



Student Handbook

2024-2025

Dr. Shaka Miller, Principal
Cristine Pisani, Assistant Principal
Amura Cameron, Dean of Students

1101 Hillpoint Road
Suffolk, Va 23434

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School Vision

At Hillpoint Elementary, we create high achievers by engaging all students in dynamic and equitable learning experiences.

School Mission

We exist to provide a safe, engaging, and inclusive learning environment that nurtures the diverse needs of all students while creating a passion for life-long learning.

Core Values

- Flexibility: We demonstrate a willingness to improve for the betterment of our school community.
- Intentionality: We are deliberate in our actions.
- Respect: We treat others the way we want to be treated.
- Excellence: We give 100% in all that we do to ensure student success.

School Motto: “We Bring the F.I.R.E.”



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Hillpoint Essential Staff

- Principal, Dr. Shaka Miller
- Assistant Principal, Cristine Pisani
- Dean of Students, Amura Cameron
- Academic Coach, Christy Fowler
- Reading Specialist, Latoya McGriff
- Reading Specialist, Kerry Patterson
- Title I Interventionist, Ashley Orgill
- Administrative Assistant, Jaime Sanders
- Bookkeeper, Susan Pendleton
- School Nurse, Joann Connolly
- Clinic Assistant, Dana Mongalo
- Guidance Counselor, Patricia Grant (ES-2)
- Guidance Counselor, Robbin Riddick (3-5)
- Cafeteria Manager, Joyce Jones
- Head Custodian, Abdul Jacobs

PTA

We are currently seeking involvement for the 2024-2025 PTA board. If you are interested in becoming an active board member, please contact the front office at 757-923-5252 or via email Principal Miller shakamiller@spsk12.net.

- PTA President
- PTA Vice President
- PTA Secretary
- PTA Treasurer

PTA dues are \$8.00. PTA meeting dates and times will be posted on the school website.

Social Media

- School Website: <https://www.spsk12.net/hes>
- Twitter: @HillpointHusky
- Facebook:
- Instagram:

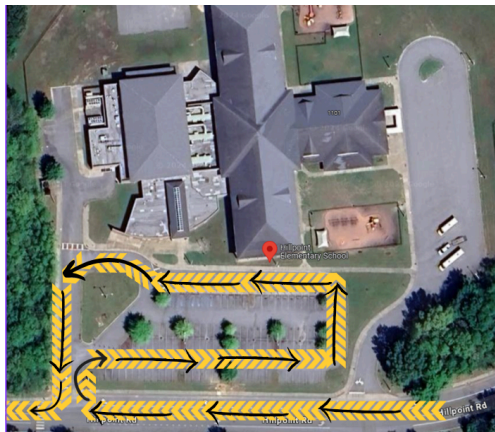
School Safety/Operations

- **Instructional Hours:** 9:25 a.m. - 3:50 p.m.
- **Staff Hours:** 8:50 a.m. - 4:20 p.m.
- **Early Dismissal:** 1:15 p.m. (**Lunch served**)
- **Dismissal Changes:** Received in writing by 12:00

School doors open at 9:00 to welcome students. Students **may not** arrive before 9:00, this includes standing on the sidewalk by the main entrance. The instructional day begins at 9:25. Students arriving after 9:25 will be considered tardy for the day. The school day ends at 3:50 with the dismissal of PikMyKid parent pick-up service, walkers, and bus riders.

Parking Lot and Traffic Safety

For the safety of students, staff, and visitors; please obey all traffic rules and “No Parking” directives. When you arrive on campus we ask that you park in designated parking spots and not along the sidewalk. Parents are not to enter the bus parking lot at any time during the school day. If entering the parking lot for student morning “drop-off” or PikMyKid dismissal procedures please enter by making a right turn and exit by making a right turn (see map below).



