

**A.P. MORRIS EARLY CHILDHOOD CENTER
IS UN-BEE-LIEVABLE!**



**Student/Parent/Guardian Handbook
2016-2017**

April Lowe, Principal

Tracy Quattrocchi, Instructional Supervisor

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Ms. Lisa McWilliams, Art

Mr. Michael Morelli, PE

Mr. Richard Riccardi, PE

Mr. Mr. Marc Schneider,

Media Specialist

Mrs. Luis Taveras, World

Language

Title I

Mrs. Sabina Espada

Mrs. Daniela Fonseca

Ms. Joyce Kennedy

Speech

Mrs. Hilda Rozas

Mrs. Jillian Utter

K Instructional Aides

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Mr. Matthew Spender

Mr. Jeffrey Spychalski

Ms. Kamalla Stewart

Ms. Lashonda Winston

To reach a staff member

Use their email address which is the person's first initial, their last name with @hillsidek12.org

i.e.: April Lowe

alowe@hillsidek12.org

A.P. Morris Early Childhood Center

September, 2016

Dear Parents/Guardians,

Welcome to the A.P. Morris Early Childhood Center where we are building a strong foundation for each one of our students. This year our school theme is **A.P. MORRIS EARLY CHILDHOOD CENTER IS UN-BEE-LIEVEABLE!**

This handbook has been developed to provide the parents/guardians and students at the A.P. Morris Early Childhood Center with the information needed to be successful.

We believe that children learn best when the home and school form a partnership in the learning process and are supportive of each other. Our goal is to make this initial educational experience a positive and valuable one for your child. We welcome your participation in making this happen.

Please take time to review the contents of this handbook and discuss it with your child. It is essential that the home and school emphasize the same standards regarding behavior and academic achievement if our children are to reach their full potential.

Please do not hesitate to call the school office if you have a question. The faculty, staff and I hope your child has a most successful, happy and productive school year.

Sincerely,



April Lowe
Principal

SCHOOL SAFETY

Dear Families,

Bullying has been getting a lot of recent attention. What used to be accepted as “kids will be kids” has changed. We, at A.P. Morris Early Childhood Center, are taking bullying seriously. It is not just the bullies and victims who are affected, the community suffers as well.

Through a school-wide effort, our goal is to prevent bullying. This difficult, but necessary commitment will improve our school and community. We will accomplish this by coupling the Olweus Bullying Prevention Program with Character Education. Our school theme is A.P. Morris Early Childhood Center is “UN BEE LIEVABLE”. We will focus on academics, character education and social/emotional development.

Your commitment is needed to help fulfill our school goals. Please take the time to discuss with your child: making good choices, taking responsibility for your actions, treating others kindly, standing up for others using words instead of violence, and following classroom and the school-wide code of conduct. All students and parents must review the student and parent agreement.

We at A.P. Morris Early Childhood Center, will always inspire your child to be their personal best. The School Safety Team thanks you in advance for your cooperation to ensure a safe and productive school year.

Sincerely,

The A.P. Morris Early Childhood Center Safety Team

District Mission Statement

The mission of the Hillside Public Schools is to ensure that all students at all grade levels achieve the New Jersey Core Curriculum Content Standards and make connections to real-world success. We are committed to strong parent-community-school partnerships, providing a safe, engaging, and effective learning environment, and supporting a comprehensive system of academic and development support that meet the unique needs of each individual.

A.P. Morris Early Childhood Center Mission Statement

We at A.P. Morris Early Childhood Center, believe that all children can learn. We provide enriching, enjoyable and meaningful activities through a curriculum that nurtures young children and promotes problem-solving skills. We strive to develop the potential of all students academically with a strong emphasis on the New Jersey Core Curriculum Content Standards. We encourage social and moral development through our school wide character education program. We support a technology-rich environment that allows our students to be successful and become lifelong learners. We seek the involvement of parents/guardians and the members of the Hillside community to be participants in a partnership to promote quality education.

Board of Education Resolution

The Hillside Board of Education guarantees equal educational and employment opportunity to all, regardless of race, color, age, creed, religion, sex, ancestry, national origin, social or economic status, marital status, or handicap.

