

ASHA STEVENS HILLSIDE CHRISTIAN SCHOOL

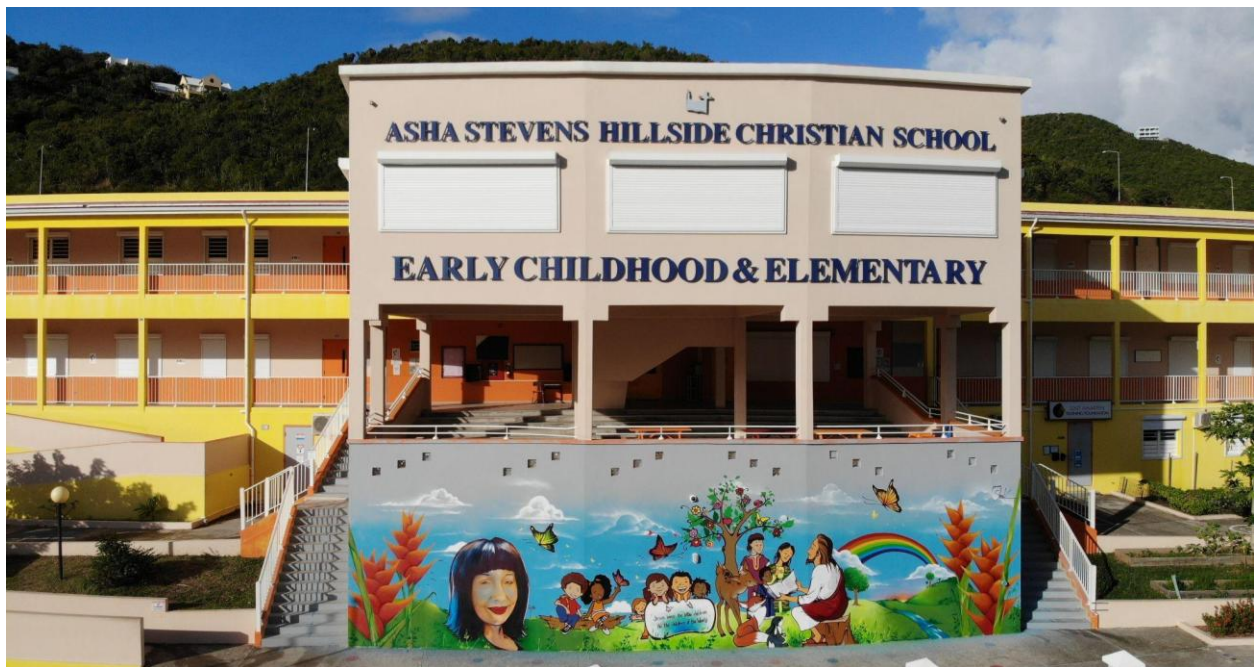
*Protestant Christian Education for
Early Childhood and Primary Schools*

Jackal Road # 4, Cay Hill, St. Maarten

Tel: (1-721) 543 - 1750/ (1-721) 543-1650

Website: hcssxm.org

Email: ashastevens@hcssxm.org



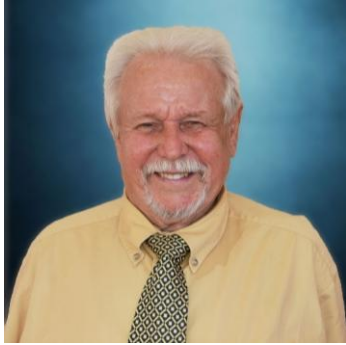
Student- Parent Handbook **School Year 2026-2028**

Table of Contents

A BRIEF HISTORY OF HILLSIDE CHRISTIAN SCHOOLS	2
MISSION AND VISION OF HILLSIDE CHRISTIAN SCHOOLS	4
MISSION STATEMENT	4
VISION	4
PHILOSOPHY OF EDUCATION	5
MESSAGE FROM THE FOUNDER AND CHAIRLADY OF THE EXECUTIVE BOARD.....	6
WORD FROM THE SCHOOL MANAGER	7
SCHOOL SONG AND MOTTO	8
STUDENT LIFE & SCHOOL EXPECTATIONS	9
ATTENDANCE, PUNCTUALITY & DAILY ROUTINES.....	9
ACADEMIC EXPECTATIONS & STUDENT RESPONSIBILITIES.....	10
STUDENT CONDUCT & DISCIPLINE.....	12
SCHOOL-WIDE EXPECTATIONS.....	12
COMMUNICATION, RECORDS & PARENT PARTNERSHIP	14
FORMS, RECORDS & EMERGENCY CONTACTS.....	15
HEALTH, SAFETY & STUDENT WELL-BEING	17
TECHNOLOGY & DIGITAL CITIZENSHIP	19
ELECTRONIC DEVICES.....	19
ONLINE PLATFORMS.....	19
STUDENT SERVICES & SUPPORT	20
SUPPORT SERVICES	20
SAFETY & EMERGENCY PROCEDURES.....	21
DRESS CODE & STUDENT APPEARANCE	22
DRESS CODE	22
BIRTHDAYS & CELEBRATIONS	22
DRESS CODE INFRACTIONS.....	23
APPENDIX	24

