

Red Hill Elementary School

STUDENT-FAMILY HANDBOOK 2025-2026



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Introduction

Welcome

Welcome! We are delighted to have the privilege of partnering with you in the growth and development of our students at Red Hill Elementary School. This handbook is a guide to some of our policies, principles, and practices. We look forward to working with you and your child throughout the school year.

About Red Hill

Red Hill is one of 15 elementary schools serving Albemarle County students in grades K-5. Red Hill School opened in 1924. The main part of the 59,470-square-foot building was built in 1973. Red Hill is located in the North Garden community on eleven picturesque acres. We have approximately 200 students enrolled at Red Hill from a vast geographical area, including Charlottesville, North Garden, South Garden, Alberene, Covesville, Schuyler, Faber, and Esmont. We follow the policies and regulations of the Albemarle County School Board and the Superintendent of Schools. This handbook highlights some of the policies and regulations of particular importance to families.

Red Hill is unique in many ways, and we work to meet the unique needs of our students. This handbook is designed to help you become familiar with the school's operation as it currently exists. We continually work to improve, so these practices change from time to time. We welcome your suggestions and feedback.

This handbook is not all-inclusive. If you have questions about anything included or not included in it, please ask for further clarification.

Philosophy

Red Hill is a school with community at its heart. Together, the entire Red Hill community engages the mind and heart of each student to become a lifelong learner with the necessary skills to be a contributing member of our world. By developing curiosity, intellect, imagination, love of learning, and respect for diversity, all learners reach their highest potential.

School Administration

Nancy McCullen

Principal

nmccullen@k12albemarle.org

Gene Osborn

Assistant Principal

gosborn@k12albemarle.org

School Board Members

To email all members of the School Board at once, write to SchoolBoard@k12albemarle.org

School Board Office Contact Information

Phone: 434/972-4055 Fax: 434/296-5869

DISTRICT	BOARD MEMBER & E-MAIL
Jack Jouett	Kate Acuff kacuff@k12albemarle.org
At-large	Allison Spillman aspillman@k12albemarle.org
Rivanna	Judy Le jle@k12albemarle.org
Scottsville	Ellen Osborne eosborne@k12albemarle.org
Rio	Charles Pace cpace@k12albemarle.org
White Hall	Rebecca Berlin rberlin@k12albemarle.org
Samuel Miller	Graham Paige gpaige@k12albemarle.org

ACPS Vision, Mission, Goals & Values

Vision

Our learners are engaged in authentic, challenging, and relevant learning experiences, becoming lifelong contributors and leaders in our dynamic and diverse society.

Mission

Working together as a team, we will end the predictive value of race, class, gender, and special capacities for our children's success through high-quality teaching and learning for all. We seek to build relationships with families and communities to ensure that every student succeeds. We will know every student.

Goals

1. Thriving Students
2. Affirming and Empowering Communities
3. Equitable, Transformative Resource

Values

Equity • Excellence • Family & Community • Wellness

Educational Programs

Organizing for Instruction

The regular instructional program at Red Hill includes a preschool class and 10-12 single-grade classes, kindergarten through 5th grade. Teachers work in professional learning communities (PLCs) to support students in meeting the goals of the Albemarle County School Board and the standards set forth by the Virginia Standards of Learning (SOL). Teachers create and deliver engaging lessons and instruction to heterogeneously grouped classrooms. We encourage flexible grouping and student choice to differentiate instruction and meet the needs of each student.

Open Classrooms

Our open learning spaces are beautiful and maximize learning by design. All of our K-5 learning spaces incorporate research-based elements of modernization:

- Natural light
- Saturated color palette influences behavior, attitudes, productivity, achievement, and attention span
- Uncluttered and Organized - restorative and gives students control
- Flexible - most furnishings are on wheels
- Room arrangement to support whole group, small group, and independent activities
- Furniture - flexible use for purpose and arrangement as well as student choice and comfort

Our five double, partially or fully open, classrooms accommodate two classes with two teachers, using the shared space, shared resources, and each other's strengths as educators. The open classroom model promotes collaboration between teachers and students. It also increases flexibility for grouping students and the types of instructional activities teachers can include in their plans.

Support Programs

We offer numerous support programs to provide valuable assistance to teachers and students. These programs may be a part of our regular curriculum for all students or in addition to the regular program for children with special needs.

Physical Education and Health

All students receive a minimum of 120 minutes of physical activity per week. In addition to outdoor play, classes go to the gym VDOE PE Standards of Learning instruction. We expect all students to participate in PE fully. They should come dressed appropriately (in sneakers) on their designated PE days. A doctor's note is required if a student needs to be temporarily exempted from PE class. Part of the instructional time is also used for students to learn the Health Standards of Learning.

Library/ Media Center

The library teacher instructs students in using our fantastic library resources and works with teachers to plan and provide materials to enhance instruction.

Music

Each class participates in weekly music instruction. Typically, each grade band (K-1, 2-3, and 4-5), under the direction of the music teacher, has the opportunity to perform for the school community.

Art

Students have a weekly art class. Students will have their artwork displayed throughout the school and, in some cases, at the Albemarle County Public Schools' Arts Festival.