Section 504 of the Rehabilitation Act of 1973

The Hillside School District does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Hillside Board of Education also does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities. Any questions with the scope of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 can be directed to:

Sandy Mercedes, Ed.D.
Director of Special Services
Hillside High School
1085 Liberty Avenue
Hillside, New Jersey 07205
(908) 352-7664 x 8448

Intervention and Referral Services (I&RS)

The I&RS Committee is a committee in each school designed to provide a coordinated system for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff to address students' needs. If you believe your child can benefit from the services of the I&RS Committee, please contact your school principal.

Special Education Child Fund

If your child is between the ages of three and twenty-one, and exhibits physical, sensory, emotional, communication, cognitive or social problems, the child may be eligible for interventions in general education program, or an evaluation to determine eligibility for the special education program and related services. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services. Parents, school personnel, and agencies concerned with the welfare of a student can make a referral. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school principal or Dr. Sandy Mercedes, Director of Special Services.

Activities/Programs/Services

Affirmative Action

The Hillside Board of Education has designated Lynn Randle and Danielle Caminiti as the Affirmative Action Officers/Title IX Coordinators. Together they investigate any complaints of discrimination.

Dr. Christy Oliver Hawley
Director of Curriculum and Instruction
Board of Education
195 Virginia Street
Hillside, New Jersey 07205
(908) 352-7664 ex 6458

Lynn Randle
Director of Guidance
Hillside High School
1085 Liberty Avenue
Hillside, New Jersey 07205
(908) 352-7664 ex 8405

Assembly Programs

Assembly programs are selected in order to assist students in their total development. Therefore, they are diversified in nature and specifically designed to expose educational, social and cultural components of our society to each student as part of his/her educational career.

It is expected that rules of good conduct will prevail at all times during the presentation of assembly programs.

Any students who do not conduct themselves in a proper manner will lose the privilege of attending the assembly program.

Bilingual Instruction

English as a Second Language (ESL) is provided for students who speak little or no English and who score below the state standard on the Language Assessment Battery. Small groups of students are drawn from regular classrooms by grade level and provided additional instruction.

Field Trips

Field trips are valuable learning experiences, which enhance the instructional program. Each student must present a permission slip signed by his/her parent/guardian. The students will share fees and cost of transportation. While on the field trip, students are required to follow the directions and to conduct themselves in an acceptable manner. Any student who violates school regulations will be subject to disciplinary action. Groups on district-approved trips represent not only themselves, but also the school and community. If a parents desires to attend a trip as chaperones, they cannot bring a younger children or guests with them. Chaperones are expected to supervise all our students attending the trip.

INAPPROPRIATE BEHAVIOR DURING THE SCHOOL YEAR MAY RESULT IN EITHER AN EXCLUSION FROM THE TRIP OR A REQUIREMENT THAT A PARENT OR GUARDIAN ATTEND THE TRIP WITH THEIR CHILD.

Global Connect – Emergency Contact

When there is a need to contact the families of our student body, the Global Connect phone system will be used for notification. Be certain you have provided the number(s) for which you want the contact to be made. This system is used for emergency closings, important district/school events, etc.

Parent Conferences

Parents/guardians are welcomed and encouraged to come to school to meet with teachers. Appointments can be scheduled by calling or emailing the classroom teacher. However, meetings during instructional hours must be scheduled by the teacher.

Physical Education

Physical education contributes to the growth and development of children. Activities afford opportunities for personal satisfaction and achievement, as well as providing avenues for physical, mental, emotional and social growth. Students, by law, are required to participate in physical education. A student will be excused from activities **ONLY** if a parent/guardian or doctor writes a request.

Attendance

Policy and Procedures

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education, the district provides a minimum of 180 days in the school calendar. Cooperation of parents/guardians and pupils is essential to ensure good attendance. The principal will recognize exemplary pupil attendance.

Parent's Role

1. Alert school of the absence of a child. The reason for the absence should be given. Call (908) 352-7664 Ext. 5410
2. Send a note or doctor's statement to classroom teacher with the child upon his/her return to school.

