

## LUNCHROOM

Lunch and Breakfast will be available for purchase each day. For an additional fee students may buy snacks such as chips and icecream. We encourage families to complete the Free/Reduced form to support our students and families by providing breakfast and/or lunch at a free or lesser cost which also supports our school lunch program. We also encourage the LINQ payment program which allows you to set up online and auto-pay.

If you wish to allow your child to buy extra food items, this will be deducted from the meal account. If you do not wish for your child to buy extra food items, please notify the food service manager. Each student is responsible for providing his/her lunch or lunch money. Children are not allowed to call home for lunch or lunch money. The parent is responsible for payment of the student lunch account. If you have any questions regarding your child's lunch account, please contact the cafeteria manager.

Any additional information is available and payments may be made at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us) - click on the Food and Nutrition link under "Departments."

## EXTRA-CURRICULAR ACTIVITIES

- All school rules and regulations pertain to extra-curricular activities and/or trips.
- All rules specific to any extra-curricular activity will be consistently and uniformly applied.
- Students must be counted present for the school day to participate in any extra-curricular activity.
- Student behavior, absenteeism and tardiness is a consideration for student's participation in extracurricular activities.
- Please read and discuss these rules and regulations with your child.

## SCHOOL TELEPHONE

The school telephone is for school business or in case of an emergency. Arrangements for alternative rides, visiting friends, field trips or lunch must be taken care of at home. Students will not be called from class to the phone. A message from the parent or guardian, will be taken and delivered at the end of the day in order to minimize interruptions to our classrooms. School announcements will be made through the monthly newsletter/calendar, the HES Remind App, and School Reach messages sent to the primary phone listed on your child's FOCUS account.

## WITHHOLDING DIRECTORY INFORMATION

Legal guardians have the right to request withholding of any cumulative record information for a student enrolled in Nassau County Schools. To withhold student information, please request a form from the school, complete the form, and return the form to the school ASAP. The signed form will be placed in your child's cumulative record. Such forms are valid for one school year only.

The Nassau County Elementary Code of Student Conduct is available in its entirety at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us). A reference copy is also available at Hilliard Elementary School.

The School Board of Nassau County policy 2.31 prohibits discrimination on the basis of race, color, age, gender, religion, nation or ethnic origin, genetic information, sexual orientation, disability, political or religious beliefs, or marital status against student or employee in the state system of public education. Information may be found on the district website at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us) or may be obtained by calling 904-491-9888.

# HILLIARD ELEMENTARY SCHOOL

Accredited by the Cognia Continuous  
Improvement System

## 2024 — 2025

## POLICIES & PROCEDURES



Danielle Loudermilk  
Principal

Tracy Miller  
Assistant Principal

27568 Ohio Street  
Hilliard, Florida, 32046  
Phone: 904-845-4471  
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Bell times	
Supervision Begins	7:00 AM
1st Bell	7:25 AM
Tardy Bell	7:45 AM
Dismissal Bell	2:00 PM
*Wednesday	1:00 PM

## HILLIARD ELEMENTARY SCHOOL BELIEF STATEMENTS

1. We believe that every student should have the opportunity to develop to their maximum potential in an emotionally and physically safe environment.
2. We believe all children should be given the opportunity to become successful learners, developing strength of character which is essential to making quality life choices.
3. We believe that the staff should encourage the students to take pride in their work and their school, accept responsibility for their actions, and develop effective relationships through mutual respect, trust, and communication.
4. We believe the school, the family, and the community should work together to maximize student achievement and moral development.
5. We believe that student achievement directly relates to the number and variety of quality experiences to which students are exposed and that the higher the expectations, the higher the performance.
6. We believe in teaching students the skills which will enable them to become lifelong learners, excelling in a changing society.

### Mission Statement

Hilliard Elementary is committed to an educational process, involving the total community, which encourages each child to become a lifelong learner and provides the necessary resources to enable each student to develop into a responsible, productive citizen prepared to enter secondary education with both academic and social success.

### FISCAL TRANSPARENCY

HOUSE BILL 1002.20—Parents have the right to a report card about our school grade, including a school financial report. This report is included with your student's Policies & Procedures pamphlet.

### PLEDGE of ALLEGIANCE and MOMENT of SILENCE

HOUSE BILL 1003.44 authorizes right of student to not recite Pledge of Allegiance. Please contact the school should you desire to have your child opt out of the pledge. HOUSE BILL 529 requires teachers in first period classes to provide one minute of silence in which students may not interfere with another students participation. Teachers may not make suggestions as to the nature of any reflection that a student may engage in during the moment of silence.

