



The Hill School (540) 687-5897
www.thehillschool.org

TAKE NOTE

AUGUST 2019

During the school year, we publish *Take Note* every Thursday. *Take Note* is our primary means of communicating school announcements and calendar items. In addition, it contains community news and classified advertisements.

Take Note also includes order forms for lunches and items for sale (e.g. yearbooks, Hill School wear such as hats, shirts, or athletic clothing). The deadline for submission of all announcements and/or classified ads is noon Tuesday. You may submit these in person or to takenote@thehillschool.org.

Take Note is also published on the Hill School's Website (www.thehillschool.org). We notify all parents via email when a new issue is posted, and we will give you a sign-up form at Registration with the option of receiving a paper copy (delivered by your child).

Student registration

Registration Dates/Times for returning families* in the LIBRARY

Tuesday, Sept. 3 ~ 9:00 a.m. ~ 4:00 p.m.

Wednesday, Sept. 4 ~ 9:00 a.m. ~ 4:00 p.m.

* Registration for families new to Hill: Wednesday, September 4, 8:30am in the Theater

Student Registration (Junior Kindergarten through grade 8)

Please bring the following information with you:

- Your child(ren)'s social security number(s)
- Health insurance information (policy name / policy number)
- Your doctor's phone number
- Your cell phone numbers
- Phone numbers of friends/family members you will designate as the Emergency Contacts

Registration will include completion of the following forms:

- * **19-20 Authorization and Release** (will accompany your child on all field trips / activities and gives us permission to seek medical attention in an emergency when parents cannot be reached)
- * **19-20 Emergency Card** (includes all information about how we can get in touch with you, emergency contacts, medical / allergy information, doctor's phone number)
- * **Medical Update / Program Participation Permission** (list any restrictions in your child(ren)'s participation in all programs)
- * Proofread your **entry in the handbook / directory**
- * Add your child(ren)'s **grandparents** and/or special friends to the mailing list
- * Sign a **Picture Release** form to give us permission to use your child(ren)'s photos in publications
- * **Mass Notification and email information**
- * Choose a method of receiving **Take Note**
- * If applicable: **Medication Release Form** if your child is taking any medication during school hours.

For all newly enrolled students, parents must also present the completed **Virginia School Entrance Health Form** and **Certification of Immunization**, and an **original or certified copy** of the child's birth certificate or **current passport** at registration. (Virginia Law §63.1-196.002).

Please note: Students may not participate in athletics and field trips until their files are complete and their release forms are signed and notarized. (We will have a Notary Public to notarize release forms at registration.)

*First Day of School:
Thursday, September 5*



Parents, please join us for a
Welcome Back Breakfast
on the first day of school at 8:15 in
the theater

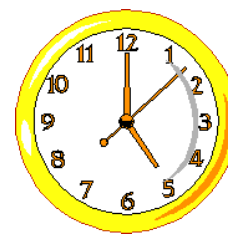
Please turn over for schedule of the first two days, the regular schedule, and a list of School Supplies

Schedule for the first two days of school

Thursday, September 5 and Friday, September 6

THURSDAY, 9/5:

Junior Kindergarten	~	8:30 - 12:00
Kindergarten	~	8:30 - 2:00
Grades 1-2	~	8:30 - 3:00
Grades 3-8	~	8:30 - 4:00



FRIDAY, 9/6: All Grades ~ 8:30 - 12:00

Note: After School Child Care (Late Gates) available on Thursday until 6:00. No Late Gates on Friday.

REGULAR DAILY SCHEDULES

We encourage students to arrive between 8:10 and 8:20. Students benefit from having time to visit with friends and get organized before their first class.

Monday - Thursday School Day Schedule

Junior Kindergarten	8:30 - 12:00
Kindergarten	8:30 - 2:00
Grades 1-2	8:30 - 3:00
Grades 3-8	8:30 - 4:00

Friday Dismissals

Junior Kindergarten	12:00
Kindergarten	2:00
Grades 1-8	3:00

Note: Sometimes dismissal time is later if a class has a field trip, athletic game, or play rehearsal. Later dismissals will be communicated in *Take Note*.