I can do all things through Christ who strengthens me. Philippians 4:13

A Brief History of Hillside Christian Schools



Mr. Helmich Snijders, Founder

March 23, 1938 - April 15, 2022



Mrs. G. Asha Stevens-Mohabier, Founder

In 1965, the late Lt. Governor of St. Maarten, Japa Beaujon, visited the Netherlands to recruit teachers for Sint Maarten. While in the Netherlands, he met a young couple who impressed him with their zeal for education. The couple, Mr., and Mrs. Snijders, agreed to accept the challenge and left the comfort of their home in the Netherlands, their families, and friends, for a small and unknown island in the Caribbean. In August of that year, the young couple arrived in St. Maarten. The couple was full of hope for the future.

In 1968, the couple was faced with the dilemma of selecting a school for their first-born daughter, who was four years old. That is when they seriously considered establishing a Christian school. They began contacting several like-minded church leaders. On April 23, 1968, the Foundation for Protestant Christian Education in the Windward Islands was established in St. Maarten. Despite the Foundation's passion, there appeared to be few funding opportunities for a Christian school from sources such as local government and international organizations.

In 1973, a parcel of land became available in the area of St. Peters, but funding remained elusive. To realize their dream, the Snijders obtained a second mortgage on their home and used the proceeds to begin the construction of a small school building. Instead of waiting for construction to be completed, they opened the school in 1974 with fifty-five students, meeting in a local youth center and the Brown House in St. Peters. Asha took on the challenging roles of both school principal and sole teacher of all the students, as well as school secretary and nurse, among other roles, until help arrived. The newly constructed school, named St. Peters Hillside School, opened its doors in 1975 with four classrooms. A new principal from the Netherlands and two teachers were soon added to the staff.

During the 1976-1977 academic year, the government of St. Maarten commissioned the addition of four more classrooms for the school. This allowed the addition of the first Kindergarten class.

In 1985, the island government approved the expansion of the school with Dutch development funds to build eight classrooms, a gym hall, and two office spaces. The project was completed, and the official opening of the new St. Peters Hillside School took place on October 9th, 1987.

In 1992, Mrs. Stevens met Angela Decker, director of SIFMA. They decided to start a pilot project in early childhood development in 1994. The pilot class was so successful that it became a permanent part of the St. Peters Hillside School the following academic year. To reflect its expanded program and its Christian identity, the name of the school was changed in 1995, to The Hillside Christian Schools.

In 2010, the new government of Country St. Maarten awarded the school board an additional facility in the Cay Hill Area, which would provide sixteen new classrooms plus other academic and administrative

spaces. Construction began in early 2011, under the supervision of USONA, DEI, VROMI, and the local government. Funding for this project was provided by USONA. 6 | P a g e

As construction continued, Mrs. Sprott proposed to the school board that the two campuses be named separately for the founders of the schools. Shortly before the schools opened for the 2012-2013 school year, the St. Peters campus was renamed the Helmich Snijders Hillside Christian School, and the new Cay Hill complex the Asha Stevens Hillside Christian School.

The language of Instruction at the Asha Stevens Campus is English, and Dutch is taught as a subject. The language of instruction at the Helmich Snijders Campus is Dutch and English is taught as a subject.

Both schools follow the national educational system for Foundation Based Education (FBE), which aims to provide St. Maarten students with child-centered, equal, personalized, and comprehensive educational opportunities.

Teaching and learning are divided into eight subject areas and are presented in two cycles: Cycle I for groups 1-4 (age group 4-8 yrs.) and Cycle II for groups 5-8 (age group 8-12 yrs).

Mission and Vision of Hillside Christian Schools

Mission Statement

The purpose of The Hillside Christian Schools (HCS) is to meet the holistic needs of the child, which allows their fullest God-given potential to be addressed. Consequently, we will provide quality education that teaches them to maintain Godly values and beliefs, with an approach that uses the principles of Foundation Based Education.

Our mission will be guided by the Holy Bible, carried out by a dedicated and committed Christian staff group, with the help and cooperation of parents and other stakeholders, in a positive, safe, challenging, and Christian environment, where all persons are valued.

Vision

"And the Lord said, "Write the vision, and make it plain upon tables, that he may run that readeth it."

(Habakkuk 2:2)

Hillside Christian Schools provide Christian Pre-Kindergarten and Elementary education for the school population of St. Maarten. Using the Holy Bible as our guide, students will be facilitated in their learning to utilize and develop their unique God-given abilities.

