



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

TAKE NOTE

AUGUST 2018

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 e-mail 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. 4	~	9:00 a.m. ~ 4:00 p.m.
Wednesday, Sept. 5	~	9:00 a.m. ~ 4:00 p.m.

* Registration for families new to Hill: Wednesday, September 5, 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:

- ★ **18-19 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)
- ★ **18-19 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 e-mail 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 6

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 6 and Friday, September 7

THURSDAY, 9/6:	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, 9/7:	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)
 - * 12 Dividers (three for each binder)
 - * Pencil/pen holder (incl. pencils and pens)
 - * At least 200 sheets of paper
 - * For Math: Graph paper (4 squares per inch), basic calculator, highlighters

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 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.

After-School Program 2018-19

Hill School offers a variety of after-school options as detailed below. Some notes:

- There are approximately 170 school days in the academic year;
- A 15 minute grace period shall apply before a daily fee is charged; and
- Students will not be charged for Late Gates (which begins at 3:00) if they are waiting for an older sibling to be dismissed at 4:00 or to finish participating in a late-ending sports game or class play.

Junior Kindergarten—Extended Day Program and Late Gates

Standard dismissal time for Junior Kindergarten is at noon

Extended Day: Families may extend the Junior Kindergarten program to 2:00 or 3:00 by choosing this option in the enrollment contract. Please contact Sarah Kuehn or Will Heron if you would like to change your tuition option. For occasional participation, a rate of \$8 / hour will be billed.

Late Gates is offered at the close of the Extended Day Junior Kindergarten. *Monday - Thursday 3:00-6:00, Friday 3:00-5:00*

Daily Option: Billed at **\$15 / day**

Flat Rate Option: **\$1,500 / school year** (41% discount to daily rate)

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Kindergarten —Extended-Day Program and Late Gates

Standard dismissal time for Kindergarten is at 2:00

Extended Day until 3:00: Families may extend the Kindergarten program until 3:00 for a daily charge of \$8 or a annual flat rate of \$800 (41% discount to daily rate)

Late Gates *Monday - Thursday 3:00-6:00 Friday 3:00-5:00*

Daily Option: Billed at **\$15 / day**

Flat Rate Option: **\$1,500 / school year** (41% discount to daily rate)

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Grades 1 & 2 Late Gates

Monday - Thursday 3:00-6:00

Friday 3:00-5:00

Standard dismissal time for Grades 1 and 2 is at 3:00

Daily Option: Billed at **\$15 / day**

Flat Rate Option: **\$1,500 / school year** (41% discount to daily rate)

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Grade 3-8 After-School Coverage

Monday - Thursday 4:00-6:00

Friday 3:00-5:00

Standard dismissal time for Grades 3 through 8 is at 4:00 (Monday—Thursday) and 3:00 on Friday

Daily Option: Billed at **\$15 / day**

Flat Rate Option: **\$1,500 / school year** (41% discount to daily rate)

Note: After School Coverage Mon—Thu for students in grades 4-8 consists of Study Hall from 4:00-5:00, Academic Support from 4:00-5:00 and Late Gates from 5:00-6:00. After School Coverage on Fridays consists of Late Gates from 3:00-5:00.

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To sign up for any of the flat-rate options, please e-mail Will Heron or Sarah Kuehn in the business office (wheron@thehillsschool.org, skuehn@thehillsschool.org) with your selection.

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 modest length.
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. A few items of clothing are not permitted:
 - A. Shirts with narrow 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 (i.e sweatpants, sports shorts, football jerseys, etc).
 - E. Leggings (with or without pockets).
 - F. Platform shoes and sandals.

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

FURTHER DEFINITION OF THE DRESS CODE GUIDELINES:

Shoes: All students are expected to wear "closed toed" shoes with backs. Platform shoes and sandals are not permitted. The students walk a great deal in the course of a school day on a variety of surfaces (pavement, gravel, grass), and often do field work in science classes. A sturdy, comfortable shoe is much more appropriate for our program. Shoes with built-in wheels are not permitted.

The length of dresses, shorts, skirts, and shirts. (see #2) **Shirts with "narrow" shoulder straps.** (see #6A)

Some simple guidelines to help with the definition of "modest" length and "narrow" straps:

- "modest" length of dresses, shorts, skirts – no more than three inches above the top of the kneecap.
- "modest" length of shirts – if midriff shows when arms are fully extended above the head, the shirt is too short.
- if a shirt shoulder strap is less than 2 inches wide, it is too narrow.

"Long" shirts should be tucked in. (see #3)

- A long shirt is one that hangs 2-3 inches below the natural belt line.

Leggings (see #6 E). Leggings (with or without pockets) may not be worn as pants. May be worn only under skirts or dresses.

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.

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 gate between the dismissal circles is 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 2018

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>	<u>JK:</u>	<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, 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 locker.

Bring Black Spandex Shorts – The kilts worn for field hockey and lacrosse are short. Please bring a pair of spandex shorts before the first game. (Inexpensive shorts are available at Target, WalMart, Dick's Sporting Goods, Modell's, etc.)