Teacher's Role

1. Assist the child with make-up work.
2. Communicate with parents, tutor, etc. al. if the absence is of a long duration
3. Collect notes from children who return to school.

Nurse's Role

1. Contact parents if child is absent from school and we have not been notified.
2. Keep principal informed.

Student's Role

1. Upon return to school, obtain make-up work from classroom teacher.

If a pupil is absent from school 20 days or more, this excessive absence may affect his/her promotion (Board of Education Policy #5200)

Tardiness

A.P. Morris Early Childhood Center has adopted a ZERO TOLERANCE POLICY for TARDINESS. Please read the policy carefully. Its intention is to promote the most efficient use of instructional time for all children. While occasional lateness is unavoidable due to car trouble or early doctor or dental appointments, we must enforce punctuality to utilize 100% of school time for student achievement.

A.P. Morris Early Childhood Center Tardiness Policy

What is tardiness?

Tardiness is arriving late to school. First graders are considered tardy when they arrive for school after 8:15 A.M. Pre K and Kindergartners are considered to be late when they arrive after 9:00 A.M. Any student arriving late MUST BE SIGNED INTO SCHOOL by a parent/guardian.

Occasional tardiness is understandable because of special circumstances. These special circumstances include car trouble, early morning doctor or dental appointments, or a very personal family matter. In these instances, parents/guardians should call they school and inform the office of the late arrival.

Why is tardiness a problem?

Being on time is essential for students' academic achievement and social responsibilities. Teachers begin each day with important routines and activities. These activities include a board "problem of the day," or "to do" exercises that are reinforcement of skills learned. Other activities include important announcements, getting ready for work, etc.

When students are late, they often are stressed and must receive additional attention from the teacher. This takes away important time from the rest of the students.

Additionally, tardiness poses a safety concern for the well-being of the late child. If a parent/guardian drops off a child by car, parents/guardians **MUST** escort the child into the building. **Parents/guardians should ensure that their children are not be late for school.**

If the child is late for school the following procedures should be followed:

Parent's Role

1. Accompany child into office and sign late book.
2. Know expected time of arrival at school.
3. Develop personal habits that would help ensure punctuality.

Teacher's Role

1. Confer with parents regarding habitual tardiness of child.

School Secretary's Role

1. Record names of all tardy children.
2. Keep principal and attendance officer informed.

Principal's Role

1. Parent will receive a letter after 5 unexcused tardy incidents.
2. Conference with parent will take place if another tardy occurs after the letter is sent.
3. Administration and parent will develop a plan to prevent future unexcused tardy incidents.

Time Schedule

Time Schedule for Pre-K and Kindergarten

Pre K and Kindergarten students will not be permitted to enter the building before 8:45 A.M.

Parents are to remain with their child until a staff member assumes the responsibility.

9:00 A.M	Classes begin
2:35 P.M	Dismissal for Pre K
3:20 PM	Dismissal for Kindergartners

Time Schedule for Grade 1

First graders will not be permitted to enter the building before 8:00 A.M.

Parents are to remain with their child until a staff member assumes the responsibility.

8:15 A.M	Classes begin
2:35 P.M	Dismissal for 1 st graders

EARLY DISMISSAL SCHEDULE:

Pre-K and Kindergarten 9:00 AM-1:00 PM
Grade 1 8:15 AM-12:30 PM

Dates of early dismissal are listed on the district calendar. **The After School program is closed on early dismissal days due to inclement weather.**

Dismissal Policy

Any pupil who has not returned home or been picked up by a parent or designee at the end of the school day will report to the school office.

Parents/guardians of students who are left in the schools at the end of the school day shall receive a letter of warning for the first time. A bill for the district’s staff overtime will be issued for the second time and thereafter. The district may impose disciplinary action or bill parents/guardians for any staff overtime. (Board of Education Policy #5231)

Parents/guardians picking up students at the end of the school day should adhere to the following procedures:

- NEVER use the designated bus area in front of the school to pick up children. Loading and unloading in this area will cause bus delays throughout the district.
- Parents/Visitors are not permitted to drive or park in the parking lot.

EARLY DISMISSAL DAYS

Dates of early dismissal are listed in the district calendar. There is NO lunch on early dismissal days. Parents must pick up their child (ren) promptly.