HCS employs Christian teachers to teach Christian education and to teach students to know, love, respect, and serve God. Consequently, students are equipped with the necessary tools and encouraged and supported to be life-long learners.

The schools provide two streams for the language of instruction: English and Dutch, taking into consideration the diverse needs of our students.

There is an exchange of ideas with other schools, which enriches the experiences for teachers and expands the learning opportunities for students.

Philosophy of Education

PROTESTANT CHRISTIAN SCHOOLS OF THE WINDWARD ISLANDS

The Hillside Christian Schools were established upon the conviction that the Holy Bible is the infallible and inspired Word of God. In this revelation of Himself to man, God shows that:

1. He is Triune, or three persons in one being namely, the Father who created and sustains the universe; Jesus Christ, the only begotten Son, our Savior who intercedes for us as the King of the universal church; and the Holy Spirit, who is our Comforter, Sanctifier and Guide.
2. He has appointed the parents to train their children to know that commitment to Christ comes first in their lives.
3. The training of the child shall be continued under the parent's responsible supervision in a school that carries out the basics of a God-honoring, God-centered program beginning in the home.

These principles make it inevitable that our Christian education be of the highest academic quality so that each child may utilize his or her unique God-given abilities. To help each student reach a high level of spiritual and academic development, we aim to select staff members who are committed Christians. This commitment will be reflected in the ability they demonstrate to apply these principles as they teach, discipline, and converse with their students as well as in their relations with fellow teachers and parents. All faculty members must be well trained in their respective fields to give each student the tools needed to become the best he or she can be.

The underlying philosophy of education regarding its origin, purpose, and application to everyday life must then be distinctively Christian. The God-directed goal of both teacher and student must always be, to do the best job possible, using the best tools available.

In conclusion, it is the goal of the administration, faculty, and parents of Hillside Christian Schools to educate each child to his/her highest potential as a child of God and as a responsible citizen.

The School Board of the

Foundation for Protestant Christian Education

Message from the Founder and Chairlady of the Executive Board

Dear Parents/Guardians,

The handbook that you hold is the eighth edition for Hillside Christian Schools.

We present this handbook to you with the hope that you will join us in one of the most exciting endeavors ever undertaken: the education of your children. The first and foremost educators of children are their parents. With the total commitment of parents and their cooperation with school faculty and staff, there is virtually no limit to the quality of education your children can receive.

The school board of Hillside Christian Schools, our teachers, administrators, and support staff are dedicated to providing your children with an outstanding educational program.

The information which this handbook contains has come from many sources and represents the work of a great number of people who are very interested in the welfare of our students (your children).

Please take the time to read each page that follows. We, who have put this handbook together, have made an effort to keep the topics short, clear, and helpful to parents and students.

The handbook will be updated on a regular basis, and we earnestly seek your comments and recommendations. Please contact the school's office if you have any questions about the handbook or any matter concerning the welfare of your child. We care.

Sincerely,

Mrs. Asha Stevens-Mohabier

Founder and Chairlady

Word from the School Manager

Greetings in the name of our Lord and Savior, Jesus Christ.

Thank you for choosing **Asha Stevens Hillside Christian School** as your preferred learning institution.

At Asha Stevens Hillside Christian School, our mission is to meet the holistic needs of every child and nurture the development of their God-given talents and abilities. Guided by Biblical principles, we are committed to providing a safe, caring, and stimulating learning environment where students can grow academically, spiritually, socially, emotionally, and physically.

Through the dedication of our staff and the partnership of parents and other stakeholders, we strive to develop students who are critical thinkers, effective communicators, creative problem-solvers, enthusiastic readers, industrious researchers, innovative learners, and compassionate citizens. We encourage our students to pursue excellence, demonstrate integrity, and use their gifts in service to others.

As we prepare students for success in an ever-changing world, we continue to embrace technology and digital learning opportunities that enhance instruction, promote creativity, and equip students with the skills needed for lifelong learning. Alongside academic achievement, we emphasize character development, positive social interactions, environmental stewardship, and responsible citizenship.

We are confident in our students' ability to meet the challenges of the future and make meaningful contributions to their communities. By working together in faith and partnership, we can help every child reach his or her fullest potential.

We look forward to another year of growth, achievement, and God's blessings as we learn and grow together.

As our school motto reminds us:

"I can do all things through Christ who strengthens me."

Philippians 4:13

Yours in Christian Education,

Mrs. Chananda Rombly-Delaney
School Manager, ASHCS

School Song and Motto

Hillside Christian School Song

In this dear land, so bright so fair
Beneath the hills of green.
There stand some monuments of grace,
Beloved and serene.
'Tis there that children learn and play,
'Tis there that Jesus rules.
'Tis there for friendliness and sheer,
At Hillside Christian Schools.