Dismissal Location:

JK—Grade 3 students, as well as older students riding in JK-3 carpools, are dismissed from the traffic circle near the main entrance. Students in grades 4-8 are dismissed from the Art Building circle. The youngest child in the carpool determines the pick-up location.



School Supplies (all grades: please check the athletic page for information on shoes for sports)

- JK—Grade 3:**
- * A sturdy backpack or book bag.
 - * A pair of clean sneakers to be used at sports only (see athletic page)
 - * A small, reusable water bottle, marked with the child's name. All other supplies used in class will be provided.
- Grade 4:** Please refer to Mr. Hart's letter (attached)
- Grade 5:** Please refer to Mr. Daum's letter (attached)
- Grades 6-8:**
- * Four 1.5 inch binders with transparent cover sleeves (one for each subject: English, History, Science, Latin or Spanish)
 - * 12 Dividers (three for each binder, at least one per binder should be a pocket folder)
 - * Pencil/pen holder (incl. pencils and pens)
 - * At least 200 sheets of paper
 - * For Math: basic calculator, highlighters, 12-inch ruler with inches and centimeters

ARRIVAL AND ABSENCES

ARRIVAL

The school officially opens at 7:45 a.m. If you need to drop your child off earlier, please notify Silvia Fleming so that supervision may be arranged.

We encourage students to arrive between 8:10 and 8:20 a.m. Students benefit from having time to visit with friends and get organized before their first class.

Bus Transportation

Hill School is offering morning bus service from both Leesburg and Stone Ridge on all days when school is in session. We also offer bus service in the afternoons on Monday and Wednesday only.

There are approximately 170 school days each year. You may use this service from time to time and pay a daily rate, or you may sign up at the start of the year for a discounted flat fee option.

There are discounts for multiple children. Charges will be assessed on your student account. Please contact Kelly Johnson (kjohnson@thehillsschool.org) for more information.

Please note:

- ☞ **Students who arrive at school after 8:30 should be dropped off at the main entrance and sign in at the front desk.**
- ☞ **No student may leave the campus before regular dismissal time without signing out at the front office. If parents wish to pick their child(ren) up during the school day (e.g. for a doctor's appointment or due to illness), they or their representative should pick up the child at the front desk and sign out with the receptionist.**
- ☞ **Upper School students who wish to walk to town after school (on a regular or occasional basis) need to have parental permission (written or by phone call to the receptionist).**

ABSENCES

1. In case of an anticipated absence, parents should make certain that the teachers have been informed - either by letter, email, or personal contact - at least one week in advance. Teachers, parents, and students will work together in developing a schedule to complete missed school work.
2. In cases of unanticipated absences, such as illness, please call the office during the period of absence. If your child has a contagious or unusual illness, please call us as soon as possible so that we may alert other parents and children. **Students should be free of fever and all symptoms of illness for 24 hours before returning to school.**

Though it is a part of our philosophy that family is more important than school, we ask that you respect the school calendar by avoiding "convenience" absences and that you do your best not to interrupt the flow of the school year unnecessarily - to consider that there is an important difference between missing two weeks of classes for a once-in-a-lifetime tour of India, and departing two days ahead of the start of a school break to get a jump on vacation traffic. In every case, we ask that you attempt to assess the effect of the absence on your child. Many children rely heavily upon established academic routines and upon the social alliances which school engenders and supports.



2019-20 After School Care Form

Hill School offers a variety of extended day and after-school options as detailed below.

Please select from the options below for our after school offerings:

1. Extended Day Until 3:00PM (JK and K only)

☐ Junior Kindergarten:

Standard dismissal time for Junior Kindergarten is noon.

Families selected the standard 12:00pm dismissal, 2:00PM dismissal, or 3:00PM dismissal on their enrollment contracts. If you are unsure of your election or would like to make a change, please contact Will Heron or Sarah Kuehn in the Business Office.