Talent Development

The primary goals of the Talent Development Model at Red Hill are that:

- All students at Red Hill can articulate what they are good at and their passions or interests. They have opportunities to develop those strengths and interests.
- All students at Red Hill have daily opportunities to think critically and creatively.

Achieving the goals requires a school-wide commitment and approach. The Talent Development Resource (TDRT) works with classroom teachers, specialists, and administrators to ensure all students have a quality instructional experience. Specifically, the TDRT creates resources, works in the classroom with teachers and students, and works with small groups of students as needed.

Special Education Services

A variety of Special Education services are provided at Red Hill. Special education teachers, their teaching assistants, and related service providers deliver specialized instruction to and facilitate accommodations for children who are identified by ACPS as having learning difficulties, developmental delays, or emotional concerns that, without an IEP, would prevent them from accessing the general curriculum. In order to protect students' civil rights and best serve them, we follow a Response to Intervention model (described below) to move students from a place of frustration to one of academic mastery.

Speech/Language

Our Speech and Language Pathologist is available to work with children identified by ACPS with disabilities related to speech and language. Preschool and kindergarten students are screened early in the year for speech and language needs, and all third graders have their hearing screened.

School Counseling and Social-Emotional Learning

The School Counselor and Social and Emotional Learning Counselor provide structured developmental guidance and counseling to support students' personal, academic, and career development. The counselors work with students in an individual or group setting and through classroom lessons. Students may self-refer or be referred by teachers or parents/caregivers. To contact a counselor, call the school office at 293-5332.

Academic and Social Support

We use a team structure to identify and problem-solve any issues a student is having academically or socially. This team is called the School-Based Intervention Team (SBIT). The SBIT analyzes student work and data to determine if students are progressing adequately and responding to current instructional strategies. This is done collaboratively with classroom teachers, interventionists, parents, and administrators. Struggling students may receive interventions that increase in frequency or intensity depending on the progress a student is making. Most students do not need interventions beyond what the SBIT implements; however, a referral for special education testing may be made for the few who do. Student progress is monitored frequently, and they will continue to receive the necessary support as long as it is effective.

EDEP (Extended Day Enrichment Program)

The Red Hill Extended Day Enrichment Program is an *ACPS fee-based program* designed for families who need after-school care for their children, either regularly or occasionally. The EDEP staff works to provide a fun and safe learning environment for children. Students are dismissed to the EDEP at the end of the school day. The program operates at Red Hill until 6:00 p.m. For more information, please phone 296-5840 or visit their website on the ACPS [website](#).

Assessments

Assessments are intended to provide students, teachers, and families with feedback on how the student is progressing. Teachers use this information to guide their instruction. Assessments occur regularly in the classroom and range from observational to standardized tests. Some assessments are prescribed by the state, some by ACPS, and some are designed by the teacher. Assessment

and feedback are two of the most important tools we use as educators to help students learn. If you have a question about your student's progress or assessment information, please contact your child's teacher.

Standardized Tests

As required by the Virginia State Department of Education, the *Standards of Learning* tests will be given to third, fourth, and fifth grade students. SOL tests are administered as follows:

- Third & Fourth Grade – Mathematics, Reading
- Fifth Grade – Mathematics, Reading, Virginia Studies, and Science

The CogAT (Cognitive Ability Test) will be administered to second graders and students in grades three through five who have not previously taken this assessment. The CogAT is part of the county-wide screening for academically gifted students.

We will also administer other assessments as required by Albemarle County Public Schools.

Curriculum

SOLs and aligned curricular resources... wish to review

School Policies

Enrollment Procedures

Registering a Child

A child entering school for the first time must be registered by his/her parent or guardian. The following forms must be completed and/or submitted prior to a student attending school:

1. Online registration form
2. Physical examination and immunization record signed by a doctor
3. Original birth certificate (any child entering public school for the first time). We will make a copy of the original for our files.
4. A minimum of two proofs of residency: one must be the lease/mortgage agreement, and the other may be a utility bill, tax bill, etc. *NOTE:* For various reasons, we may request that families provide proof of residence while they are already enrolled at Red Hill. School Board policy states that a student must reside with his/her legal guardian, who **MUST** be a resident of Albemarle County. If you have questions on this, please call the school's office at (434) 293-5332.

Kindergarten Registration

Registration for new kindergarten students begins in the spring and begins online. The same forms listed above are required. The State of Virginia has established that children who are five by September 30 may enter Kindergarten in the fall.

Attendance

It is imperative that students be at school on time every day unless they are sick. When students miss school, they miss valuable learning experiences. Even a few days' absence may put them considerably behind. This places stress on children and can result in significant learning loss and social challenges.

ACPS School Board Policy JED states, "School attendance is directly related to academic achievement and the development of good habits which are important in the world of work. Optimum student attendance is a cooperative effort, and the School Board expects parents and students to take an active role in accepting the responsibility for good attendance. The principal has the

discretion to deny credit or promotion to a student who misses more than sixteen (16) days during the school year". Red Hill parents will receive written notification when their child's absences begin to exceed normal limits and further action may be required.

