

Hilton Elementary School



225 River Road, Newport News, VA 23601

Office (757) 591-4772

Fax (757) 599-4382

Office Hours: 8:15 am - 4:30 pm Monday - Friday

Student Hours: 9:05 am - 3:40 pm Monday - Friday

Principal: Mrs. Barbara Nagel

Hilton's website: <http://hilton.nn.k12.va.us>

Newport News Public Schools website: <http://sbo.nn.k12.va.us>

This Agenda belongs to:

Name _____

Teacher _____

Welcome to Hilton Elementary - Communication Arts Magnet School!

2009 U.S. Department of Education Blue Ribbon School
Met 2003-2012 Federal NCLB-AYP Benchmarks
2008, 2009, 2010, 2011 Recipient of the Governor's Award for Educational Excellence
2012 Recipient of the Virginia Board of Education Educational Excellence

Dear Hilton Families,

It is my pleasure to welcome you to a wonderful year of learning at Hilton Elementary School. We are excited for your child to be a member of our school family for the 2016-2017 school year. Hilton's tradition of excellence is attributed to the continued commitment of teachers, students, and families working together to support student advancement. We thank you in advance for your support and look forward to working with your family this year.

Our goal is for all of our students to recognize their fullest potential as smart, special, valuable people. By engaging students in learning experiences which enhance creativity, communication, collaboration, and critical thinking, we provide the educational foundation for your child to be college, career, and citizen ready. Teachers will deliver instruction aligned with the Virginia Standards of Learning, the Newport News Public School curriculum, as well as the Hilton Communication Arts Magnet Program.

It is very important for your child to be in school each day. Our teachers utilize every minute of the instructional day. Please avoid late arrivals and early pick-ups from school. The instructional day begins at 9:05 and ends at 3:35. Should it be necessary to pick your child up early for an appointment, please write a note or email the office so we know in advance and can minimize disrupting instruction. If your child is absent from school, please either submit the absence on line or write a note in your child's agenda explaining the absence. Please visit Hilton's website regarding submitting absences on line.

A reasonable amount of homework is an essential part of your child's educational development. Homework extends instructional activities beyond the classroom and reinforces learning. Your support to ensure homework is completed and turned in daily is expected and greatly appreciated. Please check and sign your child's agenda daily. The student agenda is the primary means of daily communication with your child's teacher. Use it to send notes, but check it to receive correspondence from the school. Establishing these routines in elementary school will help to foster strong work study habits for your child, as well as responsibility.

You may rest assured that we will make every effort to provide a safe and nurturing learning environment for all of our students. Please support us by reviewing and reinforcing the Hilton School Pledge and the Newport News Rights and Responsibility Handbook. Your child will receive a copy of the Rights and Responsibility Handbook as a separate publication.

Family involvement is critical to your child's continued success in school. We look forward to your support in joining our PTA, as well as volunteering for any of the special events held throughout the school year. Your participation and support matters! ☺

Sincerely,

Barbara Nagel
Principal



Hilton is a U.S. Dept.
of Education
Blue Ribbon School

Dear Hilton Families,

I'd like to welcome you to another great year at Hilton Elementary School, filled with enrichment and education with our faculty, staff and PTA. The Hilton PTA strives to support Mrs. Nagel's vision to continually strengthen and evolve Hilton as a Communication Arts Magnet School and assist our faculty and staff in making every student's potential a reality. It is our passion to help the school innovatively combine academics, arts, communications and technology fundamentals to help Hilton students excel and become college, career, and citizen ready.

Our PTA goals are simple: to provide programs and resources to assist the goals of our faculty and help our students thrive. In order to do this, we need YOUR help. Throughout the year, the PTA depends on volunteers to make our programs a success. We ask that each family volunteer at least once this year. There are many opportunities to lend a hand, including our Hilton Hustle 5k, book fairs, Helping Herons program, spring fundraiser, the art show, as well as many other activities. We encourage you to become part of the Hilton experience and take an active role in your child's education and sign up for the PTA today.

Hilton PTA is committed to supporting all our students and their families by providing fun, exciting and educational opportunities throughout the school year.

If you have any questions or suggestions concerning the PTA, please feel free to contact me at (401)742-6778 or aimeclinkenbeard@gmail.com. PTA information is also available on the PTA bulletin board in the main foyer at Hilton.

Best regards,

Aime Clinkenbeard
Hilton PTA President 2016-2017



Mission Statement

We will strive, along with the help of our parents and community, to educate and inspire all students. We will do everything it takes to ensure students master state standards and become effective communicators.

Emergency Information

Emergency data cards provide essential information in the event the school needs to contact parents/guardians. It is imperative that parents/guardians notify the school immediately if there is a change in their address, email and/or telephone numbers (home, work or cell) throughout the school year. Emergency contacts and their phone numbers should also be kept up-to-date because children will not be released to persons not listed on the emergency information sheet.

In the case of a school wide emergency, parents/guardians will be notified through the Connect Five system and the Hilton website.