Procedures for Arrival and Dismissal:

Time	Bus Riders	PikMyKid (Car Riders)	Walkers
Arrival			
9:00-9:24 *Staff will be present to assist	Buses unload	Cars pull up and drop students using the passenger/curb side only . Parents are to remain in cars under all circumstances.	Cross with the assistance of the crossing guard and enter through the main entrance.
9:25 and later *Students are considered tardy.	Late buses are excused from being marked tardy	Families park and bring the student into school to sign them in and receive a tardy slip to be used for class entrance.	Families will bring the student into the school to sign them in and receive a tardy slip to be used for class entrance.
Departure			
9:25-3:30	Families needing students for appointments will park and enter using the buzzer. Authorized pick-up persons must present a valid ID. Please do not call the school asking for the student to be waiting. At 3:30 all walk-up parent pick-up ends and staff transitions to end of day departure procedures.		
3:40		Staff ensure tag numbers are collected in the database in order of arrival.	
3:45			All-call is made for walkers to report to their designated areas for dismissal.
3:50	An all-call is made for bus riders to report to the buses.	PikMyKid dashboard is activated to initiate the car rider line. Students may only enter on the passenger/curb side . Families are to remain in the vehicle.	

Dismissal Changes

Requests to change daily dismissal methods must be in writing, **requests by phone will not be accepted**. A signed parent note sent in with the student or an email is acceptable. The email must include a picture of the front and back of the parent/guardian's ID and the detailed request and must be sent to the office staff and the classroom teacher by 12:00.

Office Staff:

Administrative Assistant: Jamie Sanders- jaimesanders@spsk12.net

Bookkeeper: Susan Pendleton- susanpendleton@spsk12.net

Buses

Riding the bus is a privilege. The privilege can be suspended or revoked by the Dean, Assistant Principal, Principal, supervisor of transportation, or the Superintendent for any child who does not conduct themselves in an acceptable manner. **Should a student's bus privilege be revoked or suspended, it becomes the responsibility of the parent to provide transportation for the child to and from school.** Please reference the [SPS District-Wide Handbook](#) or the [SPS Student Code of Conduct](#) for more information.

Buses will start departing the building at 3:50 p.m. Children must ride the bus to which they are assigned. Written notice, by 12:00, is required for a student to change dismissal methods. **Bus changes cannot be made over the phone. All students will be put on their assigned buses at 3:50 unless written notification is received.**

PikMyKid

Everyday pick-up/car riders will utilize the PikMyKid platform. This allows parents/guardians to remain in their vehicle while picking up their child. Parents are required to download the app and create an account. A student's tag number must be displayed for the duration of the dismissal process to ensure student safety. The tag will contain a number that will match the student tag, which will be attached to the student's book bag. Parent tag numbers will be distributed during Open House, with students the first week of school, or families can stop in the main office. This car tag service is only available for those students who are picked up at the regular dismissal time on a daily basis. Any adult who does not have a student's assigned car tag on their rearview mirror will be required to do the following:

- Be prepared to show a **photo ID** to designated school personnel or office staff
- Wait patiently for staff to verify identification and for student to arrive to your vehicle

Pikmykid Parent App Guide

1 Download The App

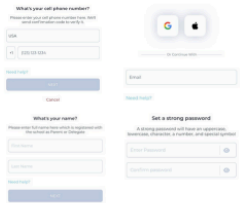
The Pikmykid app is available for download on your smartphone's app store (Google-Play, Apple Store). Each user will need to download and register on their own smartphone.

App Store Download Links



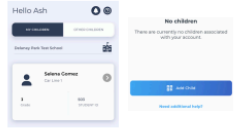
2 Register

Select "Create Account" or use your Google/Apple account. Follow the prompts to sign up. You will verify your email address and phone number to complete registration.



3 How To Add A Child

Schools might connect your children automatically! If you see the "No Children" on screen & the school gave one time Parent Connection QR code, then select "Add Child" to scan the code and add one child at a time, else tap on "Need Additional Help?" to reach our support desk.



Secure Way To Connect

Parents can use our website also – parentapp.pikmykid.com to register and make pick-up changes, report student absences or checkins.

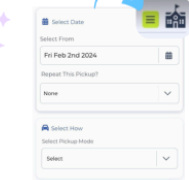
Note: Announcement is only available through the parent phone app.