Absences

When a child will be absent, a parent or guardian should call the Red Hill Office (293-5332) and leave a message by **7:55 a.m.** Parents can also send an email RedHillOfficeStaff@k12albemarle.org. You are welcome to contact the school the evening before the absence, and all messages/emails will be checked on the next school day. Please note that if the school is not contacted, we will attempt to reach a parent or guardian by telephone or email to confirm a child's absence. Regular attendance is important in order for each child to receive the maximum benefits from regular daily sequential instruction. If a child will be out for more than two days **due to illness**, please notify the office so that missed school work can be collected for parents to pick up. In situations other than illness, students will work with their teachers to make up missed work **upon their return to school**.

Tardiness

Arriving late disrupts classroom instruction and puts stress on the child who is late. If a child comes to school late (after 7:55 a.m.), he/she will be considered tardy.

We understand that appointments may cause students to be tardy. Please request a note from the doctor if your child is tardy due to a doctor's visit, or similar appointment, and give it to the main office staff when you bring your student in.

Early Dismissal

When a student is released early, he/she misses valuable learning time. Just as it is important for your child to be at school on time for lessons, it is equally imperative that they be in school for all the day's activities. In the school attendance system, early dismissals are also recorded as "tardies."

If a child is to be dismissed *before* 2:30 p.m., the parent or guardian should submit a note or email. Parents or guardians may also call to alert the school of an early pick-up. Parents picking up a child must report to the office to sign their student out. Your student will be called to the office when you arrive. **Children should not be picked up from the classrooms.** If you are sending someone to pick your child up from school, please notify the school office. A student will not be allowed to leave school with anyone other than his/her parents or guardians unless we have prior notification from the parent or guardian. We ask that early dismissals be kept to a minimum as a class must be interrupted when a student is requested to come to the office for pick up.

If your child is scheduled to attend the Extended Day Enrichment Program (EDEP) but you choose to pick him/her up instead, you should inform their EDEP teacher about the change.

Only in an emergency can we accept changes in dismissals after 2:00 pm. If you must do this, please use the telephone, as we may not see an email sent after this time.

Emergency School Closings

If school is closed, the electronic notification system will be used and announcements will be made through local radio and TV stations and posted on the ACPS web site. All after school activities including EDEP are canceled if school is closed.

PLEASE DO NOT CALL THE SCHOOL OFFICE WHEN THERE IS A CLOSING OR POSSIBILITY OF ONE. The phone lines need to be kept open for emergencies.

To learn more about closings go to the ACPS [Closings & Delays page](#) or call 434-296-5886

Withdrawals

If it becomes necessary to withdraw your child from school, it is suggested that the following procedure be followed:

-
1. Notify the school in writing as soon as your plans are definite. Provide the name and address of your child's new school, if possible.
 2. Inform us of the last day your child will be in attendance.
 3. Return any textbooks, library books, or other materials belonging to the school.
 4. Pay all outstanding debts.
 5. Have your child bring home any personal belongings.

Student Placement in Class/ Teacher Requests

Each spring, teachers place students into groupings that they feel will be optimal. Class lists are drafted for the following year. Teachers consider class size, ability levels, learning styles, and placement with specific students. Additionally, we attempt to balance each class so that they are heterogeneous.

We are confident that your child will find success in whichever class he or she is assigned; however, teacher assignment is done purposefully each year after much consideration. In order to provide a placement based on educational needs, we ask that you do NOT request specific teachers. If there is a particular learning concern that you would like to communicate, it should be done in writing or via email to Nancy McCullen and **sent no later than the last day of the school year** for consideration. While your child's current teacher will have input regarding the academic, behavioral, and social/emotional needs of each student, please realize that the final placement will be made by the administration.

With enrollment and any staffing changes that occur over the summer, class placements are not finalized until the week before school begins. Teacher assignments are posted in the PowerSchool Parent Portal as communicated via email prior to the first day of school.

Home-School Communications

You and the teachers are partners in your child's education. You know your child best and the teachers contribute their professional experience with many children. Get to know your child's teachers early in the year and begin to lay the foundation for good communication.

Some ways we will try to communicate with you are through:

- Red Hill Moosletter
- Report cards -via ParentPortal
- School website
- "Backpack Mail"
- Mail and email
- Remind app
- Parent-teacher conferences
- This handbook

Your child's teacher may telephone, email, text, write you a note, send progress reports, send a class newsletter, or come to your home to better communicate with you about our mutual concern—your child. Please realize that our teachers are busy throughout the day and are not available to take phone calls or respond to emails immediately. Teachers should send some form of communication (e.g. newsletter) at least monthly.

Some ways we hope you will communicate with the teacher include:

- Visit the classroom (Please arrange a time with the teacher in advance.)
- Volunteer to help when you can
- Attend parent conferences and other parent-teacher meetings, telephone, email, or write a note whenever you feel it necessary
- Promptly sign and return forms that need your attention
- Call the office if your child is absent and provide the reason for the absence

We believe that confidentiality is essential to developing good school-home relationships. We will only discuss your child with you and not with others. In like manner, we ask that you refrain from discussing concerns about the teacher or the school in the presence of your child. When a difference of opinion exists, please discuss the issue with the teacher first and then, if not resolved, the school principal. It is essential that we work together for the benefit of the student.

Please feel free to contact Nancy McCullen, Principal, if you have questions about instruction, discipline, or other matters affecting your child.