We thank thee Lord, we give you praise.
For happiness, for woe.
For teachers, children, workers,.....all.
For blessings you bestow.
We'll use our heads, our hearts, and hands,
Our time and all the tools.
To do our best, uplift the name,
Of the Hillside Christian Schools.

School Motto

"I can do all things through Christ who strengthens me." - (Philippians 4:13)

Student Life & School Expectations

Introduction

The following rules and guidelines are designed to promote a safe, respectful, and productive learning environment for all students. Parents and guardians are encouraged to support the school in reinforcing these expectations.

Attendance, Punctuality & Daily Routines

School Hours

Division	Days	Hours
Early Childhood	Monday to Friday	8:00 a.m. - 1:00 p.m.
Groups 1-8	Monday, Tuesday, Thursday, Friday	8:00 a.m. - 2:00 p.m.
Groups 1-8	Wednesday	8:00 a.m. - 1:15 p.m.

School Bells

The first bell rings at 7:55 a.m., indicating that students should be in their classrooms and ready for the start of the school day.

The second bell rings at 8:00 a.m., signaling the official start of classes.

Late Arrival

Students arriving after the start of classes must provide a verbal or written explanation for their lateness.

Students who arrive late three (3) times without a valid note will be referred to the Student Care Coordinator (SCC) and/or the School Manager.

Parents or guardians may be invited to meet with school personnel to discuss repeated tardiness and develop a plan for improvement.

Continued excessive lateness without a valid reason may be referred to the Truancy Department of the Ministry of Education.

Absenteeism

Upon returning to school after an absence, students must submit a note signed by a parent or guardian explaining the reason for the absence.

Parents and guardians are encouraged to plan vacations and other non-emergency travel during official school holidays whenever possible.

Requests for exemption from school attendance must follow the procedures established by the Truancy Department. (see related image in appendix)

Students are responsible for completing all assignments, assessments, and classwork missed during an absence.

Recess

Students are provided with two daily recess periods:

- Morning Recess: 10:00 a.m. - 10:30 a.m.
- Lunch Recess: 12:00 p.m. - 12:15 p.m.

Students should promptly report concerns, conflicts, injuries, or playground issues to the supervising teacher.

Older students are encouraged to use age-appropriate conflict-resolution and problem-solving skills.

Students may not remain in classrooms during recess unless a teacher has granted permission.

Students who are unable to participate in play activities must remain in the designated supervised area.

End of the School Day

Dismissal Procedures

Students are expected to walk safely and orderly to the designated dismissal areas at the end of the school day. Running, rough play, or unsupervised wandering after dismissal is not permitted.

Parent Responsibility

Parents and guardians are responsible for ensuring that students are dropped off and picked up on time each day.

Late Pick-Up Arrangements

If a student will be picked up later than usual, parents should notify the school office as early as possible. The office will communicate the information to the students.

Academic Expectations & Student Responsibilities

Homework and Assignments

Students are expected to complete all homework and assignments neatly, accurately, and on time.

Parents and guardians should review and sign homework books, agendas, and other assigned work when required.

If homework cannot be completed, parents or guardians should notify the classroom teacher and explain the reason.

Parents of students who consistently fail to complete assignments may be invited to meet with the teacher to discuss strategies for improvement.

Students in Groups 3-8 (Grades 1-6) are required to have a school agenda. The cost is included in the annual book fee.

Homework requests for students absent due to illness or other urgent circumstances should be made through the classroom teacher or school administration. Please allow one full school day for the preparation of homework materials.

Report Cards and Academic Recognition

Parents and guardians are expected to collect their child's report card during the designated reporting periods.

Digital report cards are also available through the school's QuickSchools platform.

Report cards will not be distributed directly to students.

Report card distribution is scheduled for:

- December
- March
- June

The school recognizes students who demonstrate academic excellence, consistent effort, responsible behavior, and positive citizenship.

Academic recognition may include:

Star Student Awards (Cycle One)

The top five students in each class will be recognized based on academic results, effort, and conduct.

Honor Roll System (Cycle Two)

Recognizes students for overall academic achievement, good conduct, and positive attendance.

High Honors – Overall academic average of 96% or higher

Honor Roll – Overall academic average of 90–95%

Merit Roll – Overall academic average of 86–89%

Students must maintain an average of 70% or higher in English Language, Dutch, Mathematics, Science and Technology, Social Studies as well as demonstrate good conduct to be recognized with an honor roll certificate.

Academic Achievement Certificates (per term)

Overall top performers in the related subject areas per class

End-of-Term/Year Recognition Awards

Creativity, Sports, Philosophy of Life, Behavior, Most Improved

Recognition programs encourage students to strive for excellence while reflecting the Christian values and expectations of the school.

