).



Mt. Laurel Board of Education
330 Mt. Laurel-Moorestown Road
Mt. Laurel, NJ 08054
(856) 235-3387

Superintendent of Schools.....Dr. George Rafferty

Assistant Superintendent of Curriculum,
Instruction & Assessment.....Ms. Mridula Bajaj

Assistant Superintendent of Business.....Mr. Robert Wachter, Jr.

Human Resources.....Ms. Aja Thomas

Board of Education Members

Danielle Stuflo, *President*

Melissa DeClementi, *Vice President*

Roger Gibson

Curtis Green

John Lasken

Susan Lovato

Jade Moustakas

Jonathan Paradise

Sapna Rustagi

*For dates and times of Board meetings, please refer to the district website at:
<http://www.mtlaurelschools.org/District/Board-of-Education/Board-Meetings/index.html>

POLICIES

A complete set of Board of Education Policies and Regulations can be found online at:
<http://www.mtlaurelschools.org/> .

Hillside Elementary School

Parent Teacher Organization

President - Melissa Jordan

Activities & Assemblies- Erica Bennett & Victoria DiBuono

Treasurer- Jenna Murphy

Assistant Treasurer-Rose Henkel

Parliamentarian- Megan Celli

Recording Secretary-Elizabeth Cameron

Corresponding Secretary- Rachel Reynolds

Social Media Secretary- Lauren Papasidero

Fundraising- Shannon Gallo & Sheila Toscano

Members at Large- Samantha Acton, CarrieAnn Munoz, Melissa Venditti & Heather Yearly

[PTO Website](#)

We would love to achieve 100% support for our Parent-Teacher Organization. Please make sure to sign up to support our kids!

The Hillside PTO enhances our children's academic experience by fostering collaboration between parents/guardians and teachers/staff to build a strong school community. Parental involvement is critical to your child's success, and we encourage all parents/guardians to get involved.

There are many opportunities to participate during and after school hours, as well as supporting activities and events for the children, school, and Mt. Laurel community, based on your availability. Join us in working together for the benefit of our children. For more information, visit our link on the Hillside website.

SCHOOL HOURS

Preschool-Grade 4

Regular Session Day: 9:00-3:25 pm

Early Dismissal: 9:00-1:00 pm **(No Lunch is served)**

2 Hour Snow Delay: 11:00-3:25 pm **(Lunch is served)**

Helpful Hints for Kindergarten

- Please label jackets, coats, hats, book bags (no wheels) with your child's name
- Please help your child:
 - Know his/her first/last name
 - Learn how to tie his/her shoes
 - Zip, button, and/or snap clothing

Visiting Hillside School

To visit Hillside School during the day, press the buzzer at the entrance. A staff member will ask for your identity and purpose for visiting. **Please have your photo ID ready.** Entry will be granted if you have a scheduled appointment or are picking up your child with prior notice.

All visitors, including those visiting the playground, must report to the main office to sign in. You will receive a Visitor's Pass, which must be worn visibly. When leaving, return the pass to the office and sign out.

Extended Day Care

The district offers a self-supported extended daycare program at each elementary school, available before and after school hours at your own cost. For more information or to apply, visit the district website under the Parent tab or call **(856) 231-5890**.

Breakfast

Our cafeteria offers a Breakfast Menu to students at the cost of \$1.60 per serving.

- More information can be found on the district website.

Lunch

Kindergarten	11:40-12:10 Recess 12:10-12:40 Lunch in classrooms
Grades 1 & 3	12:10-12:40 Lunch 12:40-1:10- Recess
Grades 2 & 4	12:10-12:40 Recess 12:40-1:10 Lunch

Additional Lunch Information

This year, lunch costs \$2.85 unless you qualify for free or reduced lunch. To pre-order lunch weekly, log into the Lunch Portal. The link is under the Parents Tab on the Hillside webpage. If you don't have an account, you'll need to create one to place your order.

Arrival/Dismissal

Arrival:

- Students may arrive starting at 8:45 am. No supervision is available before the unless the student is taking part in the breakfast program.
- Upon arrival, all students report to the gym by 9:00 am.
- Students arriving after 9:00 am are considered late and must be signed in at the main office by a parent/guardian. Please do not drop children off at the door.

Dismissal:

- Dismissal begins at 3:20 pm.
- Follow the Parent Pick-up Procedures.
- Parents must stay in their vehicles and present an ID to pick up their child.
- Only individuals listed on the emergency form may pick up students and must show ID.