If you elected the 12:00PM or 2:00PM dismissal, and you wish to utilize the extended day program on a per diem basis, the cost will be \$10/Hour

Name of Jr. Kindergarten Student(s): _____

☐ Kindergarten —Extended-Day Program

Standard dismissal time for Kindergarten is at 2:00PM

Extended Day until 3:00PM: Families may extend the Kindergarten program until 3:00PM for a daily charge of \$10 or an annual flat rate of \$850 (37% discount to daily rate).

Extended Day to 3:00: Flat Rate Fee Daily Option
☐ \$850 ☐ \$10/hour

Name of Kindergarten Student(s): _____

2. After School Coverage (3PM to Close)

JK-2nd Grade Late Gates is offered on Monday - Thursday 3:00PM-6:00PM and Friday 3:00PM-5:00PM.

3rd-8th Grade After School Coverage consists of Study Halls and Late Gates from 4:00PM-6:00PM Monday-Thursday and from 3:00PM-5:00PM on Friday.

REMINDER: Students will not be charged for Late Gates (which begins at 3:00PM) if they are waiting for an older sibling to be dismissed or to finish participating in a school program (e.g. sports game, class play, field trip).

		<u>Flat Rate Fee</u>		<u>Daily Option</u>	
Name of Student(s):	<u>Gr:</u>	<u>After School Care</u>	<input type="checkbox"/> \$1,650	<input type="checkbox"/>	\$20/Day
	<u>Gr:</u>	<u>After School Care</u>	<input type="checkbox"/> \$1,650	<input type="checkbox"/>	\$20/Day
	<u>Gr:</u>	<u>After School Care</u>	<input type="checkbox"/> \$1,650	<input type="checkbox"/>	\$20/Day
	<u>Gr:</u>	<u>After School Care</u>	<input type="checkbox"/> \$1,650	<input type="checkbox"/>	\$20/Day

Parent signature: _____

Parent Name Printed: _____

Please turn over for *Arrival and Absences* information

APPEARANCE and DRESS

Dress for special events will be announced ahead of time by the school office or by the faculty member in charge of that event. The day-to-day dress code is as follows:

Grades Junior Kindergarten - 3:

Play clothes are encouraged. Suitable warmups and blue jeans are permissible. Shoes should be closed toed and have backs. Platform shoes and sandals are not permitted.

Grades 4-8:

1. All clothing should be clean and in good condition.
2. Dresses, skirts, shirts, and shorts should be of school-appropriate length (approximately mid-thigh or three inches above the knee).
3. Long shirts should be tucked in.
4. Socks should be worn with all shoes, except with girls' flats.
5. Shoes should be closed toed and have backs.
6. Leggings should be worn only under a skirt or dress, not as pants.
7. A few items of clothing are not permitted:
 - A. Shirts with narrow (less than two inches) shoulder straps.
 - B. Clothing made of blue denim (exception: On Ski Fridays, students may wear blue jeans.)
 - C. Clothing with prominent text, logos, or graphics, or with a camouflage pattern.
 - D. Athletic clothing (e.g. sweatpants, sports shorts, football jerseys, etc).
 - E. Platform shoes and sandals.

A student's teachers may request that other items not be worn at school if they are deemed inappropriate.

A note from Hunt Lyman and Christie Lovelette—July 2019:

At the end of year faculty meetings, teachers were in agreement that we need to make a united effort to tighten up our enforcement of the dress code. We agreed that homeroom teachers will check to be sure everyone is in dress code first thing in the morning, and that if a student is not in compliance, he or she will be asked to go to the office, call home, and request a change of clothes be brought to school. We understand this may not always be possible, but we hope we can raise awareness to help parents and teachers send a united message.

We have a dress code because we believe it is important for children to dress appropriately for school, and to recognize that some clothing might be a great choice for some occasions but not for a more formal environment. While it may be impossible for everyone in a school to agree on a perfect dress code, we hope we can agree that it is important to follow the common guidelines above. Announcing a rule to children and then allowing them to violate it sends the wrong message. We are happy to talk about the dress code, but while it is in place we will be making heightened efforts to enforce it.

Our intent is to foster a purposeful learning environment, where clothing is comfortable and appropriate for school. If you have questions or concerns, please feel free to contact us. We hope that we can work together, so that students understand our expectations and are able to meet them on a daily basis.