Visiting a Classroom

Parents and guardians are always welcome at Red Hill. They must first report to the office to sign in and receive a pass. A valid picture ID is required, so please bring one with you. We are committed to ensuring the safety of all students, and these procedures are in place to maintain a secure learning environment. Schedule the visit in advance with the teacher if you would like to visit a classroom. For classroom observations that entail a full class period, parents should contact the Principal or Assistant Principal to arrange a mutually agreeable time. Younger siblings are welcome to visit for lunch but may not visit the classroom, as it may be disruptive to student learning.

Student Conduct

Students at Red Hill are expected to follow our Red Hill school agreements. With student input, we update these each year. Here are last year's agreements:

*Be kind,
Respect yourself and all others, and
Make **safe** and **responsible** choices;
So that **everyone** gets to **learn** and **play**.*

We are a Responsive Classroom school and this informs all the work we do. Please talk with your child about the importance of following our school rules and displaying these social and emotional competencies:

Cooperation	Assertiveness	Responsibility	Empathy	Self-Control
Establish new relationships, maintain positive relationships and friendships, avoid social isolation, resolve conflicts, accept differences, be a contributing member of the classroom and school community, and work productively and collaboratively with others.	Take initiative, stand up for one's ideas without hurting or negating others, seek help, succeed at a challenging task, and recognize one's self as separate from the circumstances or conditions one is in.	Motivate one's self to act and follow through on expectations; define a problem, consider the consequences, and choose a positive solution.	Recognize, understand another's state of mind and emotions and be receptive to new ideas and perspectives; appreciate and value differences and diversity in others; have concern for others' welfare, even when it doesn't benefit or may come as a cost to one's self.	Recognize and regulate their thoughts, emotions, and behaviors in order to be successful in the moment and remain on a successful trajectory.

If student behavior requires more intervention, they will be sent to a counselor, administrator, or a designee who will use logical consequences and restorative practices to help them regain self-control, "make it right," and integrate back into the classroom community. Parents will generally be notified by phone or email when an administrator or counselor intervenes.

Response to Misbehavior

This table guides teachers and staff members to respond consistently to misbehavior. While there are many variables to incidents (such as context, age of students, severity, intensity, or duration of disruption or harm), staff members will exercise judgment and apply these guidelines as consistently as possible and as appropriate.

Level 1 Brief, low intensity disruption	Level 2 Low intensity disruption Peer conflict	Level 3 Moderate to high intensity and/or on-going disruption Aggression	Level 4 High intensity disruption Aggression
Examples Not responding to an attention getter or directions Speaking out of turn Refusing to do work Using poor table manners Rough housing Throwing things playfully Leaving seat/work area Breaking pencils, tearing, crumpling paper Not cleaning up	Examples Arguing Name-calling or teasing Repeatedly not following directions Using inappropriate language Making inappropriate noises Minor physical contact Bathroom climbing, looking under or over stalls Inappropriate use of school property or materials Defacing property or minor destruction	Examples Bullying* Fighting Biting, kicking, hitting Major pushing and shoving Major classroom disruption Leaving the room without permission Tobacco or alcohol Major verbal altercation Theft On-going defiance and refusal Throwing items/furniture Major property destruction	Examples Bullying* Threatening violence Fighting Leaving the school building without permission Drugs Vandalism Weapons Sexual harassment Throwing items at students or staff
Possible Consequences Conference with student Take a break Clean-up, fix it, and/or lose related privilege Mediation Resource* or buddy classroom Document the behavior Contact parent if a trend in behavior is clearly identified	Possible Consequences Conference with student Take a break Clean-up, fix it, and/or lose related privilege Mediation Resource* or buddy classroom Behavior plan Document the behavior Contact parent	Possible Consequences Discipline referral Contact or send to administration Contact parent Separate from class and/or send home Teacher – parent - student conference with administration Behavior plan Referral to resources	Possible Consequences Discipline referral Contact or send to administration Contact parent Teacher – parent - student conference with administration Send home Suspension Referral to resources

Level 1 Brief, low intensity disruption	Level 2 Low intensity disruption Peer conflict	Level 3 Moderate to high intensity and/or on-going disruption Aggression	Level 4 High intensity disruption Aggression
Restorative Practices Questions asked: What relationship was damaged? What is needed to repair relationship? Plan of Action	Restorative Practices Questions asked: What relationship was damaged? What is needed to repair relationship? Plan of Action	Restorative Practices Questions asked: What relationship was damaged? What is needed to repair relationship? Plan of Action	Restorative Practices Questions asked: What relationship was damaged? What is needed to repair relationship? Plan of Action
Level 1 and 2 Order of Support 1. Verbal reminder teacher(s) 2. Verbal redirection SPED, TDT 3. Take a Break 4. Buddy classroom 5. Parent contact by teacher(s) 6. Resource: counselor, SPED, TDT		Level 3 and 4 Order of Support Resource: Counselor, SPED, TDT Administration Parent contacted by administration and teacher	

*Bullying means aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor and victim; and is repeated over time or causes severe emotional trauma. Mediation and restorative practices are not recommended responses to bullying or sexual harassment.

See the ACPS Policy regarding [Student Conduct](#) expectations for all students and families.

Discipline Procedures

Our goal is to improve student behavior rather than punish children for misbehavior. We work to discipline with dignity through Responsive Classroom and Restorative Practices. Natural and logical consequences are used whenever possible. Students are usually required to develop a plan for correcting wrongs and improving their behavior prior to returning to the classroom.