If a child is not scheduled to attend EDC or is not listed on the Student Pick-up form, they will be sent home on the bus. If you do not want your child on the bus please be sure to use the form indicating they are to be picked up or schedule them for after-school care with EDC.

Pick-Up and Drop-Off

- Avoid early pick-ups unless it's an emergency to prevent disruption and missed instruction.
- **Use the Hillside Parent Pick-up form link for pick-up requests on the Hillside website. Do not email or leave messages for teachers, as substitutes cannot access them.**
- Sign your child out at the main office upon arrival. Only parents or individuals on the emergency form can pick up students.
- Ensure your emergency information form is accurate and up to date.

Drop-Off:

- Drop-off is from 8:45 am to 9:00 am. There is no drop-off before 8:45 am.
- Park in the side parking lot if entering the building. Do not block or pass buses.
- Drop off children on the school side only, following parking lot arrows. Ensure the school aide sees your child at the door before leaving.

Attendance

For the safety of our students, adherence to attendance policies is crucial. New legislation requires that family trips during the school year be marked as unexcused absences. Under the new process, the NJ Department of Education collects data directly from our reporting system. **Any days reported as unexcused in our system are considered "truant" by the state.** Truancy can lead to serious legal consequences. **Please avoid scheduling vacations during the school year.** If unavoidable, submit a letter or email to the teacher and copy Mrs. Sonnie for principal approval before departure.

Reporting Absences:

- Planned Absences: Send a note or email to the teacher with your child's name, dates, and reason for the absence.
- **Unplanned Absences: Call (856) 235-1341 and press #2 by 8:45 am to report the absence. Include your child's name, teacher, and reason. The answering machine is available 24/7.**
- Returning to School: Provide a note with your child's name, dates of absence, reason, and signature.

24 Hour Rule:

- Before returning to school, children must be symptom-free for 24 hours (fever, diarrhea, vomiting, throat infection, strep throat) or after antibiotics.

Safety Measures:

- **The school will call if your child is absent without notification. If unverified, staff will use emergency contact numbers to ensure your child's safety.**

Extended Absences:

- For absences over ten consecutive days, notify the principal in writing. Truancy will be pursued unless your child is unenrolled. Contact the main office for details.

Tardiness:

- Late arrivals must report to the main office. Excessive absences/tardiness will be reported to the school attendance officer, who will investigate the causes and take appropriate action.

HEALTH AND SAFETY INFORMATION

Yearly Screening

Your child will be screened yearly for height, weight, hearing, and vision. Deviations from the norm will be screened a second time, and parents will be contacted if they are noted again.

Emergency Information

Parents should be aware that they must notify the main school office if any contact information changes. At least two people must be designated as alternates who are available during school hours in case of an unforeseen emergency. Include adults who may take your child home when you are unavailable.

Illness-The 24 Hour Rule

If your child has a temperature, diarrhea, vomiting, or infection such as strep throat or pink eye he/she should not return to school until 24 hours after the symptoms have subsided. If a student starts a course of antibiotics for an infection, please ensure they have had 24 hours of antibiotic therapy before returning to school.

Please notify the school nurse if your child is positive for strep, pink eye, or any contagious infection. This helps us care for all our students and staff.

Transporting of Medications

Any medications (prescription or over-the-counter) that need to be taken during school hours must be in the original containers, along with written authorization from your physician. The school nurse must dispense the medications. For the health and safety of all students, all medications must be transported to and from school by an adult.

Special Medication Needs

If your child requires medication for severe allergy, asthma, or any other reason during the school day, please contact the nurse's office to obtain the appropriate forms. Both you and your physician must sign the forms before any medication can be dispensed.

Special Physical Education Needs

If your child has a medical condition or injury and cannot participate in Physical Education, a written note from the physician stating the limitations and the date the child may resume participation is required.

Physical Examinations

Physical examinations are required for all kindergarten students and new enrollees. If you have any other questions, please call the school nurse.

Bus Transportation

Telephone Number: (856) 778-6905

During the summer, your child will receive a bus number, typically the same for both morning and afternoon. Fourth-grade safeties and staff will assist students with arrival and departure.

- Assigned Buses: Children must take their assigned bus to and from their designated stop. Do not request passes to ride different buses. For visits to friends or relatives, make plans after the child returns home.
- Questions/Changes: For bus number inquiries or emergencies, call **Transportation at (856) 778-6905**. In emergencies, notify Hillside's main office. Transportation may occasionally change buses; please be patient. If buses are late, contact the Transportation Department.

Special Kindergarten Message: Upon arrival, kindergarteners will be directed into a special area to ensure they are not lost or confused. Teachers or aides will then guide them into the classroom.