Student Conduct & Discipline

School-Wide Expectations

At Asha Stevens Hillside Christian School, students are expected to:

- ❖ Be respectful.
- ❖ Be responsible.
- ❖ Be honest.
- ❖ Be kind.
- ❖ Be prepared to learn.
- ❖ Follow directions the first time they are given.
- ❖ Treat others as they would like to be treated.
- ❖ Represent the school positively both on and off campus.

By working together, students, parents, and staff can maintain a safe, caring, and Christ-centered learning environment where every child can thrive.

Student Behavior and Conduct

Students are expected to demonstrate respect, courtesy, and obedience toward all staff members, volunteers, visitors, and fellow students.

Fighting, aggressive behavior, and physical altercations are prohibited. Appropriate consequences will be applied to all participants.

Serious offenses include, but are not limited to:

- ❖ Bullying
- ❖ Persistent disrespect toward staff or peers
- ❖ Offensive or inappropriate language
- ❖ Fighting
- ❖ Teasing, harassment, or intimidation
- ❖ Theft
- ❖ Vandalism
- ❖ Swearing

Such behaviors may result in suspension or other disciplinary measures.

Students may not remove items from another person's desk, school bag, or personal belongings without permission.

Chewing gum is not permitted on campus.

The school is not responsible for money, jewelry, electronic devices, or other valuables that are lost, stolen, or damaged.

The school reserves the right to investigate theft or misconduct and impose appropriate consequences.

Disciplinary Procedures

The school follows a progressive discipline process, which may include:

- ❖ Verbal warning
- ❖ Written warning
- ❖ Parent conference
- ❖ Behavior contract
- ❖ Suspension

The consequence imposed will depend on the nature and severity of the behavior.

Students returning from suspension must report to the School Manager and/or Student Care Coordinator with their parent or guardian before returning to class.

Expulsion

Students who repeatedly engage in serious misconduct or whose behavior continues to pose a risk to the safety and well-being of others may be referred to the School Board, the Inspectorate of Education, and other appropriate educational authorities for further intervention.

Expulsion will be considered only in the most serious cases and after all reasonable interventions and disciplinary measures have been exhausted.

Bullying Prevention

Definition of Bullying

Bullying is any repeated behavior intended to intimidate, harass, humiliate, threaten, exclude, or cause harm to another individual.

Bullying may occur:

- ❖ In person
- ❖ Online
- ❖ Through verbal, physical, social, or emotional actions

Reporting Bullying

Students who experience or witness bullying are encouraged to immediately report the incident to:

- ❖ A teacher
- ❖ The Student Care Coordinator
- ❖ The School Manager
- ❖ Any trusted adult on campus

Consequences

Bullying behavior will not be tolerated and may result in disciplinary action, parent conferences, behavior intervention plans, suspension, or other appropriate consequences.

Communication, Records & Parent Partnership

Communication and Visits

A strong partnership between home and school is essential to each student's academic, social, and emotional development. Open and respectful communication between parents, teachers, and school management helps ensure that students receive the support they need to thrive. Parents and guardians are encouraged to stay informed about their child's progress, school activities, and important announcements through regular communication.

Parent-Teacher Communication

Parents and guardians are encouraged to maintain regular contact with their child's teacher regarding academic progress, behavior, attendance, and overall well-being. Communication may take place through QuickSchools, email, written notes, or telephone calls. To ensure that teachers can give parents their full attention, appointments should be scheduled in advance whenever a detailed discussion is required.

Classroom Visits

To maintain a safe and productive learning environment, classroom visits during instructional hours are permitted only with prior approval from the School Manager. All visitors must report to the school office upon arrival and obtain a visitor's pass before proceeding to any classroom or other location within the school compound. Unauthorized visits to classrooms or playground areas are not permitted.

Meetings with School Management

Parents and guardians who wish to meet with the School Manager or another member of the management team should schedule an appointment through the school office. Appointments may be arranged by telephone or email. While management strives to accommodate requests promptly, scheduled appointments help ensure that sufficient time is available to address concerns effectively.

Parent Meetings and Conferences

Parents and guardians are expected to attend scheduled parent-teacher conferences, information sessions, workshops, and other school meetings whenever possible. These meetings provide valuable opportunities to discuss student progress, receive important school updates, and strengthen the partnership between home and school. Active parental involvement contributes significantly to student success and overall school improvement.

Communication Expectations

To promote respectful and effective communication:

- Parents and guardians are expected to communicate courteously with teachers, staff, and other members of the school community.
- Concerns should first be addressed with the classroom teacher before being escalated to school management when appropriate.
- Teachers and staff will make every effort to respond to parent inquiries within a reasonable timeframe during school working days.
- Messages received outside of school hours will be addressed as soon as possible during the next school day.

The school values the support and involvement of parents and guardians and encourages ongoing collaboration to create the best possible educational experience for every student.