Questions / Concerns Regarding the School

There may, unfortunately, come a time when a parent/guardian feels a situation must be addressed. Please consider sharing any questions or concerns with the assistant principal or principal of the building first. Just like the military, the public school system has a 'chain-of-command' which should be used. Many concerns can usually be addressed and resolved by the school administrators.

Visitors in the Building

NOTICE

**ALL VISITORS
MUST GET
PASS AT OFFICE**

We encourage and expect parents to be an active team member in your child's education! **It is required that all visitors and volunteers check in through the office upon entering**, whether you are visiting a classroom, clinic, volunteering, picking up a child, or coming for a conference or program. Please visit the office first in order to sign in and receive a Hilton visitor's badge. When you leave, sign out in the office.

There will be opportunities scheduled by our teachers throughout the year for you to actively participate in your child's classroom (i.e. assisting with learning stations for special projects or events; guest speakers; reading to the class; chaperoning field trips).

As a team member, we know that you will understand that we greatly value and protect every instructional moment. **During the school day, teachers cannot take time during the instructional day to chat, confer, or gather assignments. Please make an appointment, call, or send a note when you want to conference with the teacher.**

Cell Phones

The Newport News Public Schools' guidelines for the use of cellular phones and two-way communication devices are designed to ensure that the use of these items does not interfere with teaching and learning, or with maintaining a safe and orderly environment during the day.

Elementary students are not permitted to have cell phones at school, during the school day or at after-school activities.

Please refer to the Newport News Public Schools' Rights and Responsibilities handbook for information.

Dispensing Medication in School

Please refer to the Newport News Public Schools pages within this agenda for information.

Attendance Policy

Daily attendance at school is mandatory and students should be on time. For any absence, a written note providing the dates and reason for the child's absence is required from the parent/guardian within five (5) days of the child's return to school. Phone calls do not replace the required absence note. You may also submit an absence online - go to the Hilton website under Quick Links and *Submit a Student absence*. Students must be in attendance for a period of two (2) hours to be counted as present for the school day.

Excessive absences, early pick-ups and tardiness have an effect on the academic performance of children. Attendance concerns will be addressed by school administrators, teachers, and attendance personnel.

Please refer to the Newport News Public Schools Rights and Responsibilities handbook for information.

Bus Transportation



Bus assignments are made by the Director of Transportation. All bus riders should be at their assigned stop on time. Occasionally, it may be necessary to have your student ride a different bus. For your child's safety, we must have a written request if a bus change is to be made. No student will be allowed to ride any bus other than his/her assigned bus without written permission from a parent/guardian. This note must be turned in to the main office. Teachers and bus drivers have been instructed not to allow bus changes without notes approved by the main office. Students who do not follow this procedure will be sent home according to their normal dismissal routine.

Newport News Public Schools uses a three card system to ensure kindergarten safety during transfers. Please refer to the section on Pupil Transportation in the Newport News Public Schools pages for specific details.

Transportation concerns may be directed to the Transportation Department, 881-5052.

Student Arrival / Drop-off

- For safety, students walking or traveling by private transportation **may not** arrive, wait on school grounds, or enter the building prior to **8:45 a.m.** The school cannot take the responsibility for unsupervised children before this time.
- After arriving on the school grounds, students are not to leave for any reason without permission from their teacher or principal.
- Between **8:50 a.m.** and **9:05 a.m.** students are to go to their classroom or breakfast. All students are to be in their seats and ready to start the school day at the **9:05** bell.
- It is important that tardiness be kept to a minimum. Unexcused tardiness is addressed as a discipline issue in the Rights and Responsibilities Handbook.
- If students get to school after **9:05**, they **must** report to the office before going to class. **A tardy note must be provided by parent.**
- Students arriving by school bus are not counted tardy if the bus is late.
- Students may not be dropped off or picked up in back of the school.

Student Dismissal / Pick-up

We realize circumstances arise that require an early dismissal on rare occasions. **The dismissal of students prior to 3:15 p.m. is strongly discouraged.** Learning continues until the end of the day and when students are picked up early they miss a lot of valuable instructional time, as well as interrupting instruction for others.

- **No “Call Ahead” Dismissal:** In the event that a note **is not** sent in advance, or a last minute appointment is made, students will only be removed from their class when their parent/guardian has arrived on site to pick them up. ***Students will not be removed from class prior to their parent being in the office for pickup.***
- **Call Down Dismissal List:** Beginning at **3:15 p.m.**, we will not be able to get students from class unless a note had previously been sent. Your child will be placed on the dismissal list and called once the announcements start.
- **Walkers:** Students are classified as walkers if they live in the Newport News Public Schools “walk zone”. All other non-bus riding students are classified as parent pickups.
- **Everyday Parent Pickups:** If you are going to pick your child up daily from school please do not do so in the office. Parents/guardians must complete a form listing all authorized adults who will need to show a colored pickup card in order to pick up their child from the auditorium during dismissal.

Student Dress Code & Shoe Policy

Please refer to the Newport News Public Schools’ Rights and Responsibilities handbook for information.