In severe cases of misbehavior, the teacher submits a discipline referral to an administrator. Parents/guardians are contacted, usually by telephone, and may request a copy of the referral. If an administrator does respond to a referral (including Bus Conduct Reports) the incident and consequences become part of the student's record as required by Virginia State law.

Anti-Racism

Albemarle County Public Schools is committed to establishing and sustaining an equitable community that achieves the School Division's equity mission to end the predictive value of race and ensure each individual student's and staff's success. The Albemarle County School Board and School Division reject all forms of racism as destructive to their mission, vision, values, and goals.

[School Division Policy ACC](#)

Student Dress

Students at Red Hill will be engaged in learning activities that are active, require movement around a classroom, and to different parts of the classroom, and will involve collaborating with many other students and teachers. A student should dress in a manner that is comfortable and allows for participation in a variety of learning activities. Student dress should not be distracting or interfere with the health and safety of the student or those around them. The following are some examples of dress that may be considered inappropriate for school: halters, tube tops, bare midriffs, showing underwear, short shorts or skirts, inappropriate shoes, not wearing shoes, not wearing shirts, etc. Please see School Board policy JFC or contact the Principal for more information.

Playground and Outdoor Space Use

The playground and outdoor learning space are for the use of all students.

Any playground equipment that is used by children must be supervised by an adult at all times. Teachers will review all playground rules with students throughout the school year.



After-School Use of the School Playground

The playground is used by the Red Hill Extended Day Enrichment Program and Red Hill after-school clubs, so it is closed to others until 6:00 p.m. on weekdays.

Homework Policy

Homework is used to review, reinforce, and extend classroom learning experiences. It provides parents with the opportunity to be aware of the instructional process and helps students develop a sense of personal responsibility. Students should be capable of independently completing most homework assignments. Teachers should not assign grades to most homework. Teachers will establish support systems for students who have few opportunities to complete assignments at home. The school will help provide books and materials needed for the completion of assignments.

Parents are discouraged from assuming too much responsibility for assignment completion. Homework is intended to be a positive experience for students and parents.

General ACPS Guidelines for homework include:

- Practice homework should be clearly understood and assigned after an introduction and thorough explanation of the skills necessary to complete the assignment successfully.
- Homework should serve a valid purpose and be closely related to classroom activities.
- A student's access to resource materials should be considered when making assignments.
- Homework should be evaluated promptly and returned to the student with feedback.
- Homework should not be used for disciplinary purposes.

Average Homework Time Per Night for All Subjects Combined (includes independent reading time)
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K-1 st Grades	Up to 10 minutes	Homework at the lower elementary level should be minimal and experiential. It should most often involve reading, playing games, or engaging in other family activities.
2 nd Grade	Up to 20 minutes	
3 rd Grade	Up to 30 minutes	Homework during these grade levels will reflect the more complex content that students are expected to know and understand, as well as the increasing expectation that students be more independent.
4 th Grade	Up to 40 minutes	
5 th Grade	Up to 50 minutes	
<ul style="list-style-type: none">• <i>Research has not shown a strong relationship between the amount of homework an elementary school student completes and achievement on standardized assessments.</i>		

Parents may call the school to request work if a child is out of school for more than two days due to illness. Teachers should send the work to the office by 2:30 for pick up. Students will work with his or her teacher to make up missed work upon their return to school.

School Security

All visitors and volunteers at Red Hill School are required to sign in at the office and wear a visitor sticker. The Red Hill staff has developed emergency procedures to protect the safety of all students. No one is permitted to pick up a child unless the parent has provided written permission for this. In emergencies, if a parent cannot be reached, one of the names on the emergency contact list will be called. **It is essential that two names be provided for this purpose and that you keep the office informed if telephone numbers or emergency contacts change.**

Teachers in charge of after-school activities such as clubs or tutoring will bring students to the lobby or bus loop at the end of the activity. Parents should wait in the lobby or in their car in the bus loop to pick up their child.

Student Health

Illness or Accidents at School

Our nurse will take care of minor injuries without parent notification. If a student is injured or ill enough to warrant parent notice, our nurse will notify parents/guardians. If they cannot be reached, the student's emergency contacts will be called. It is important to have at least one emergency contact and that we have a **current** phone number for this individual.

On occasion, you will be asked to come and pick up your child. If a child is ill and the nurse calls, we ask that someone come to the school within an hour. Due to limited space in the clinic, we are unable to keep sick children for an extended period of time.

Medication at School

Please inform us of conditions such as asthma, epilepsy, heart conditions, etc., and procedures to follow. Forms are available in the school office for parents to request medication administration if necessary during the school day.

See Albemarle County School Board Policy JHCD for a full description of School Division expectations regarding medicine. If your child needs medication during school, the following apply:

- The "Parent's Request for Giving Medicine at School" form must be completed prior to bringing medicine to school.
- The school nurse must have written permission to give any medication
- No more than one month's medication may be stored at school
- Unused medication will be disposed of or returned annually
- Prescription medication must be in the original container and come with physician's orders.

-
- Medication (including inhalers) **must** be brought to school in a container appropriately labeled by the pharmacy or physician.

Additional Procedures at Red Hill

Only the nurse will give medication in the office or clinic. On rare occasions, an administrator or office associate will give it.