Updating Contact Information

Parents must immediately notify the school of changes to:

- ❖ Home address
- ❖ Telephone numbers
- ❖ Email addresses
- ❖ Emergency contact information

Forms, Records & Emergency Contacts

School Forms and Student Information

Accurate and up-to-date student information is essential to maintaining a safe, organized, and effective learning environment. Parents and guardians play an important role in ensuring that all required documentation is submitted promptly and that the school has current information on file throughout the school year.

School Forms

Parents and guardians are responsible for completing, signing, and returning all required school forms by the stated deadlines. These forms provide the school with important information needed to support student learning, health, safety, and participation in school activities. Delays in submitting required documentation may affect a student's ability to participate in certain programs, events, or services.

Emergency Contact Information

To ensure student safety, parents and guardians must provide accurate emergency contact information at the beginning of each school year and update the school immediately whenever changes occur. Emergency contacts should be individuals who can be reached during school hours and are authorized to act on behalf of the parent or guardian when necessary.

The school relies on this information in the event of illness, injury, emergency dismissal, or other unforeseen circumstances. Failure to maintain current contact information may hinder the school's ability to respond effectively during emergencies.

Custody and Legal Documentation

Parents and guardians are responsible for informing the school of any custody arrangements, court orders, restraining orders, or other legal documents that may affect a student's supervision, release, or access to educational records. Copies of all relevant legal documentation must be provided to the school and kept current.

The school will follow the instructions outlined in official legal documents that have been submitted and verified. In the absence of such documentation, the school will assume that both parents or legal guardians have equal rights regarding the student.

While the school strives to support students and families, it is not responsible for mediating domestic disputes, custody disagreements, or disagreements between family members. Matters of this nature must be resolved through the appropriate legal channels. School personnel will remain neutral and will act in accordance with applicable laws, court orders, and school policies.

Responsibility to Keep Information Current

Parents and guardians are expected to notify the school promptly of any changes to:

- Home address
- Telephone numbers
- Email addresses
- Emergency contacts
- Medical information
- Custody or guardianship arrangements

Keeping student records current helps ensure effective communication, student safety, and the school's ability to provide appropriate support and services throughout the year.

Health, Safety & Student Well-Being

Illness, Injury, and Student Health

The health, safety, and well-being of our students are of the highest priority. The school is committed to providing a safe learning environment and responding appropriately when students become ill or injured while on campus. Parents and guardians play an important role in supporting student health by ensuring that accurate medical and emergency information is kept on file.

Illness or Injury at School

If a student becomes ill or sustains an injury during the school day, trained school personnel will provide basic first aid when appropriate. Parents or guardians will be contacted as soon as possible if a student requires additional attention, needs to be picked up, or if the situation warrants parental notification.

The school does not provide medical treatment beyond basic first aid and will seek emergency medical assistance when deemed necessary.

To ensure the school can respond effectively in an emergency, parents and guardians are responsible for:

- Maintaining current emergency contact information.
- Providing updated medical insurance information.
- Informing the school of any allergies, medical conditions, medications, or other health concerns that may affect their child's well-being at school.
- Promptly notifying the school of any changes to health-related information during the school year.

Keeping Sick Children at Home

Students who are ill should remain at home to promote their recovery and help prevent the spread of illness to others. Parents are encouraged to monitor their child's condition and ensure that they are well enough to participate fully in school activities before returning to school.

A student may be required to remain at home or be sent home if they exhibit symptoms that significantly affect their ability to participate in school or pose a health risk to others.

Communicable Illnesses

Students diagnosed with, or suspected of having, a communicable illness may be excluded from school when their condition could negatively affect their own health or the health and safety of others.

In certain cases, the school may require a medical clearance or physician's note before a student is permitted to return to school. Parents and guardians are expected to inform the school promptly when their child has been diagnosed with a contagious illness.

Student Check-Out and Early Dismissal

For the safety and accountability of all students, any student leaving school before the official dismissal time must be signed out through the main office by a parent, guardian, or other authorized individual listed on the student's records.

Students will only be released to individuals who have been authorized by the parent or legal guardian unless alternative arrangements have been communicated and approved in advance.

Medical and Dental Appointments

Whenever possible, medical, dental, and other routine appointments should be scheduled outside of school hours to minimize disruptions to learning. When appointments must take place during school hours, parents should notify the teacher and school office in advance whenever possible.

Students returning to school after an appointment should report to the office before returning to class.

Medication at School

The school is not a medical facility and does not employ licensed medical personnel. Therefore, the administration of medication to students remains the responsibility of parents and guardians whenever possible.

Parents and guardians are responsible for ensuring that the school is informed of any medical conditions, allergies, or health concerns that may affect their child's well-being while at school. Accurate and up-to-date medical information should be provided so that staff can respond appropriately in the event of an emergency.