Need Help?

Email support@pikmykid.com. Be sure to include the name of the school, the child's name, the dismissal ID, and your mobile phone number, with your questions.

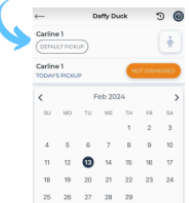
4 Schedule Pickup Changes

Choose the child from the children's tab (tap the green icon next to your school's name to make changes for multiple students). Choose the date or select the three-dot icon. You will be able to make single or recurring changes.



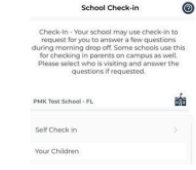
5 Change Default Pickup

Select Default Pickup from this screen to change your child(ren) default pickup mode. The app will prompt a message if the schools have restricted this.



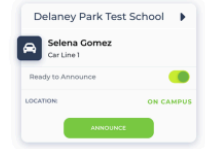
6 Check In

On Check In tab, you will be able to complete the check in for you or your children. Contact App Support if the Check In tab is not available for you.



7 Announce Your Arrival

The app's Pickup tab allows you to see your children, view their pickup mode, and announce your arrival.



App Support

Go to the Account page (at the bottom of your home screen), and then select "Contact Support". Fill out and submit the form to be connected with a friendly customer service human or email support@pikmykid.com.

Walker

Parents who are interested in receiving approval for students to walk **must complete the SPS Notice of Disclaimer form and receive approval, annually** . Students who are in Early Start or Kindergarten and those who do not live in the immediate area of the Hillpoint Farms neighborhood will not be granted approval.

Parents making this request do so against the advice of school personnel and understand the risk associated with having his/her child walk to and from school. Please note that parents who do receive approval are agreeing to have students released from the building without supervision. Staff escorts for walkers will not be available. Parents/guardians understand that neither Suffolk Public Schools nor the Suffolk City School Board shall be held liable upon parent completion of the designated form. Students will not be held after dismissal due to a parent not being present on school grounds.

It is the responsibility of the parent or guardian to ensure emergency cards are turned in and information is updated as needed.

Student Academics/Achievement

Absences and Tardiness

It is important that students be consistent and punctual in attendance. Regular school attendance is necessary for academic achievement. Excessive absences from school hinder such achievement. It is imperative that we also receive written documentation for every absence. Parent documentation for absences must be submitted to the teacher on the day the student returns to school, **or within a period not to exceed five (5) school days, immediately thereafter.**

Please note that school board policy states that elementary students who miss in excess of twenty (20) unexcused days a year may be retained in that grade.

Character Traits

Specific character traits are emphasized during the school year. School counselors prepare special school-wide activities and projects to highlight each character trait. The character traits are listed below by month.

- **September** – Respect
- **October** – Responsibility
- **November** – Self Discipline
- **December** – Cooperation
- **January** – Trustworthiness
- **February** – Kindness & Citizenship
- **March** – Fairness
- **April** –Inquirer/Curious to Learn
- **May** – Perseverance
- **June** – Self-Care and Wellness

Communication Folders

Communication Folders will come home every Wednesday and are provided for every student in grades K-5. The Communication Folders will contain student work and written communication/flyers parents need regarding happenings at HES. Parents are asked to review this folder every Wednesday and send it back the following day. Student communication folders serve as valuable school-home communication tools. Lost or damaged Communication Folders may be purchased in the office for \$2.00 as long as a surplus is available.

Homework

Homework is an opportunity to extend learning activities beyond the classroom. It reinforces learning by giving a child an opportunity to use his or her knowledge. It also provides an opportunity for parents to become involved in the educational development of their children. Hillpoint teachers will follow the SPS daily time recommendations for homework. Please reference the [SPS District-Wide Handbook](#) or the [SPS Student Code of Conduct](#) for more information. Homework will not be assigned on PTA nights or weekends.

Make-up Work



Make-up work due to an absence is to be turned in to the teacher within five (5) days upon the student's return to school.