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

2018-2019 SCHOOL CALENDAR

Tues. & Wednesday	September 4 & 5	Faculty Meetings
Thursday	September 6	First Day of Classes
Friday	September 7	Noon dismissal for all grades / Faculty Meetings
Monday	October 8	Professional Development Day - NO SCHOOL
Thursday	October 18	Parent Conference Day - NO SCHOOL
Friday	October 19	Fall Holiday - NO SCHOOL
Wednesday	November 21	Thanksgiving Vacation begins at Noon
Monday	November 26	School reopens
Friday	December 7	Noon dismissal for all grades / Faculty Meetings
Friday	December 14	5-8 First Trimester Reports mailed
Friday	December 21	Winter Vacation begins at Noon
Monday	January 7	School reopens
Monday	January 21	Professional Development Day - NO SCHOOL
Monday	February 4	1-4 First Semester Reports mailed (JK & K parent conferences in February)
Friday	February 15	Mini Olympics - NO SCHOOL
Monday	February 18	Presidents' Day - NO SCHOOL (if fewer than 3 snow days)
Wednesday-Friday	March 6-8	Culture Study Program
Friday	March 8	Spring Vacation begins at Noon
		5-8 Second Trimester Reports mailed
Monday	March 25	School reopens
Thursday	April 18	Parent Conference Day - NO SCHOOL
Friday	April 19	Spring Holiday - NO SCHOOL
Friday-Saturday	May 10 & 11	Spring Weekend at Hill: Friday: Grandparents and Special Friends Day Saturday: Auction
Monday	May 27	Memorial Day - NO SCHOOL
Thursday	June 6	Last Day of School for JK-3
Friday	June 7	Last Day of School for 4-8
		Commencement at 5:00 (Grades 4-8 participate)
Monday - Friday	June 10-14	Faculty Meetings
Friday	June 14	JK-8 Final Reports mailed

Other Key Dates:

Opening Day Breakfast	Thursday, September 6
Country Fair & Picnic	Saturday, September 29 (Rain date: October 6)
PTC Back to School Night	Thursday, October 4
Arboretum Day	Friday, October 5
Halloween Festivities	Friday, October 26
4-8 Cross Country Race	Tuesday, November 6 (Rain date: Wednesday, November 7)
8th Grade Play	"Seussical" - Friday, Saturday, Sunday, November 9, 10, 11
Book Fair	Tuesday - Thursday, November 27-29
JK-8 Holiday Program	Friday, December 21
Class Plays	Note: tentative dates - Grade 4: March 1, Grade 6: April 26



August, 2018

Dear Fourth Graders,

I hope your summer has been refreshing. As the last few weeks of vacation wind down, each of you should be finishing your summer reading (and, you should go to the pool often). Please make sure that you have taken the quizzes (or are prepared to take the tests when school starts) on five Accelerated Reader books. We recommend that you complete the tests shortly after you finish a book. The library at school is available during the summer every day from 9:00 to 4:00 and the computers are set up for Accelerated Reader quizzes. Email me if you have questions/concerns... pick books that interest you (it's not a competition).

I can't wait to hear about your favorite book, and about your summer adventures! Please come to school the first day with at least ONE great picture (or 2 or 3...) that represents your summer. I would like you to be in the picture, if possible. I will do the same. Do you have a funny story to tell?

Here is a list of supplies that you should have for the year:

- Pencils and erasers (start with at least 12)
- Black, blue, and red pens (3 each)
- Pencil case (for use in a three-ring binder)
- One pad of graph paper (4 squares per inch) for school, one for home
- 300 sheets of loose leaf paper
- One composition notebook
- One three-ring binder with FIVE section separators marked: Technology and Research Literacy, History/Current Events, Writing Workshop, Language Fundamentals, and Calendar/Long range assignments.
- 2 pocket folders

All my best,

Mr. Hart
Fourth Grade Teacher
dhart@thehillschool.org



August, 2018

Dear Fifth Grade Students:

I am very excited to welcome you to the 5th grade. I am looking forward to a challenging year together which I know we will all thoroughly enjoy. I would like to remind you that it is very important to arrive at school by 8:15 every day. We will start promptly at 8:30. If you arrive late, you will likely miss part of the lecture and notes.

As part of your preparation for the fifth grade, I would like you to get the following school supplies:

Backpack

You will need a sturdy, roomy backpack since you will be **keeping all of your books, notebooks, and supplies either in your cubby or in your backpack.** Please make sure that your backpack is clearly labeled with your name.

For History and Scholars Class:

Please bring three spiral notebooks. They should be labeled:

1. Literature
2. Scholars
3. History

For Writing Workshop and Language Fundamentals

Please bring one 1" three-ring binder and a spiral notebook with two sections. The notebook and binder will be used for both subjects.

For Science

You will need a 1" three-ring binder and some loose leaf notepaper.

For Math

Bring a notebook (*either a spiral notebook or a composition book*) to use as your math journal, graph paper (*4 squares per inch*), and a calculator. Please mark your calculator clearly with your name. We also recommend that you keep an extra pad of graph paper at home for your homework assignments.

Please remember to also bring pencils, three manual sharpeners (no sharpener in classroom), **erasers, pens, 10 extra-fine-tipped black Sharpie pens, two rulers, and notecards (5 packs).** We will discuss any other classroom needs on the first day of class (Thursday, September 6th).

Enjoy the rest of your summer and I will see you soon!

Best wishes,

Mr. Daum

P.S. Don't forget that you will have to hand in your typed list of all the books you have read this summer on the first day of school.