The parents of the child must assume responsibility for informing the school of any change in the child's health or change in medication.

If you have any questions, please call the school office at (434) 293-5332.

Allergies and Other Conditions

It is important that you provide us with any medication your child has for allergies to certain foods, animals, pollen, dust, bee stings, etc., that would require immediate attention.

A "nut-free" table is available in the cafeteria for students who have nut allergies. Students who sit at this table may not have any food item with them that contains nuts of any sort. Students who sit at this table are welcome to bring a friend to the table with them, as long as the lunch is nut-free.

If a child is to be excluded—partially or completely—from physical education for more than one day, we must have a statement from a licensed physician to that effect.

Preventing Student Illness

Please follow these simple guidelines to help protect your child and others from becoming ill.

PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF:

1. Your child has had a fever of 100 degrees Fahrenheit or higher in the past 24 hours. Children should be free of fever, without the use of medications, for a continuous 24 hours before returning to school.

2. You know or suspect that your child has a fever or is ill. Delay sending him/her to school until you have had enough time to observe his/her behavior and feel certain that your child is well enough to be in school.

3. Your child has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours, or until your doctor tells you that your child is no longer contagious (Note: Please get this in writing and send it to school with your child.

4. Your child has:

- vomited the night before or in the morning before going to school.
- diarrhea, stomach pain, or cramping.
- nasal drainage requiring constant wiping or blowing.
- frequent coughing throughout the day or night.

Children who come to school sick are not productive learners and can spread the illness to classmates and staff. Finally, please remember that regular hand washing is one of the best ways to slow or stop the spread of germs in your family. If you are unsure if your child is well enough to attend school, please consult with the school nurse.

Immunizations

Virginia law requires that before entering a public or private school, a student must furnish a physical certificate that such student has been adequately immunized against communicable diseases, (i.e., polio, measles, rubella, diphtheria, pertussis, and tetanus). The certificate is part of the "School Health Examination Form MCH-213C," which is required for school entrance. A student may not enter school without the required physical examination and immunizations. Religious exemptions are honored.

Vision Check

Third-grade students' vision is checked early in the school year using an eye chart, and parents are notified of any defects. Some defects may be identified that do not prove to be significant, and specific visual problems may not be identified. Children who complain of vision problems should be examined by an eye doctor.

Management of Student's Scholastic Record

Student scholastic records are written and maintained to assist the student in his personal, social, educational, and vocational development consistent with high professional standards. These records are kept under the supervision of the principal or his/her designee and used to assist the school staff in working with the student.

Parents who want to view their child's records should submit a written request to the principal which identifies as precisely as possible the record or records he/she wishes to inspect. Directory information (name of student, address, telephone listing, date and place of birth, and other similar information) may be made public as designated by your registration preferences in the Parent Portal. See School Board Policy JO for further information.

School Hours

The school building opens to the students by 7:45 a.m., and the school assumes responsibility for the supervision of students at this time. Students should arrive between 7:45 and 7:55 a.m. Dismissal begins at 2:30 p.m and buses will depart at approximately 2:40 p.m. Children who are being picked up are dismissed at 2:30 p.m. The school office is open each weekday from 7:30 a.m. to 4:00 p.m. The school office is generally open during Summer, Winter, and Spring break from 8 a.m. to 4 p.m. However, we encourage you to call first during those times to ensure that the office is open and that a staff member is available to assist you.

Picking-Up and Dropping-Off Students

Parents who transport children to school are reminded **that it is against the law to pass a school bus loading or unloading students**. This law also applies to school property. Please do not stop, unload, or park in the bus loop in front of the school. If you are unloading or picking up your child, please use the drop-off/pick-up area at the back of the school. Traffic is prohibited in the bus lane between 7:30 and 8:15 a.m. and 1:30 and 2:45 p.m.

Please drive slowly and park only in spaces in the Visitor row, next to the gym, or in the parking lot behind the school.

Morning Drop Off

If you choose to drop off your child in the morning, we ask that you follow these guidelines:

- **Staff members will be on duty for supervision no earlier than 7:40 a.m. Please do not arrive prior to that time.**
- All children should exit their cars on the side closest to the sidewalk.
- Follow the traffic director's instructions (e.g., pull as far forward as possible in the drop-off lane).
- Wait until cars come to a complete stop and a staff member signals it is safe to exit the car. Depending on the size of vehicles and the number of staff members, 4-5 cars can unload students at the same time.
- Parents are asked to remain in the car. We have staff members on duty that will open the door from the outside if there is a child-proof lock.

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- If your child is to wear a jacket or coat, it should already be on so that time is not taken to put it on prior to getting out of the car. Likewise, backpacks, lunch boxes, and other items should be quickly accessible.
 - Do not let your child out anywhere except along the drop-off sidewalk. We don't want them to cross any street or parking lot without adult supervision.
 - Please give the right-of-way to the buses.
 - Be sure to give your child a quick goodbye as they get out of the car to help them have a great morning!
 - Do not drop your child off in the school parking lot, at the end of the bus loop, or on Red Hill School Road. It is not safe for them to cross unaccompanied in front of cars and buses.
 - If you wish to walk your child to the main or drop-off entrance, please park in a parking space. You may walk your child to the exterior door at the main entrance or drop-off entrance and say good-bye there.