### CLASSROOM TRANSFER

The Nassau County policy regarding student class transfer requires a parent to have a conference with the classroom teacher to discuss resolution. If no resolution has been made, the parent will contact the school to schedule a conference with the school administrator. The request will be documented in writing and a follow-up meeting will be scheduled. The request will then be approved or denied by the administrator within two weeks of the initial request. Class assignment will be determined by the school administration.

To the knowledge of the Administration and Staff, there are no rules in this brochure which are contrary and not in complete accord and agreement with the policies of Nassau County School Board and the Florida State Board of Education. If there should be a difference in the policies adopted herein or in the manner of stating such policies herein when compared with the policies of the Nassau County School Board, then the latter shall prevail.

## RULES & REGULATIONS

1. **Disrespectfulness.** Students are expected to demonstrate courtesy and respect to faculty members, staff members, and guests on the school campus and at any school activity.
2. **Fighting.** Fighting or aggressive behavior towards others is prohibited at Hilliard Elementary School.
3. **Destruction of School Property.** Students must take care of school property and any student who destroys or defaces school property will be held responsible for restoration of that property. Parents will be expected to make financial restitution.
4. **Intimidation.** Students shall not intimidate other students.
5. **Food Items (food, candy, nuts, etc.)** Students shall not sell food items at school during the regular school day to conform to federal guidelines governing our school lunch program. This is not intended to prevent students from selling such items after school hours for fund-raising purposes.
6. **Defiance toward School Board Employees.** Students are expected to follow directions given by those in authority.
7. **Chewing Gum.** Students shall not chew gum on school grounds.
8. **Weapons, Explosives or Facsimiles.** Students are forbidden from bringing weapons, explosives, or replicas on school grounds or to school events. Any such item will be confiscated and student is subject to suspension. Any student inflicting injury upon another student with any weapon may be referred to the School Board for expulsion from school.
9. **Profanity.** Students are expected to refrain from using profanity, obscene, or abusive language at school or at any school functions.
10. **Running.** Students shall walk at all times in the school and on school grounds. (Physical Education and recess excluded.) Students are expected to move in a quiet and orderly manner.
11. **Toys** including fidgets and electronics that interfere with the learning environment are NOT allowed at school. These items will be confiscated if detected and must be picked up by a parent or guardian upon notification. The school will not be responsible for the loss or damage of items brought to school in violation of school policy.
12. **Tardiness.** Students are expected to report to class on time. The tardy bell rings at 7:45am. Students may not be allowed to make up work due to unexcused tardies or early dismissal.
13. **Student Supervision.** Students shall remain in designated areas with proper teacher supervision at all times.
14. **Flowers, Plants, Balloons, etc. -** No deliveries of any kind will be accepted for students.
15. **Back Packs.** Rolling back packs are not permitted. Rolling back packs will be confiscated and parents will be required to pick them up.
16. **Umbrellas.** Students shall not bring umbrellas to school. Please use ponchos or rain coats in inclement weather.
17. **Wireless communication devices.** Students shall not use said devices during regular school hours (phones, tablets, smart-watches, recording devices). Devices may be confiscated if found being used during school hours.
18. **Tobacco products, alcohol or drugs.** Students shall not be under the influence or in possession of tobacco, alcohol or drugs. Visitors may not use or possess these items on campus.
19. **General Code of Appearance**—Students must adhere to the dress code.
20. **Stealing**—Students shall not take something that belongs to someone else.

## CONSEQUENCES:

Students who violate the above rules are subject to disciplinary action ranging from parent contact, timeout, in-school suspension, detention, loss of privilege, out-of-school suspension to expulsion. Repetitive infractions will result in a more serious consequence.

## DISCIPLINE - CLASSROOM

Disruptive behavior in the classroom will not be tolerated, especially if this behavior is at the expense of other children learning or being safe. Cooperative discipline techniques will be used at our school to help students choose and maintain appropriate behaviors. If these interventions do not succeed, the student will be sent to the office with the intervention form and action will be taken by the administration. This action may include but not be limited to parental notification, detention, in-school suspension and/or out of school suspension. Continued disruptive behavior could result in permanent expulsion.

## DISCIPLINE - BUS

The same policy governing a student's classroom behavior is applicable to the student's behavior on the bus. Any student misbehaving on the school bus may be suspended from riding the bus, but is still required to attend school. Students are to ride the bus to which they have been assigned. Only in an emergency is this changed and a note from home is required. This note must be approved by the principal. Bus changes cannot be made the first 2 months of school.