Thank you for your support.

TRAFFIC CIRCLES

We ask that drivers operate their vehicles safely and considerately on the campus. Please observe the guidelines outlined below.

The school has two primary traffic circles for arrival and dismissal – one at the Main Entrance (front porch) and one behind the Art Building. For morning drop off, parents may also use the entrance on top of the hill (Lower School Building).

1. The traffic circles are one way - counter clockwise. Please drive slowly and carefully.
2. Please do not leave your car unattended or parked on a traffic circle.
3. Watch your speed. Please enter and leave slowly.
4. Pull up as far as you can. Your children should leave or enter your car on the right side. No child should walk between cars on a traffic circle.
5. Please park your car in the adjacent small visitor parking areas if your child is not ready to be picked up when you reach the head of a traffic circle.
6. If your child is not in "Late Gates" or "After-School Care," please pick up your child(ren) at the scheduled dismissal times.
7. Please do not leave your car to assist your children. Faculty/Staff are at each location to help.
8. Please put your cell phone down while in the traffic circle.

Morning Arrival:

- Before 8:10: Please use the Main Entrance; children should go directly to the library where they are supervised.
- 8:10 - 8:30: Families may use any of the three circles: 1. Main Entrance, 2. behind the Art Building, and 3. on top of the hill (Lower School Building).
- After 8:30: Please use the Main Entrance only; students should sign in at the front desk before going to their classrooms.

Dismissal:

All students in Junior Kindergarten through grade 3 will be dismissed from the Main Entrance traffic circle. (JK at 12:00, Kindergarten at 2:00, Grades 1 & 2 at 3:00, Grade 3 at 4:00)

Grades 4 through 8 students will be dismissed at the Art Building circle at 4:00 UNLESS they are riding in a car-pool with a younger child; these grade 4-8 students should go to the Main Entrance circle for dismissal.

Dismissal Traffic Pattern

From 3:50 until 4:20, the gates between the dismissal circles are closed.

The **Main Entrance** traffic circle is accessible only from and to **South Madison Street**.

For the **Art Building** circle, please enter and exit at **The Plains Road**.

Please turn over for *Appearance and Dress* information

ATHLETIC INFORMATION

August 2019

Junior Kindergarten– Grade 3 Sports

Children should bring a designated pair of sports sneakers to be left at school. Clean shoes used only for sports class are necessary for maintaining the gym floor. (Sand from the playground destroys the finish.) Proper shoes help to prevent injuries and allow your child to maximize their skill development. They should also wear comfortable play clothes on the days when their class has sports.

<u>Sports Days:</u>	<i>JK:</i>	<i>Wednesday, Friday</i>
	<i>Kindergarten:</i>	<i>Tuesday, Thursday</i>
	<i>Grade 1:</i>	<i>Monday, Tuesday, Thursday</i>
	<i>Grade 2:</i>	<i>Monday, Tuesday, Thursday</i>
	<i>Grade 3:</i>	<i>Monday, Wednesday, Friday</i>

Grades 4-8 Sports

WHAT TO BRING THE FIRST DAY OF SCHOOL:

Students should bring a pair of well-fitting running shoes and last year's uniform (if applicable), or they may purchase new sports shorts and/or a t-shirt. (Shirts: \$13; Shorts: \$16. Your account will be billed.)

SPORTS UNIFORM

Students must have athletic shoes and a sports uniform (Hill School tee and shorts) every sports day, Monday through Thursday. In grades 5-8, a student's preparedness for class counts toward his/her effort grade. (Staff records whether students have the proper shoes and uniform each day.) We request that uniforms be laundered weekly.

4-8 students should have specific shoes for sports to keep in their gym locker – a pair of well-fitting running shoes in excellent condition, and/or sport-specific shoes (e.g., cleats and basketball shoes). Students can also wear athletic shoes to school. Proper athletic shoes help to prevent injuries and allow your child to maximize their skill development. Students run a mile almost every day. Most leg/foot injuries result from poorly fitted or worn-out shoes. Casual sneakers do not provide sufficient support.