Positive Behavior & Intervention Supports (PBIS)

The mission of the Hillpoint PBIS team is to provide students with the knowledge to demonstrate appropriate skills, behaviors, and attitudes in order to remain on task. Students demonstrate these skills, behaviors, and attitudes on a consistent basis by following the school-wide expectations to **be respectful, be responsible, and be safe** at all times.

All school-wide expectations will be taught to students and shared with students and parents during the first week of school.

Our school-wide expectations are displayed around the building and are detailed in the matrix below:

 Hillpoint Elementary 					
Expectations	Bus	Cafeteria	Playground	Hallway	Restroom
Be Respectful	<ul style="list-style-type: none"> Hands, feet, and objects to self Inside voice Use kind words to students and driver Be aware of personal space 	<ul style="list-style-type: none"> Enjoy your own food Quiet voices to shoulder buddies Follow all Hillpoint Staff directions Use kind words and manners 	<ul style="list-style-type: none"> Share equipment Take Turns Use kind words Include others 	<ul style="list-style-type: none"> Single, straight, & silent Follow teacher directions Be mindful of bulletin boards and displays Let classes you pass learn without disruptions Use silent greetings 	<ul style="list-style-type: none"> Wait your turn Keep eyes, hands, feet, and objects to yourself Be aware of others' personal space Use quiet voices
Be Responsible	<ul style="list-style-type: none"> Keep belongings in your backpack Follow directions first time given Get off at right stop Know your route number 	<ul style="list-style-type: none"> Get everything you need before sitting at your seat Know your lunch number Clean up your area 	<ul style="list-style-type: none"> Line up with all belongings when teacher signals Put equipment away when done using 	<ul style="list-style-type: none"> Keep hands to your self Keep up with your class Go directly to your destination Carry your materials nicely 	<ul style="list-style-type: none"> Flush toilet Wash hands Throw all trash in garbage Report any damage to teachers or staff Use assigned bathrooms, unless instructed otherwise
Be Safe	<ul style="list-style-type: none"> Bottom to bottom, back to back, facing forward Keep aisle clear and backpack under seat Sit in assigned seat 	<ul style="list-style-type: none"> Remain in your seat Raise your hand Wait patiently & quietly with your hands by your side in the lunch line and while waiting for teacher pick-up Walk throughout the café 	<ul style="list-style-type: none"> Stay in assigned areas Use equipment appropriately Keep your hands to yourself Be watchful of where you are walking 	<ul style="list-style-type: none"> Walk at all times, on the right hand side Stop at each BE sign Hold the railing and take your time on the stairs Eyes facing forward and pay attention 	<ul style="list-style-type: none"> Use toilet, soap, sinks, and paper towels appropriately Return to class quickly Use walking feet and keep your feet on the floor

PBIS Recognition

Students, as well as staff members, are recognized for their outstanding demonstration of following the PBIS MOTTO: **Be Respectful, Be Responsible, and Be Safe**. Throughout the school day, students have opportunities to earn tickets when they consistently demonstrate behaviors that follow the school-wide expectations. Students are able to redeem tickets for events and treats.

Promotion Policy

Please review Suffolk Public School's Promotion and Grading Policy carefully (found in the SPS Handbook and SPS Website). Report Cards are distributed every nine weeks and Interim Reports are distributed every 4 ½ weeks before the end of each reporting period. Look for these reports on the following dates:

Interim Reports

September 27, 2024

December 6, 2024

February 27, 2025

May 9, 2025

Reports Cards

November 14, 2024

February 6, 2025

April 10, 2025

June 6, 2025

Special Recognition

Recognizing students' achievement is an important aspect of motivating students. Each student will be given the opportunity to be recognized for their successes and or achievements. Some of our special recognition awards for students are listed below.