## DRESS CODE

Students shall report to school in proper dress which will include the following:

1. Students shall wear shoes at all times. **Shoes shall have closed heels, backs, or straps.**
2. Students' pants shall be worn at the waist and pants may not have holes, **rips or tears above the knee.**
3. Students shall be permitted to wear shorts. Short or extremely tight shorts or skirts are not appropriate.
4. All students shall wear full cover shirts or blouses. Shirts must cover midriff area and may not have spaghetti or thin straps. NO full cut tank tops or see through clothing.
5. Cut off T-shirts or T-shirts displaying profanity or inappropriate material may not be worn at school.
6. Students shall refrain from wearing distracting jewelry, body piercings, **or other appearance modifications in a manner that will be a distraction to the learning environment.**
7. No cleats or wheeled shoes may be worn to school.
8. **No caps, hats, scarves, or bandanas shall be worn at school.**
9. Students shall dress appropriately for activities on P.E. day.
10. Pajamas are not acceptable school attire.

Parents will be contacted to bring proper clothing if clothing is not appropriate. Please refer to Nassau County Code of Conduct - Elementary for a more extensive explanation of School Policies.

## PARENT/TEACHER COMMUNICATION

Teachers will maintain regular contact with parents. Weekly student work and newsletters shall be utilized to inform parents of student/classroom progress. School/student information is also available on the Nassau County School District website at [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us). Parents may also set up a Focus account by clicking on the Student & Parents tab, selecting Focus Parent Accounts from the directory and following the on screen instructions. Proof of identification will need to be verified with the HES data entry operator. Teachers will notify parents of their class-room code on the Remind App which is a school board approved communication application.

## FIELD TRIPS

Field trips provide students with educational hands-on learning experiences. Please take notice that field trip forms must be correctly completed and returned with money by the deadline. **Field trip deadlines are strictly adhered to.** Please return forms early to eliminate last minute problems that may prevent a student from attending a field trip. **No refunds will be given, due to bookkeeping procedures and the necessity for advance arrangements for ticket purchases and transportation contracts.** If a student does not maintain appropriate conduct/behavior, the student may not be able to attend a field trip. In some instances, parents may be expected to attend as a chaperone in order for the student to participate. All students are required to travel to and from school field trips with the school group. Chaperones must be 21 years of age or older. **No siblings or other children may accompany a chaperone on a school field trip.** Chaperones must be approved by the school board & will be required to ride on the bus unless space prohibits.

## SCHOOL VOLUNTEERS

All volunteers must sign in at the front office and wear a volunteer badge while on campus. Volunteers are always welcome and are encouraged to join us. To provide our students with a safe and wholesome learning environment, volunteers are expected to dress modestly and conduct themselves with appropriate language and actions at all times. Siblings or other children may not accompany parents who are volunteering. Volunteers must submit an application and be approved by the school board. Applications can be found by going online to [www.nassau.k12.fl.us](http://www.nassau.k12.fl.us).

## DAILY ROUTINE

**7:25 - First Bell**

**7:45 - Tardy Bell Rings**

**2:00 - Dismissal Bell**

**Dismissal every Wednesday is 1:00 pm**

- No students should be at school before 7:00. There is no supervision of students prior to this time.
- **If your child arrives after 7:45 you will need to park and come into the office to sign in your student. This does not mean entering the gate at 7:45. Vehicles need to be inside of the HES gate by 7:40am to ensure students arrive on time.**
- Students must be checked out prior to 1:30pm (12:30pm Wednesdays). This minimizes disturbances in our classrooms and provides the optimum learning time.

## DROP-OFF and PICK UP PROCEDURES

All students being dropped-off or picked up in the afternoon shall do so in the designated pick up zones in the car loop. You must display your school pickup card in the window or you will be required to go to the office to show ID. This will provide a safe environment while expediting the loading of students. No student shall be called up for early dismissal after 1:30 (12:30 Wednesdays). **After 1:30, ALL students must be picked up in the pick up line (12:30 Wednesdays). The side gate on Ohio Street is designated for students with special needs- Red permit required.** Parents may park and walk students to the cafeteria doors between 7:00 and 7:25am.

## ADMINISTRATION OF MEDICATION

All medications must be prescription drugs contained in the original bottle from the pharmacy. The proper form must be completed by the parent and submitted to the office **before** any medication can be administered. Parents are responsible for delivery and pick-up of all medication. Students should not bring medication on the bus. **NO** over the counter medications can be brought to school by students.