School Closing

Inclement weather may force the closing of the Hillside Public Schools. Announcements will be made over radio stations WINS-1010 AM; WJDM- 1530 AM; WOR- 710 AM; and NJ 101.5 FM. Global connect phone calls will also be made. You will also find information of the district’s website.

Please refer to the district calendar at the end of this handbook.

5230 - LATE ARRIVAL AND EARLY DISMISSAL Regulation

Early Dismissal Generally

1. A pupil's **early dismissal** must be approved by the Principal in advance. Except for emergencies, **an early dismissal that is not approved in advance will be considered to be an absence.**
2. The parent or legal guardian or adult pupil shall submit a written request for approval of an **early dismissal** to the office. The request must include the reason for the pupil's **early dismissal** and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day.
3. A pupil must obtain an approved **early dismissal** permission slip from the office and present the slip to the teaching staff member in charge of the class or activity from which the pupil is to be dismissed. The permission slip will include the date and time of approved **dismissal**. The teaching staff member in charge must verify the date and time.

Approved Early Dismissal Procedures

If you are picking up your child from school before the end of the school day, please adhere to the following procedures:

- **Parents/guardians should send the child to school with a note stating the need for early dismissal.**
- Please come to the main office and sign your child out of school if you are picking your child up from school prior to the end of the official school day. You must sign them back into school if they are returning. This is in case of appointments, etc.
- Your child will be called to the office to meet you for dismissal.
- If someone other than a parent is coming to pick up the child, please write a note informing the school who you designated to pick up your child.
- Any person picking up a child **MUST** show a photo ID. This will ensure that ALL children are given to the appropriate person. Safety is our number one priority and we need your help to make it happen.
- **Due to safety reasons and transitions early dismissals should occur at least thirty (30) minutes prior to the end of the school day.**

Students will be expected to make up all assignments due to an early dismissal. Students must be picked-up by a parent/guardian. Please use discretion on making appointments during the school day for your child. Every moment out of the classroom is a moment lost in learning.

Emergency Early Dismissal Procedures

Due to unanticipated situations, it may be necessary to dismiss students prior to the end of the school day. This Emergency Card should specify how students will be dismissed from school in case of an emergency dismissal.

PLEASE discuss your emergency dismissal procedures with your child so that they are informed of what to do in the case of an emergency dismissal. If your information changes during the school year, you must make every effort to update your contact information as soon as possible.

Leaving the School Building

No student may leave the school premises during the school day without the permission of the administrator. Any student who leaves without permission will be subject to suspension.



Discipline Policy

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is reflected in the behavior of pupils. The best discipline is self-imposed and pupils should learn to assume responsibility for their own behavior and the consequences of their misbehavior. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules (Board of Education Policy #5600).

Disabled

Educationally disabled pupils are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with their Individual Educational Plan.

Civility

The Hillside Public School District believes that a positive learning environment must be maintained in all of its school. The education of the students, who are enrolled in the Hillside Public Schools, cannot operate with disruptive or difficult transactions during the school day.

Therefore, all parties conducting business or education in the schools are asked to conduct themselves with civility and professionalism. The parties will include parents, community members, staff members, and students.

Civility will be defined as courtesy, respect and productive interaction. Any unmannerly action will be regarded as negatively impacting on the students' learning. The district will take action to ensure the continuation of a safe and productive learning environment. All parties are expected to follow the Board of Education policies, school regulations and the legal restrictions.

We believe students should behave appropriately in school. This positive behavior must carry through on buses, the playground and throughout the building. Students will not be allowed to interfere with the teaching and learning process.

Students will:

- be prepared for class by having homework, textbook and supplies;
- follow directions in class, during assemblies and during lunch in the cafeteria;
- raise their hands for permission to leave their seat, speak, leave the room and ask a question;
- refrain from fighting, pushing, pinching, kicking, teasing and throwing objects;
- use proper language at all times;
- not be permitted to bring toys, cards or games to school;
- not be permitted to bring sporting equipment to school;
- not permitted to bring cell phones to school without written parent permission. Cell phones **MUST** remain off at all times during the school day.
- not be permitted to bring iPods or hand held computer games to school. The school is not responsible for any electronic devices that are lost or damaged.
- be held accountable for the care and condition of their materials supplied by the school. If, in the event, a book is lost or badly damaged, fines will be assessed in accordance with an established district-wide book fine schedule.