Emergency Bus Changes:

Students must ride their assigned bus unless an emergency arises. For emergency changes:

- Provide a parent note requesting the switch, stating the reason and date.
- Provide a note from the destination's adult.
- Submit notes to the principal for approval.
- Present approved notes to the bus driver.

Bus Behavior: Riding the bus is a privilege.

Children must:

- Remain seated with seat belts buckled.
- Follow the bus driver's safety rules.
- Sit quietly, be courteous, and set a good example.
- Not eat on the bus.

Transporting Instruments:

Due to safety concerns, large musical instruments such as guitars, tubas, saxophones, french horns, snare drums, cellos, and baritones are too large to transport on school buses safely. In an accident, these items can easily become projectiles, injuring a student, and are not allowed on the bus. Smaller instruments (e.g., flutes and clarinets) can be stored safely with the student. Items must be placed in the student's lap or between their legs and cannot block the aisle. Check with Mrs. Sonnie if you are unsure about item size. Instruments not permitted on the bus can be dropped off in the vestibule. Please be sure to label ***the instrument with your student's name.***

Classroom Assignments:

The Mount Laurel School District does not honor parent requests for specific teachers or classes. If dissatisfied with your child's placement, contact the principal in writing with your reasons. The principal will evaluate and inform you of the decision. If unsatisfied, you may appeal to the Superintendent in writing, who will review and decide the case.

Emergency Announcements:

Parents will be notified of school delays or closings via Parent Square via email, phone, and/or text, and the district website at www.mtlaurelschools.org. ***If school is closed, PTO functions and all after-school activities are canceled.***

Early Closures: Ensure your child knows your family's contingency plan for early closures. Place a written plan or homework book in your child's folder. If no emergency closing is announced and you deem weather conditions unsafe, use your judgment about sending your child to school.

Fire Drills and Security Drills

Monthly fire and safety drills are conducted as required by state law. A visual and auditory alarm will signal the need to evacuate during a fire drill. Students should follow staff directions, using the nearest exit or an alternate route if blocked. Maps are posted in each classroom. The drill concludes when the principal or designee announces its completion.

Fire Drill Guidelines:

- Leave through the nearest exit; if blocked, use the next nearest exit.
- Walk quickly, but do not run. No talking. Listen for directions.
- Move into the hallway orderly.
- Close all doors and windows, and turn off lights.
- Once outside, stay together away from the building.
- Immediately terminate any outdoor activities.
- The fire bell indicates evacuation unless otherwise directed.

Lockdown and evacuation drills are conducted throughout the year to ensure student and faculty safety in emergencies. Teachers review procedures before each drill. Parents/guardians will be notified via email when a security drill occurs.

Dress Code

Research shows that student attire affects attitude and behavior. All students are expected to wear clean, sensible clothing. **Sneakers must be worn on gym days, or your child will not be permitted to participate in gym activities.**

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of personal style and individual preferences. However, per Board Policy #5132, pupils may not wear clothing or engage in grooming practices that:

- Present a health or safety hazard to themselves or others.
- Materially interfere with school work or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the pupil from achieving their educational objectives due to blocked vision or restricted movement.

The principal or school supervisor will determine if a student's attire or grooming falls within these prohibitions.

Inclement & Cold Weather Dress Attire

Please ensure your child is dressed appropriately for inclement and cold weather. As temperatures drop, send your child to school with a warm jacket, gloves, and a hat. Students will be outside for recess and before school unless it is extremely cold, and they will also walk to their buses after school.

Back to School Night

Back to School Night will be held on **September 11, 2025** from **6:00-8:00** pm at Hillside. This event is for parents and guardians and includes:

- A meeting with the PTO.
- Visits to your child's classroom.
- Opportunities to meet teachers and hear about the year's plans and expectations.

General questions will be answered. Specific concerns about your child should be discussed privately at another time. A second session is available for those with multiple children. If you have more than two children, you will need to attend sessions separately. More information about the sessions will be provided.

Parent Teacher Conferences

A strong educational environment relies on understanding and cooperation between home and school. Parents are encouraged to maintain ongoing communication with their child's teachers throughout the year. Formal parent/teacher conferences are held twice annually:

- **Fall Conferences:** Held for every student.
- **Spring Conferences:** Held at the teacher's request or upon the parent's request.

Parents should contact the relevant staff member (teacher, school counselor, nurse, etc.) for specific concerns. If the situation continues, please contact the principal.

Party Procedures

Several classroom parties are scheduled for special events throughout the school year. The principal and classroom teacher must arrange additional celebrations.