In emergency situations, school personnel may provide basic first aid within the scope of their training and will contact parents, guardians, or emergency services as necessary.

By working together, parents and the school can help ensure that students remain healthy, safe, and ready to learn throughout the school year.

Technology & Digital Citizenship

Electronic Devices

Cell phones, smart watches, gaming devices, tablets, and other personal electronic devices are not permitted during school hours unless authorized for educational purposes.

Students may use the office telephone in emergencies.

Unauthorized use may result in confiscation and parent retrieval.

Internet and Technology Use

Students are expected to use school technology, internet resources, and digital platforms responsibly and in accordance with the school's Technology Acceptable Use Policy.

Improper use may result in disciplinary action and loss of technology privileges.

Online Platforms

QuickSchools

QuickSchools allows parents to:

- ❖ View grades and academic progress.
- ❖ Monitor attendance and punctuality.
- ❖ Access homework and assignments.
- ❖ Receive school announcements.
- ❖ Communicate with teachers.
- ❖ Access digital report cards.

Website: www.hcsas.quickschools.com

Parents are encouraged to check QuickSchools regularly.

Student Services & Support

Support Services

Care Team

Our Care Team consists of Student Care Coordinators who support students' social, emotional, academic, and behavioral development.

The Care Team:

- ❖ Works closely with teachers and families.
- ❖ Provides guidance and intervention when needed.
- ❖ Conducts classroom sessions on social-emotional learning and student well-being.

Literacy Program

The Literacy Program is designed to strengthen foundational reading skills, including:

- ❖ Phonemic Awareness
- ❖ Phonics
- ❖ Fluency
- ❖ Vocabulary
- ❖ Reading Comprehension

Students may work with the Literacy Coach several times per week to further develop these important skills.

Canteen Services

Our school canteen provides nutritious and affordable food and beverage options throughout the school day. Menus may be adjusted periodically based on availability and school needs.



MENU



Monday	Tuesday	Wednesday	Thursday	Friday	Drinks
Veggie Soup \$1.50	Egg Sandwich \$1.50	Pizza \$2.00*	Hot dog \$1.50	Hamburger \$2.00 (+ cheese \$2.25) *Every other Friday	Water \$ 1.00
Chicken Sandwich \$1.50	Pancakes \$1.50	Nutella (hazelnut spread) \$1.50	Tuna Sandwich \$1.50	Spaghetti & ground beef \$2.00 *Every other Friday	Welch Juice \$ 1.25
					Juice Box \$ 1.00

Available Daily

Sandwiches - Turkey, Ham, Cheese **\$1.50**

Peanut Butter and Jam **\$1.25**

Specials — sale days will be announced

*Ice Pops — orange, cherry & iced tea \$0.50

*Popcorn & other snacks

Safety & Emergency Procedures

As part of our safety protocols here at the Asha Stevens Hillside Christian School, we perform regular emergency drills with all our students and staff. Students are taught about possible emergency scenarios and practice how to respond with their teachers and classmates.

- **Earthquake Drills**

During an earthquake drill, students will hear a predetermined sound which indicates the start of an earthquake. Students must immediately drop to the floor, take cover under their desks and hold on to the legs of the desk. The teacher will indicate when it is time to evacuate the classroom. All students and staff will gather in a designated area outside of the school.

- **Fire Drills**

During a fire drill, students will hear a “fire alarm” which tells them to stop what they are doing, line up and exit the building under the instructions and supervision of their teacher.

During all drills, students are encouraged to remain calm and follow the instructions of their teachers at all times. Please practice these drills at home with your child.

- **Emergency Protocols & Family Reunification**

- **What is family reunification?**

- *Family Reunification is the process of ensuring that children return to the care of their parent(s) and family as quickly as possible after an emergency. www.cdc.gov*

- **National Emergency**

In the event of a national emergency such as an earthquake or flooding, parents and guardians will automatically be allowed to pick up their children from the school's premises or our **designated family reunification location which is the parking lot of the Raoul Illidge Sports Complex**. Our designated family reunification location will only be used in the event that our school's premises and surrounding areas are unsafe.

- **In-House Emergency**

In the event of an in-house emergency such as a fire, localized flooding, etc., parents will be notified via our school's Facebook page and Quickschools, if possible. Local media outlets such as radio and social media platforms will be used to relay the message if our platforms are inaccessible due to power outages, etc. Once parents or guardians are notified on where and how pick up will take place, they should proceed to the school as soon as possible and follow all protocols.

Please note that children should be picked up by parents, guardians or emergency persons listed at the school.

Dress Code & Student Appearance

Dress Code

The uniform at Hillside Christian Schools reflects a “good appearance” philosophy. Recognizing the diversity of our student population, children have a range of uniform styles to select from. When students are in uniform during or after school hours they should wear it with pride and properly represent the Hillside Christian Schools.