Please be aware that days of inclement weather may produce a backup. If all cooperate, the cars will move through more efficiently and your child will be safer. We feel that these guidelines will help the flow of traffic each morning and get your child into school in a timely fashion. We appreciate your assistance with this.

Afternoon Dismissal

If you need to pick up your child at school before 2:30 p.m., come directly to the office. A staff member will assist you in signing out your child, and the student will come to the office to meet you.

Change in After-School Plans

A parent or legal guardian must send a written note, email or phone call to the office giving permission any time a student is to leave in a manner that is different from his/her default dismissal plan. Parents must send these notes indicating changes on a daily basis. If the school does not receive notification from the parent about a change of dismissal, the normal dismissal plan for the child will be followed. **All changes must be received by 2:00 p.m. to ensure that there is adequate time to notify the student and teacher of the change.**

Bus Transportation

Bus Schedules and Routes

The Albemarle County Transportation Department establishes school bus schedules and routes. If you have questions, call the Transportation Department at (434) 973-5716 or talk with your bus driver.

Due to various factors, pick-up and drop-off times may fluctuate by a few minutes. Please be at the stop 5-10 minutes before the pick-up or drop-off time. If the bus does not arrive 15 minutes after the scheduled time, call the Transportation Department or the school for information about the delay.

Bus schedules and stops are always subject to change during the first week or two of school. We appreciate your patience during this period of adjustment. It is recommended that parents walk with children to bus stops and wait with them until the bus arrives.

Bus Drivers and Rules

Bus drivers provide an essential service in our educational system. Their job is not always easy. Parents are asked to support them by requiring their children to obey bus rules and respect the drivers. A copy of the county "Guidelines for Student Transportation" is sent to parents each year. One portion must be signed by the parent and, when appropriate, the student. These guidelines should be re-read from time to time during the year to reinforce proper bus behavior.

Bus Safety

Bus safety requires a community effort. If you suspect dangerous conditions on the school bus, please call our school or the Albemarle County Department of Transportation at (434) 973-5716. If you observe traffic violations by motorists that threaten the safety of our students, please report them directly to the Albemarle County Police Department.

Bus Passes

If a student is to ride a different bus or to get off at a different bus stop, the parents must send a note or call the office granting permission for this change. The office staff will issue a bus pass that must be presented to the bus driver upon boarding the school bus. **Approval of the request to ride a different bus is dependent on available seats on the requested bus.**



Miscellaneous Items

School Pictures

Individual school pictures are taken in the fall, and class (group) pictures are taken in the spring.

Lost-and-Found

Put your child's first and last name on personal items and clothing. If items are found without a student's name, they will be placed in the lost and found box that is located in the hallway by the cafeteria entrance. Items that are not picked up by the end of each quarter will be donated to a local charity.

Also, small and valuable lost-and-found items are kept in the school office. At the end of the year, unclaimed items will be donated to a local charity.

Private Party Invitations

At Red Hill Elementary School, we want all children to feel valued. Invitations to private parties may not be distributed at school unless ALL students in the class are invited.

Student Birthdays

Birthdays are special occasions for students, especially in elementary school. On their birthdays, students are recognized in the classroom. However, we prefer to have any food celebrations occur during non-instructional times. If you would like to send in a treat, please check with your teacher about the best way to deliver it. Teachers will determine when treats will be passed out and eaten.

Animals in the Classroom

This link below will explain the Albemarle County policy on animals - [Animals in the Building](#)

Some classrooms at Red Hill have classroom pets. Caring for and observing the classroom animals is an enjoyable, hands-on learning experience. Students handling animals is voluntary and only under the immediate supervision of the teacher.

Some teachers permit students to share their home pets with their classmates. Animals must be leashed or caged when brought into the building. A certificate of good health and vaccinations from a veterinarian is required and will be kept on file in the office. Teacher permission is required for any pet to be brought into the classroom.

If you do not wish for your child to come in direct contact with or handle either classroom or home pets, please notify your child's teacher in writing.

Dogs are not permitted on school grounds from 7:30 a.m. to 6:00 p.m.

Fund Raising

Opportunities exist throughout the school year to raise funds to support our school, students, and partner organizations. However, in compliance with Standard D of the Virginia Standards of Quality, fundraising activities involving elementary students in door-to-door solicitation are prohibited.

Student Use of Telephone

Students may use school phones with a teacher's permission. Their use is limited to emergency calls and school business calls only. Calls for permission to attend parties, go home, ride buses with friends, etc., are discouraged. These matters should be taken care of prior to the school day.

Use of Personal Electronic Devices

Students may not use cellular phones or personal electronic devices during the school day. Personal phones must be off and in student backpacks at all times. We recommend you keep all electronic devices at home. It is at your own risk if they are brought to school.

Personal Belongings

Other personal belongings, not requested or approved by the teacher for use at school, such as special writing implements, diaries, toys, trading cards, games, accessories, sports equipment, etc. should be kept at home. If students have things distracting them or others from learning or are a source of conflict, the teacher will collect the item and label it with the student's name. The teacher will notify the parent. Unless a parent wants to pick up the item, the item will be stored and returned to the student on the last day of school.

Assemblies & Guest Speakers

During the school year, Red Hill students are provided with a variety of assembly programs. These include student presentations, guest speakers, and professional productions.