The Hillside School District will assure the students that they will not have their school day disrupted by:

- loud, abusive or foul language
- verbal or physical threats
- uncontrollable behavior

In the event, there is uncivil interaction between parties; the school administration will discontinue the scheduled meetings or conferences. If the termination of the communication results in disorderly behavior, the school administration will call the appropriate officials, including the Hillside Police Department, should any situation become detrimental to the students in the school. All incidents will be reported to the Office of the Superintendent of Schools.

To provide students with continuous instruction, the district requests that meetings or conferences be scheduled at a time that is mutually convenient.

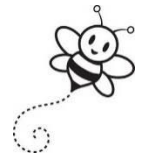
Respect for Self

Belief in oneself and one's own potential for successful participation in our society contributes to self-respect. Building a sense of personal power and responsibility provides an important foundation for the development of self-esteem. This foundation permits a person to feel capable and confident. Having personal power means that people have control over themselves and are aware that their own actions contribute to what happens in their lives.

Consequences of Disruptive Behavior – School Procedures

While the school believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations or school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Disruptive behavior includes but is not limited to:

1. Continued and willful disobedience;
2. Open defiance of the authority of a teacher or person having authority over a pupil;
3. Actions that constitute a danger to the physical well-being of other pupils;
4. Any pupil who commits an assault, as defined by NJSA2C:12-1. upon a board member or any employee of the board of education;
5. Physical assault on another student;
6. Taking or attempting to take, personal property or money from another pupil whether by force or fear;
7. Willful causing or attempting to cause substantial damage to school property;
8. Leaving school property without permission
9. Use of profanity or abusive language;
10. Creating any false alarms
11. Tampering with or damaging property of other pupils or staff members;
12. Sexual harassment
13. Inappropriate touching/hitting



A.P. MORRIS STUDENT & PARENT CODE OF CONDUCT CONTRACT

Student's Name (PRINT)

Teacher

**This school code of conduct contract is in effect during the 2016 - 2017 school year.
Parent/Guardian Responsibilities**

We will support our children in the following ways:

<ul style="list-style-type: none"> • Monitoring attendance. • Ensuring that homework is completed. • Supporting the school's behavior policy. • Monitoring the amount of "screen time." • Volunteering in child's classroom. 	<ul style="list-style-type: none"> • Participating, as appropriate, in decisions relating to my child's education. • Promoting positive use of my child's extracurricular time. • Staying informed about my child's education and communicating with the school.
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Student Responsibilities

<ul style="list-style-type: none"> • I will walk safely. • I will talk quietly. • I will never touch to hurt another person. 	<ul style="list-style-type: none"> • I will always keep my school safe and clean. • I will learn and succeed.
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Offenses

Pupils who engage in purposeful, aggressive behavior to harm another person may receive the following consequences:

1st Offense Verbal warning and parent/guardian contact.

2nd Offense Parent/guardian meeting with teacher and administrator.
Behavior Modification Plan created and implemented.

3rd Offense Referral to I&RS
Student participation in the Peace Pals Program.
Student observation by parent/guardian.

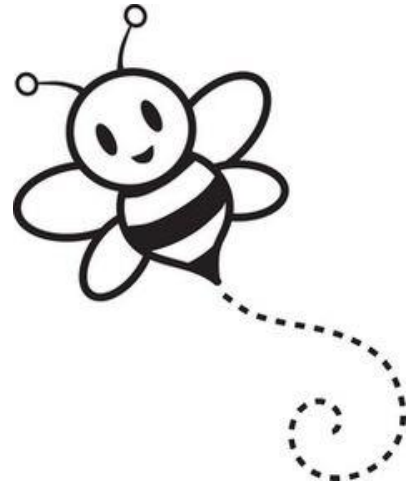
4th Offense Out of School Suspension of 1 - 3 days

5th Offense Out of School Suspension of 3 – 5 days

6th Offense Out of School Suspension and discussion regarding a modified school schedule.