Our uniform reflects our values.

Parents/visitors are expected to be an example by dressing in proper attire when coming to the school. If not properly dressed, parents/visitors will be denied entrance to the classrooms and other facilities.

There is no substitute for our uniform. When sizes are unavailable, parents/guardians will be informed of such and an alternative will be given. As soon as sizes become available, the dress code should be adhered to strictly.

- ❖ Uniforms should be clean and neatly worn.
- ❖ Blouses/shirts must be tucked in at all times.
- ❖ Boys must always wear **a black belt**.
- ❖ Undershirts should be **plain white** with no logos or prints.
- ❖ Socks should be white, black or blue.
- ❖ Footwear should be **full black** sneakers or shoes.
- ❖ Slippers, shoes with heels, boots, and sandals are **not allowed**.
- ❖ Students must have a **sturdy sizable schoolbag**. No drawstring school bags.

Dress Down Days

Occasionally, as a special reward or school fundraiser, students may be allowed to “dress down” or appear on campus out of uniform. Days when uniforms are optional, **will always be preceded with a note from the school’s administration**. Students and parents must adhere to the attire of the day. Parents will be asked to bring appropriate clothing if your child does not adhere to the dress code.

Birthdays & Celebrations

If a student chooses to celebrate his/her birthday at school, they can opt to wear something other than their uniform on that day.

The following garments are **not allowed** to be worn on birthdays or other celebration days:

- ❖ Belly outs
- ❖ Back outs
- ❖ T-shirt with any negative connotations
- ❖ Thin strap/strapless clothes
- ❖ Mini-skirts
- ❖ Sheer tops or bottoms
- ❖ short dresses
- ❖ slippers
- ❖ short pants or ripped jeans.

If a pupil is not dressed accordingly, parents will be asked to bring a change of clothing before attending class.

Dress Code Infractions

The following dress code and grooming expectations are designed to promote a safe, respectful, and distraction-free learning environment.

Area	Girls	Boys	Consequence
Jewelry	• Large or excessive earrings • More than one pair of earrings • Necklaces • Bracelets or anklets	• Earrings • Chains or necklaces • Bracelets	Jewelry will be removed and returned according to school procedures.
Cosmetics & Nails	• Nail polish • Nails colored with markers • Makeup of any kind	• Nail polish • Nails colored with markers	Nail polish, marker ink, and makeup must be removed.
Undershirts	• Colored undershirts • Undershirts with sleeves longer than the uniform shirt	• Colored undershirts • Undershirts with sleeves longer than the uniform shirt	Students will be asked to remove the undershirt.
Nails	• Long nails • Artificial (fake) nails	• Long nails	Nails must be trimmed to an acceptable length.
Hair & Grooming	• Beads or metallic hair accessories • Hair dyed in unnatural colors • Hairstyles that obstruct vision or interfere with learning and safety	• Hair dyed in unnatural colors • Designs, symbols, words, or images shaved into the hair • Hair that obstructs vision or interferes with learning and safety	Parents/guardians will be given a specified number of days to correct the hairstyle.
Uniform Care	• Writing, drawings, or markings on uniforms	• Writing, drawings, or markings on uniforms	Parents/guardians will be required to provide a clean replacement uniform before the student may return to class.
Inappropriate Clothing or Bags	• Clothing or bags displaying political messages, gang-related words, symbols, or images	• Clothing or bags displaying political messages, gang-related words, symbols, or images	Bags will be confiscated. Parents/guardians will be required to provide appropriate clothing.
Tattoos	• Tattoos	• Tattoos	Subject to disciplinary action in accordance with school policy.
Eyebrow Alterations	• Eyebrow designs or shaved patterns	• Eyebrow designs or shaved patterns	A warning letter will be issued, and students will be required to allow their eyebrows to grow back naturally.



EXEMPTION REQUESTS

FOLLOW THE PROCEDURE

1 EXEMPTION REQUESTS START AT THE SCHOOL

Requests start with a submission from the parent to the school

2 PARENTS PROVIDE THE FOLLOWING INFORMATION

For the form to be completed for submission:

SUBMIT
2 WEEKS / 10 WORKING DAYS
PRIOR TO TRAVEL



ADDITIONAL REQUIREMENTS BY CIRCUMSTANCE



FUNERALS

A DEATH CERTIFICATE IS REQUIRED

If not available, we may accept an **OBITUARY** until the death certificate can be produced.





MEDICAL EMERGENCIES

PLEASE SUBMIT AS SOON AS POSSIBLE

As soon as the information is received





INCOMPLETE REQUESTS WILL NOT BE PROCESSED

Please ensure all required information is included

NOTICE

10 EXEMPTION DAYS

PER SCHOOL YEAR