Hilton’s additions to the NNPS dress code:

- **Students will wear tennis shoes only.** This is done to ensure student safety while walking up and down stairs.
- We use the “fingertip” rule. When standing with arms to their side, a child’s shorts or skirt must touch or extend past the tips of their fingers.
- Spaghetti strap shirts or dresses and/or tank tops may not be worn.
- No cut-off shorts are allowed.



When necessary, administrators will determine the appropriateness of school attire. Parents will be called to bring the appropriate tennis shoes to any student not adhering to the shoe policy by the classroom teacher.

Lost and Found and Labeling of items

There is an area in the cafeteria that is designated as the *Lost and Found*. High value items are normally kept in the main office. Please be sure that all items that are at risk of being lost (coats, jackets, sweatshirts, lunchboxes, etc.) are labeled with your child’s initials (first, middle and last) so that we can return items to their owner. Items left in the *Lost and Found* area will be donated to a local charity at the end of each nine (9) weeks.



Cafeteria

The cafeteria provides well-planned and balanced meals. Lunch and/or breakfast may be paid for daily, weekly, or monthly. Free or reduced price meals are available for those who qualify. Forms are available online or in the main office. The lunch schedule varies by class. Lunch menus are located on the school website.

Soft drinks and drinks in glass bottles are prohibited. Parent/guardians are invited to join their students for lunch. Please plan to eat with us!

If your child forgets lunch money, he/she may borrow money from the cafeteria and repay it the next school day. Please help your child remember to repay any loans promptly.

Newport News City Schools offers MealpayPlus (www.mypaymentplus.com), an online service that provides you the convenience and information you need to manage your child's meal account. MealpayPlus allows you to:

- Create a free, secured account to manage your child's account
- Check your child's current account balance
- Monitor the items your child has been purchasing in the cafeteria
- Create settings to receive email notifications when the account reaches a low balance

Student meal prices for the 2016-17 school year will be \$2.35 for lunch and breakfast is free.

Conferences and Meetings

In addition to regularly scheduled conferences in the Fall and Spring, parent/guardian/teacher meetings are always welcomed. We request that appointments with teachers, administrators and other personnel be scheduled in advance so time may be used efficiently. Please call to set up such requests.

Dropping off Student Materials

At times students will forget lunches, projects or school work. We ask that parent/guardians drop off student items in the main office. The office staff will deliver these items to the students.

Average Homework Timelines

Grades PK - 1: 15 to 30 minutes per night

Grades 2 - 3: 30 to 40 minutes per night

Grades 4 - 5: 40 to 50 minutes per night

The above are only recommendations.

Some students may need more time some may need less in which to complete assignments.



Home Reading Program

We believe that the more a child reads the better reader he/she becomes! All Newport News Elementary Public Schools participate in a home reading program and as such it is included on the student's report card. Students in 3rd - 5th grades will be responsible for a reading goal of 40 books from specific genres during the course of the school year. Grades K - 2nd will have more developmentally appropriate goals, which will be determined by each grade level and communicated to parents from each teacher.



Kindergarten and Grade 1 students who are independent readers may also participate in the program. For those K and Grade 1 students who are not yet independent readers, we ask that you read with your child nightly.

Home Reading participation must be between 20 and 30 minutes each night and equal a minimum of 20 nights of reading per month. Please initial the monthly calendar at the front section of the agenda stating each night that your child has read.

Communicating with the Teacher

If you need to contact your student's teacher, please do so via voicemail, email, or written communication. Teachers will address concerns during non-instructional time. Please remember to use this agenda for your communications.



Hilton Pledge of Respect

I am a smart, special, valuable person.
I respect myself, and I respect others.
My words and actions are kind and honest.
I accept only my best in all I do.
I am PROUD TO BE ME!

Treats and Snack Policy

Serious food allergies amongst our students have increased significantly over the past few years. Although our first priority above all else is the safety of our students, it is also important for our school to create an environment in which ALL students feel included and not singled out. In previous years, students with allergies brought alternative snacks; however, this singles out students and does not support an inclusive environment.

Treats for birthdays and holiday celebrations will be limited to **non-food items** (such as a small bag of fun pencils, erasers, pens, stickers; books donated to the classroom/school library in honor of the student; re-usable water bottle containers with students' names on them; reading to your child's class in honor of his/her special day). Exceptions may be made for celebrations in which **all** students have a parent or adult family member present (such as 5th Grade Promotion Ceremony and PTA events/programs).

**Please do not bring/send balloons to school.



Field Trip Permission Slip 2016 - 2017

****Your child will come home with this form the first week of school****

This is a blanket permission slip to cover trips taken during regular school hours for the 2016 - 2017 school year.

Student Name _____ Teacher _____

I understand that my student may have the opportunity to participate in field trips that will take him/her away from campus. I understand that these trips will be under the direct supervision of a Hilton Elementary faculty member and that my child will be transported on a Newport News Public School bus.

_____ I request that my student be allowed to attend such field trips.

_____ I request that my student NOT be allowed to attend such field trips.

I understand that any fees related to the field trips will come in a separate form closer to the date of the field trip from the classroom teacher.