Healthy Snacks: In line with the New Jersey School Nutrition Policy:

- Foods with limited nutritional value, those listing sugar as the first ingredient, and all forms of candy are banned during school hours.
- Beverages are limited to milk, water, and 100% fruit or vegetable juices.

Birthday Treats: To ensure all students and staff's health and safety, outside food treats/snacks are not permitted for birthday celebrations. If you want to celebrate your child's birthday, you can purchase healthy snacks from our food service provider, Nutri-Serve.

- Visit the Nutri-Serve link on the district webpage and fill out the "[Birthday Treat Form](#)."
- Submit the form and payment at least one week in advance.

Personal Property

When sending money to school with your child:

- Checks for PTO fundraisers should be made out to Hillside PTO.
- Checks for book orders should be made out to the book company.
- Ensure all money is placed in an envelope with its purpose and your child's name clearly printed.

The school district is not responsible for loss, theft, or damage to personal property. Therefore, students should not bring large sums of money, valuable jewelry, or electronic devices to school.

Student Property

- **Lost and Found:** Found items are placed in the Lost and Found container in the gym. Small and valuable items (watches, rings, electronics, money, etc.) are secured in the Main Office. Students should check the Lost and Found as soon as they realize an item is missing.
- **Labeling:** Parents and students should label important personal items such as coats, jackets, and book bags.
- **Unclaimed Items:** Items not claimed will be displayed during Fall and Spring conferences and at the end of the school year. Unclaimed items will be donated at the close of the school year.
- **Bus Items:** If your child leaves something on the bus, call the transportation department, and they will attempt to locate it and return it to the school.

Student Cell Phones and Electronic Watches

To help all students stay focused and engaged during the school day, we ask that families follow the guidelines below:

Cell Phones

- Students may bring a cell phone to school, but it **must be turned off and kept in their backpacks** at all times.
- Cell phone use is **not permitted during the school day**.
- If you need to get a message to your child during school hours, **please call the main office**. You may also contact your child's teacher through ParentSquare or email.

Electronic Watches

- Smartwatches may be worn, but they **must be set to silent or school mode** and **not used for texting, calling, or other distractions** during the day.
- Any features that allow communication should be turned off.

Important Note

If a student uses a cell phone or smartwatch inappropriately during the school day, it will be held in the main office. We will contact a parent or guardian to pick it up.

Thank you for your cooperation and support in helping us maintain a focused and respectful learning environment.

Responsive Classroom

Responsive Classroom is an approach that fosters respect for oneself and others, creating a caring classroom community. It aims to promote children's academic and social growth, which is necessary for life success. **All of Hillside's classrooms are Responsive Classrooms.**

Key Components:

- **Morning Meeting:** A daily session with four parts:
 - **Greeting:** Students greet each other by name with activities like handshaking, clapping, or singing.
 - **Sharing:** Students share news of interest and respond to each other, practicing communication skills.
 - **Group Activity:** The class engages in a short activity to build cohesion.
 - **News and Announcements:** Students develop language skills and learn about the day's events by discussing a daily message posted by the teacher.

Other Components:

- **Hopes and Dreams:** Students set personal goals.
- **Rules and Logical Consequences:** Establishing rules and understanding consequences.
- **Apology of Action:** Encouraging meaningful apologies.
- **Guided Discovery:** Exploring materials and concepts in a structured way.
- **Academic Choice:** Providing choices in learning activities.

The Responsive Classroom approach emphasizes that social growth is as important as academic growth. Teachers get to know each child and their home environment to support their holistic development.

Discipline: Safety and Respect

At Hillside School, our entire staff is dedicated to fostering an environment where children feel safe, comfortable, and happy, thus maximizing their learning opportunities. We believe that behavior is a shared responsibility. Your child's teacher and bus driver will provide crucial guidelines for proper behavior on the school bus, in the classroom, hallways, lunchroom, and playground. To support educational, social, and emotional growth, children need to be in an environment with concerned individuals who set firm, consistent, positive limits while offering warmth and support for appropriate behavior. We ask for your cooperation in reinforcing these guidelines at home.

In collaboration with students, we will develop the Hillside Constitution, which each student will sign, display prominently, and send home to cultivate a positive and motivating school experience. This Constitution will be ratified during our school-wide Constitution Day celebration in September. In addition to these school-wide rules, we also have specific guidelines for behavior during lunch and on the playground. **The Mount Laurel Board of Education has adopted a district-wide discipline code. The entire code can be viewed at www.mtlaurelschools.org.**

Harassment, Intimidation & Bullying (HIB)

Harassment, intimidation, or bullying (HIB), like other disruptive or violent behaviors, severely disrupts a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Pupils learn by example, and we commend our school administrators, faculty, staff, and volunteers for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For further information, please review the Mt. Laurel Board of Education policy #5131.1 or visit www.mtlaurelschools.org.