- **Principal's List-** Students receive this award if they earn all A's (grades 1-5).
- **Honor Roll-** Students receive this award if they earn all A's and B's (grades 1-5).
- **Perfect Attendance-** Students receive this award if they have not missed any school days for the entire nine-week grading period.
- **President's Award for Outstanding Academic Excellence (3rd-5th)** - Awarded to students who maintain A's and B's all year and score a 500 or above on the reading or math SOL.
- **President's Award for Outstanding Educational Achievement (3rd-5th)** - Awarded to students who maintain A's and B's all year and score a 450 or above on the reading or math SOL.
- **B.U.G. Award** - After the first nine weeks, students in grades 1-5 may earn the B.U.G. Award by Bringing Up their Grades. To qualify for the B.U.G. Award, students must raise one letter grade in at least one subject area without the other subject areas dropping.

Textbooks

Textbooks are provided free to all students to be used during the school year. If a student has books checked out to them, they will receive a Textbook Distribution Letter explaining what books are checked out to the student as well as the price for each book. When books are distributed, they are scanned out to students based on their student ID number. At the end of the year, books are to be returned in reasonably good condition. If any books are damaged, a fine will be assessed according to the age of the book and the type of damage. Replacement costs will be charged for lost books.

Parent Information

Book Fair

A book fair will be held twice during the school year. Parents and students have the opportunity to purchase books, posters, and other items during this event. Profits from the Book Fair are used to purchase books and/or other school items that benefit the students of Hillpoint.

Cafeteria

All students enrolled at Hillpoint are eligible to receive a healthy school breakfast and lunch at NO CHARGE for the 2024-2025 school year. Your child will be able to participate in these meal programs without having to pay a fee or submit a meal application.

Child Custody

If you have legal custody of your child through a court order (or deed of separation), please see that the administration (Principal/Assistant Principal) has a **current** copy of this document. Please do not assume that school employees know about custody issues. Be sure we know if any family member is not to pick up your child from school. Please make sure that this information is included on the school's Emergency Information Card.

Civility

We encourage positive communication and discourage disruptive, hostile, or aggressive communications or actions. We expect our staff to be treated with courtesy and respect by parents and other adults. Any behavior which disrupts the orderly operation of the school will result in removal from the premises, contacting law enforcement, and/or termination of a meeting, conference, or telephone conversation.

Clinic

The school nurse will conduct vision, hearing, and dental screenings throughout the year. The clinic is open every day during school hours. If your student becomes ill during the school day, the school nurse will assess him/her and determine the best course of action. If it is determined that your child needs to go home, parents must make arrangements to pick up sick or injured children. The nurse or designee will contact the student's parents/guardian, if the parent cannot be contacted, emergency card contacts will be contacted.

1. MEDICAL TREATMENT: When a student becomes ill or injured, the parent/guardian will be contacted that day by the school nurse. School personnel may not diagnose, give medication, nor administer treatment beyond basic first aid. A note will be given to any child who visits the office with a complaint of injury or illness. The child will be instructed to bring the note home to the parent.

2. MEDICATION: School employees may not administer internal medicine to a student. If routine medication must be taken by a child during the school day, it must be given to the school nurse, or designated office personnel. In these cases, a medication form must be completed by the physician and signed by the parent. Do not send medication to school with your child. Over-the-counter medication, such as aspirin, cough syrups, etc., cannot be given at school. ALL medication must be properly labeled with the student's name on the bottle.

Dress Code

Please reference the [SPS District-Wide Handbook](#) or the [SPS Student Code of Conduct](#) for the student dress code policy. This policy will be strictly enforced at Hillpoint. Students that violate the dress code policy will have an opportunity to change (the office will attempt to contact the parent for a change of clothes). If a parent is unreachable or unable to bring the student a change of clothes, the student will spend the day in ISS (OnTask).

Discipline

Discipline is the positive direction of behavior towards established standards of conduct, fully understood and based upon reason, judgment, and consideration of the rights of others. It is self-directed and self-controlled. Schools, the community, and parents share the responsibility for helping students develop self-discipline.

When students are under school jurisdiction, they are expected to conduct themselves in an orderly, courteous, dignified, and respectful manner. In an effort to maintain an

orderly atmosphere, the teacher's authority extends to all students, whether or not the teacher has the student in the class. When self-control falters and self-discipline fails, disciplinary action must be imposed to protect the rights of others and to ensure uninterrupted instruction by teachers for students.