Cleats are strongly recommended for all 4-8 students playing field sports.

6-8 Sports

6-8 students play games in several sports against other schools, usually on Tuesdays or Thursdays, most of which have later than usual dismissal times. Please make every effort to plan after-school appointments and activities on Monday, Wednesday, or Friday.

Students in games that begin after 4:00 will attend a supervised study hall before the game. Sports schedules are listed in Take Note and on the Athletic Calendar on the Hill School website. We encourage parents to attend the games and support their child(ren) and their team(s).

In addition to sports-specific equipment, students will receive game day uniforms for several sports, which will be collected at the end of each season.

SPECIAL NOTES FOR GIRLS' SPORTS

No Jewelry – to prevent injuries, necklaces, bracelets, and earrings are not to be worn at Sports.

Bring Hair Ties – Long hair *must* be tied back. We recommend keeping a supply of hair ties in their lockers.

Bring Black Spandex Shorts – The kilts worn for field hockey and lacrosse are short. Please bring a pair of spandex shorts (**minimum of 4 inch inseam**). Shorts are available at Target, WalMart, Dick's Sporting Goods, Modell's, etc. Volleyball players will be wearing the shorts for practices and games.

PLEASE NOTE: IF A STUDENT IS UNABLE TO PARTICIPATE IN SPORTS, HE/SHE SHOULD PROVIDE A NOTE FROM THE DOCTOR OR A PARENT.

2019-2020 SCHOOL CALENDAR

Tues. & Wednesday	September 3 & 4	Faculty Meetings
Thursday	September 5	First Day of Classes
Friday	September 6	Noon dismissal for all grades / Faculty Meetings
Monday	October 7	Professional Development Day - NO SCHOOL
Monday	October 14	Columbus Day – Regular Day of School
Thursday	October 17	Parent Conference Day - NO SCHOOL
Friday	October 18	Fall Holiday - NO SCHOOL
Wednesday	November 27	Thanksgiving Vacation begins at Noon
Monday	December 2	School reopens
Wednesday	December 18	5-8 First Trimester Reports mailed
Friday	December 20	Winter Vacation begins at Noon
Monday	January 6	School reopens
Monday	January 20	Martin Luther King Day - Professional Development Day – NO SCHOOL
Wednesday	February 5	1-4 First Semester Reports mailed (JK & K parent conferences in February)
Friday	February 14	Mini Olympics - NO SCHOOL
Monday	February 17	Presidents’ Day - tentatively NO SCHOOL (Note: regular day of school if 3 or more snow days to date)
Wednesday-Friday	March 11-13	Culture Study Program
Friday	March 13	Spring Vacation begins at Noon
Monday	March 30	5-8 Second Trimester Reports mailed
Monday	April 13	School reopens
Thursday	April 23	Professional Development Day - NO SCHOOL
Friday	April 24	Parent Conference Day - NO SCHOOL
Friday-Saturday	May 8 & 9	Spring Holiday - NO SCHOOL
		Spring Weekend at Hill
		Friday: Grandparents and Special Friends Day
		Saturday: Auction
Monday	May 25	Memorial Day - NO SCHOOL
Thursday	June 4	Last Day of School for JK-3
Friday	June 5	Last Day of School for 4-8
		Commencement at 5:00 (Grades 4-8 participate)
Monday - Friday	June 8-12	Faculty Meetings
Friday	June 12	JK-8 Final Reports mailed

Other Key Dates:

Opening Day Breakfast	Thursday, September 5 (after drop off)
PTC Back to School Night	Thursday, September 26 (7:00)
Country Fair & Picnic	Saturday, September 28 (Rain date: October 5)
Halloween Festivities	Friday, November 1 (afternoon)
4-8 Cross Country Race	Tuesday, November 5 (Rain date: Wednesday, November 6)
8th Grade Play	Friday (7:00), Saturday (7:00), Sunday (2:00) - November 22-24
JK-8 Holiday Program	Friday, December 20 (10:30)
4-8 Track Meet	Monday, June 1 (afternoon)