Child Abuse/Neglect

Any knowledge or suspicion of child abuse and/or child neglect must be reported immediately to the New Jersey Division of Child Protection and Permanency, as required by law. Failure to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse, and school counselor can provide further information about this process.

For additional details, please reference Board Policy #5141.4 on the district webpage at www.mtlaurelschools.org.

Counseling Services

Hillside School's Counseling Program is vital to every child's educational journey. Our counselor, Mrs. Marcantonio, assisted by our part-time counselor, Mrs. Mortimer, aids students in building self-esteem, solving life problems, and developing positive attitudes. Services include whole-class instruction and individual and group sessions addressing social, emotional, behavioral, and academic needs. Counselors are available to consult with parents, teachers, and others on issues related to a child.

All school counselors in the Mount Laurel district are certified professionals. Parents are encouraged to contact the counseling office with questions regarding their child's social or emotional well-being or standardized testing.

Standardized Testing

Standardized tests provide a common measure of student performance. Educators use these tests to evaluate school programs, assess student skills, and plan instruction. Students in Grades 3 and 4 take the NJSLA test in the spring. More information will be provided as the test dates approach.

Report Cards

Report cards are issued electronically each trimester and detail academic achievement, effort, and behavior. Please consult their teacher if you have questions about your child's progress.

Related Services

Math Support Services

Our certified Basic Skills Math teacher provides additional academic support in math. Students receive weekly services based on teacher recommendations and test scores.

Literacy Support Services

The Reading Specialist helps students develop a strong reading foundation and offers corrective reading services. Eligibility is based on teacher recommendations and assessments, with services provided three to four times weekly.

Gifted Academic Program (GAP)

GAP caters to students with advanced understanding, higher-level thinking skills, and rapid learning capabilities. GAP students attend specialized classes and must meet specific criteria. Parents can refer students to the program. For more information, visit the district's webpage.

Speech and Language Services

The Speech and Language department ensures that students with speech, language, and hearing disorders receive quality services to aid effective communication. Referrals are made through the I&RS Committee, and services are provided by certified professionals.

Intervention and Referral Services (I&RS)

Hillside School's I&RS team assists students facing academic, behavioral, social, or emotional challenges. This multidisciplinary team draws on the school and district's resources to determine the best services for the student. Any staff member can refer a student to the team, which meets monthly. Contact the principal, school counselor, or classroom teacher for more information.

Field Trips

Field trips are an extension of classroom instruction, with clear objectives set in advance. Instruction will precede and follow each trip. Students should dress appropriately and behave courteously, as all school rules apply. Field trip participation will not be used as a disciplinary measure, but students may be excluded for safety concerns.

Technology

Hillside School integrates technology with the curriculum using Epson Projectors and Chromebooks. All classrooms are equipped with projectors to enhance lesson engagement. Students in Grades 1-4 have individual access to Google Chromebooks.

Additional Tools:

- **Clever Badges:** Students use Clever Badges for easy and secure access to digital resources and applications.
- **Google Classroom:** Teachers and students use Google Classroom to manage assignments, communicate, and collaborate on projects.
- More information will be provided by your student's teacher at Back to School Night

Teachers also utilize digital cameras, video cameras, a computer microscope, and distance learning tools to enrich the educational experience further.

Tips

Discussing Issues with the Principal: To speak with Mrs. Sonnie, please call to schedule an appointment before visiting the school.

Questions About Assignments Or Class Events: Reach out to the classroom teacher via email.

Something was Left at Home: Deliver it to the school, label it, and place it on the front table in the foyer. The student will be notified to pick it up from the office.

If Something is Lost on a School Bus: Report the loss to the school office. We will track the item and notify you if it is found.

If You Change Your Address or Phone Number: Notify the school office immediately.

If You Need to Pick Up a Student Early: Fill out the Pick-Up Form on the school website and, when possible, notify the teacher as well.

Transferring Out: If transferring your child to another school, please inform the main office at least a week in advance. We will complete a transfer card with your child's details and provide a copy of their immunization record for the new school.

We hope you have found this booklet helpful. It is our ongoing attempt to assist parents and children in making their experience at Hillside the best it can be. Please offer suggestions to our Principal or PTO for additional material you feel needs to be included in future editions. Parents and Staff working together at Hillside School is the key to our children's success!