Breakfast and Lunch Information

Menus are available on the Child Nutrition website:

<https://www.k12albemarle.org/our-departments/nutrition/menus>

Hot lunches are provided daily by ACPS Food Services, and our food services staff are the best! We are fortunate to be able to provide lunch and breakfast at no charge to students.

The cafeteria sells milk and ice cream (on Fridays beginning a few weeks after school starts) a la cart. White or chocolate milk costs 75¢ and ice cream is \$1.25. Checks should be made payable to Red Hill Elementary. Be sure to include the child's lunch number or first AND last name on the memo section of the check. Students may also pay in cash or use money in their online meal prepayment account through My School Bucks: www.mySchoolBucks.com

If a student packs a lunch, please arrange for plastic containers for beverages as glass bottles are not allowed. **Send nutritious items. Do not send soda or caffeinated beverages.**

A "grab and go" breakfast will be available for students. First through fifth grade students who are purchasing breakfast are to report directly to the cafeteria to purchase their breakfast. Preschool and kindergarten students should report to their classrooms first. Breakfast is served in the cafeteria each day until 8:00 a.m. Students pick up their breakfast and eat it in their classroom.

Family Lunches

Red Hill welcomes parents and guardians in the school cafeteria. If you wish to eat lunch with your child, please sign in at the front office and meet him or her at the cafeteria entrance at the designated time.

Adult lunches are \$3.55.

If noncustodial family members or special friends would like to eat lunch with your child, you **must** inform the school office in advance. We need your permission before anyone comes to school to spend time with your child.

Parents and visitors who are having lunch with their children are welcome to engage with others, but should not bring or share food for other children.

Snack

Families are welcome to send nutritious snacks to school with their children. Nutritious snack options include small servings of items low in sugar, low in sodium, and free of any dyes that may stain clothing, carpets, or school supplies. School snacks are intended to tide children over between

breakfast and lunch and should be proportioned accordingly. Please do not send candy, gum, full-sized bags of chips, caffeinated beverages or soda. Students will be instructed to keep these in their backpack and bring them back home. If you child needs a snack, we will offer them a healthier and less messy option from our school supply.

Acceptable Use of Technology

Students at Red Hill are expected to follow the Albemarle County Public Schools' policy (**IIBE**) regarding the acceptable use of technology. A portion of this policy is listed below. The entire policy may be found on the School Division's [website](#). Information regarding this is sent home at the beginning of the school year.

Internet and computer networks and non-network access are available to authorized students, teachers, and other Albemarle County Public Schools staff.

Albemarle County Public Schools' primary goal for technology use in education is to promote educational excellence by facilitating resource sharing, innovation, and telecommunications as outlined in this policy and applicable regulations. However, some worldwide resources available on the Internet are not of educational value in a school setting.

Students and their parents or legal guardians shall, before beginning grades K, 3, 6, and 9 or otherwise entering a school, receive and sign an acknowledgment of this policy.

Albemarle County Public Schools' Internet and computer facilities is a privilege, not a right. Inappropriate use will result in an immediate termination of access and other privileges relating to use and may also result in disciplinary action (up to and including suspension or expulsion, formal reprimand, or dismissal) as well as potential civil or criminal liability and prosecution.

Use or transmission of any material in violation of any United States or state law is strictly prohibited. Also prohibited are the uses or transmission of the following: material protected by federal or state intellectual property laws; copyrighted material (except in accordance with School Board policy EGAAA); licensed material; threatening, harassing, or obscene material; and/or pornographic material. In addition, it shall be prohibited to access, attempt to access, use, or attempt to use the Internet or other computer network or non-network facilities for any other unauthorized purposes, including but not limited to commercial activities, introduction of viruses, and manipulation or corruption of systems, files, and other related resources.

Administration, faculty, or staff may request that the systems administrator deny, revoke, or suspend specific user access in the event of violation of this policy.

Parent Involvement

PTO (Parent-Teacher Organization)

The Parent Teacher Organization is an important part of the school. Our PTO coordinates invaluable parent volunteer services, assemblies, book fairs, and fundraisers to purchase materials and items that benefit our students. Every parent who has a child attending Red Hill School is a voting member of the PTO. PTO meetings are held each month with most beginning at 6:30 p.m. Parents will also receive PTO updates via email, backpack mail, and website on a regular basis. Check it out at <https://RedHillpto.org>

Parent Volunteers

Red Hill has been fortunate in having a large corps of parent and community volunteers to assist with instructional and clerical duties. Our volunteers provide valuable skills and help. In an effort to best protect the individual needs of our students, all volunteers are required to register by reviewing and

signing a volunteer packet of forms. It is important that all volunteers understand that confidentiality is very important and must guard children's privacy. See an office associate to register as a volunteer.

Parent Advisory Positions

Albemarle County Public Schools welcomes parents to serve on various committees at the School Division level, including the Parent Council and Special Education Advisory Committee. If you are interested in participating in a role such as this, please contact Craig Dommer, Principal, at 293-5332.

In Conclusion

We hope that this handbook has provided you with helpful information for you and your child. If you have questions or concerns about anything associated with Red Hill, please do not hesitate to contact your child's teacher, the school counselor, or an administrator.

We look forward to a very successful school year!