Disruptive student behavior is subject to disciplinary action by teachers and administrators. The action may take the form of reprimand, conference, notification of parents, discipline referral, in-school suspension (OnTASK), short-term out-of-school suspension (ten days or less), long-term out-of-school suspension (more than ten days), or expulsion. A discipline referral will be sent to the Dean, Assistant Principal, or Principal when the teacher feels that the student's improper behavior cannot be corrected through teacher classroom management practices. After consultation with the student and the teacher (if necessary), the administrator will determine the course of action required to provide a safe, secure school.

Home Access Center (HAC)

Suffolk Public Schools offers access for parents to monitor attendance and grades through HAC. Grades that appear in HAC are drawn directly from the teacher's grade book and will provide an electronic progress report, available anytime. Parents who wish to sign up for Home Access should contact Mrs. Jaime Sanders, administrative assistant. It may take up to 72 hours to activate.

Items to Keep at Home

Students **are not permitted** to bring toys, games, gaming devices, mp3 players, **cellular phones**, iPods, sports cards, pets of any kind, Pokemon items, or wear Heelys (shoes with wheels or skates) to school. ***Toy guns and knives will be dealt with as real weapons.*** If items are brought to school, they will be confiscated and kept for parents to pick up. Loss of such items is the sole responsibility of the student. Students are strongly encouraged to leave excess money at home. It is difficult to recover money when it is either lost or stolen.

As stated above, cell phones are not permitted for students. Any cell phone found on a student by staff will be confiscated and turned into the front office, and will only be returned through parent pick up.

Treats/Outside Food

Due to restrictions for health and safety reasons, we ask that all treats shared for birthdays adhere to our Wellness Policy. Please see the [Approved Snacks](#) list, located under Food & Nutrition Services, for items that may be brought to class.

Parents are not permitted to send meals via DoorDash, Grubhub, or any other food delivery service for student lunches or snacks.

Partners-in-Education

Hillpoint Elementary is fortunate to have many business partners (current partners are listed on our school website). These partners work with us to enhance academic, instructional, and community programs. Hillpoint is always seeking new business partners. Please contact Mrs. Ashley Orgill, Title 1 Interventionist, if you or someone you know would like to become a partner.

Parent-Teacher Conferences

Parent/Teacher Conference days have been scheduled for October 14, 2024, February 6, 2025, and April 10, 2025. However, parents are encouraged to contact teachers at any time throughout the year when a conference is necessary.

Visitors/Protected Instructional Time

All efforts will be made by the office to ensure that instructional time is uninterrupted. The following procedures will be observed:

- Parents and visitors will be required to report to the kiosk/office when entering the building.
- Parents and visitors with approved volunteer forms and a valid purpose to be present in the building beyond the kiosk/office must wear a Visitor's Sticker.
 - For security reasons, it is every staff member's responsibility to ensure that visitors without stickers are directed to the office. Visitation in the classroom during instructional time is prohibited.
- Students will not be called to the office to retrieve items during instructional time.
- Teachers are unable to receive telephone calls during instructional hours unless it is an emergency. A message will be taken and placed in the teacher's box.

Volunteer Connect

Volunteers are greatly needed and much appreciated. You may sign up to become a volunteer online at [Volunteer Connect](#) on the Suffolk Public Schools webpage. The process has been made as simple as possible. Upon approval and arrival to HES Volunteers are required to sign into the building at the kiosk/office.

If you are interested in serving as a parent/community volunteer, please contact Ms. Robbin Riddick at robbinriddick@spsk12.net.

Weapons Policy

According to School Board Policy, carrying, bringing, using, or possessing any weapon in any school building, on school grounds, in any school vehicle, or at any school-sponsored activity without the authorization of the school or the school division is prohibited. According to policy, weapons include all firearms and knives, toy guns, toy knives, toy swords, target pistols, starter guns, stun guns, chemical weapons, and items that have been modified to serve a combative purpose. Students possessing any of the above items, regardless of reason, will be subject to disciplinary action. Parents should make daily checks of book bags to ensure that these items are not being taken onto school property.