## ATTENDANCE, ABSENCES, AND TRUANCY

1. Regular school attendance is a necessary part of a student's education. Excessive absences impair a student's educational progress, impacts whether the student passes or fails a grade, and may result in court proceedings. Students will be considered absent when they miss 50% of their school day. Absences shall be classified and treated as follows: (1003.21—1003.29)  
**Excused Absences** — Students must be in school unless the absence for one of the reasons listed below. Excused absences include the following:
  - Personal illness
  - Head lice (max. 2 days FL Statute 1003.22)
  - Illness of an immediate family member
  - Death in the family
  - Religious holidays of the student's religious faith
  - Required court appearances or subpoena
  - Doctor or Dentist appointments
  - Students having or suspected of having a communicable disease or infestation that can be transmitted
  - Special events including, but not limited to, important public functions, student conferences, student state/national competitions that are school-sponsored, exceptional cases of family need.**Unexcused Absences** — include, but are not limited to, the following:
  - Shopping trips
  - Pleasure/Vacation Trips
  - Truancy
  - Other avoidable absences
2. **Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence.** Failure to bring in a note will result in an automatic unexcused absence. However, the fact that the student brings in a note does not require the school administration to excuse the absence. **After eighteen (18) days of absence, whether excused or unexcused, student promotional criteria in attendance is no longer in compliance under the NCSD Pupil Progression Plan.**
3. **Make Up Work** — When a student is absent from school, **the student shall be responsible for all work and assignments missed during the student's absence.** The student shall make arrangements with teachers for "make up" work. The number of days allowed to make up the work shall be the same as the number of days the student was absent. Previously assigned projects or tests are due upon return from absence or as determined by the teacher's grading standards.
4. **Truancy** — A student may be deemed truant after five (5) unexcused absences within a calendar month, or ten (10) unexcused absences within a 90-day calendar period.
  - When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's intervention team.
  - The team will meet with the student and parent to determine if a pattern of truancy is developing and identify and implement potential remedies.
  - If the school-based efforts are unsuccessful, the student shall be referred to the District Truancy Prevention Task Force and a petition may be filed in court for truancy.
5. **Tardiness** — Tardiness is disruptive to the learning environment and can have a negative impact on student achievement. Students **must arrive by 11:00 to be counted present for the day.** Students checked out prior to 11:00 or signed in after 11:00 will be marked absent for the day.

## TEXTBOOKS

Textbooks are the property of Nassau County School Board and are loaned to pupils attending Hilliard Elementary. Parents or guardians of the student are liable for any loss, destruction or damage to these materials or for failure of such pupil to return the materials when requested by the teacher. **IN THE EVENT THAT A TEXTBOOK IS LOST OR DAMAGED, THE PARENT MUST PAY THE FULL REPLACE-MENT COST OF THE BOOK BEFORE ANOTHER BOOK CAN BE ISSUED.**

## REPORT CARDS AND PROGRESS REPORTS

### Grading Scale:

A= 90-100	Outstanding
B= 80-89	Above Average
C= 70-79	Average
D= 60-69	Lowest Acceptable Progress
F= 59 or below	Failure
E= 90-100	Excellent
S=70-89	Satisfactory
N=60-69	Needs Improvement
U= 0-59	Unsatisfactory

Report Cards are available on your child's FOCUS account each nine weeks. Parents may also check student progress at any time on the FOCUS website: <https://focus.nassau.k12.fl.us/focus/>  
Please feel free to contact your child's teacher concerning your child's performance in school.

## HONOR ROLL

Student may qualify for honor roll each nine weeks by maintaining all A's and B's as well as excellent or satisfactory in all other areas.

## STUDENT DISMISSAL

When dismissed, students should go immediately and directly home. All requests to ride an alternative bus or to be picked up must be communicated through the front office by note or phone call, then approved by the principal and teachers will be notified. The student must have a note signed by their guardian or valid phone call to the front office to go home any alternative way. These notes should be brought to the office first thing in the morning for approval. Only persons listed on the emergency card may pick up a student from school in the event of an emergency. Any other time a note must be presented from the parent/guardian for anyone to pick up a student. Please be prepared to show identification. No students shall be dismissed without clearance through the front office. **Students who walk to and from school must reside within a mile from the school. ALL transportation changes MUST be made prior to 1:00pm (12:00pm on Wednesdays).**

## SCHOOL VISITORS

For your child's protection, everyone must check in the office, with proper identification, before entering the school or to pick up a child for early dismissal. No visits may be made to talk with the teacher or child during class time (7:25—2:00). You may call and leave a message on the teacher's voicemail and you will be contacted as soon as possible. Appointments to meet with the teacher can be made for after school hours by contacting your child's teacher by phone, email, or Remind. If you have not received a return call or message within 48 business hours, please call the front office for assistance. All projects or items for classes shall be sent with the student or dropped off at the front office. While visitors may eat lunch with their child at designated tables in the cafeteria during their lunch time, visitors are not permitted in the classroom. Please complete the volunteer form online.