This procedure is utilized on a case to case basis. Other "logical consequences" may be implemented at the discretion of an administrator. Please refer to the A.P. Morris Early Childhood Center Student Handbook for more information regarding school policies.

Student Behavior Pledge



We walk safely. We talk quietly.
We never touch to hurt another person.
We always keep our school safe and clean.
We will learn and succeed.

In addition to the consequences listed in the Student Parent Contract the following may occur:

Pupils who engage in disruptive behavior may receive:

1. Exclusion from special activities (i.e. trips, assemblies, seasonal parties, etc.)
2. “Time Out” Informal Suspension- At the principal’s discretion, a child may be given an unofficial “time out” for inappropriate behavior. This procedure is utilized on a case to case basis and when a child has not had a continual pattern of poor behavior. A “time out” is initiated by calling the parent/guardian and asking for the child to be picked up for the rest of the school day, or in the event the incident occurs late in the day, a “time out” from school will be implemented.
3. Out of School Suspension - Pupils under suspension are prohibited from participating in or attending any school regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.

A child may be suspended in compliance with the established Board of Education Policy governing student discipline as follows:

- a. Actions that constitute a danger to the physical well being of pupils or staff (i.e.-matches, firecrackers, etc.)
 1. 1st offense- 1-3 days
 2. 2nd offence- 5 days
 3. 3rd offence- 10 days
- b. Malicious damage to school property or school personnel’s property
 1. 1st offense- 5 days
 2. 2nd offense- 10 days
 3. 3rd or more- 10 days-possible expulsionNOTE: Police intervention
- c. Possession of weapon
 1. 1st offense- 10 days- possible expulsion

NOTE: To insure that the Hillside Public Schools will continue its goals for a safe learning environment for all students, the district has adopted “Zero Tolerance” for any weapon. A weapon is anything that can be used to harm others.

- d. False alarms/Bomb Threats
 1. 1st offense- 10 days
Reported to police and referral to the Pupil Assistance Committee. Possible expulsion from the Hillside Public Schools.
- e. Stealing/Extortion
 1. 1st offense- 3 days
 2. 2nd offense- 5 days
 3. 3rd or more – 10 days-possible expulsion

- f. Fighting-physical confrontation
 1. 1st offense- 3 days suspension
 2. 2nd offense- 5 days suspension.
 3. 3rd offense- 10 days suspension and referral to the

Procedures

The administration shall establish, and the board shall approve, specific procedures regarding suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall include at least:

- Informing the pupil of the charges against him/her;
- Giving the pupil a chance to respond to the charges.
- Calling parents/guardians.

Expulsion

The board will consider expulsion only if:

1. the chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or
2. the nature of a single act presents a clear possibility of danger to others that immediate definitive action is indicated.

The parent/guardian of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing that will afford him/her procedural due process, and the right of the parent/guardian to appeal to the chief school administrator.

Before expulsion proceedings are started, the pupil must have a full evaluation by the district's child study team, observing all due process required by N.J.A.C. 6:28.

Should the evaluation reveal that there is no handicapping condition causing the misbehavior, the pupil shall remain out of school until either:

1. An appeal made to the chief school administrator is decided in the pupil's favor; or
2. The appeal, if made, has been denied and the board has net to hear the chief school administrator's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

Harassment, Intimidation and Bullying Policy 5512.01

The Hillside Board Of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that: Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristics; and a reasonable person should know, under the circumstances that the acts will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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School Specialist: Jeanie Ruban- Jurban@hillsidek12.org

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7,1

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature of severity of the behavior(s)
- Incidences of past or continuing patterns of behavior
- Relationships between parties involved
- Context in which the alleged incidents occurred

For access to the complete Hillside HIB Policy, please go to www.hillsidek12.org, click on "District Harassment, Intimidation and Bullying (HIB) Information", and then click "Hillside HIB Policy."

If you would like to receive a printout of the Hillside HIB Policy, please contact your school's principal. Also contact the Board Office if rules of pupil conduct are required in language other than English.

VANDALISM / VIOLENCE POLICY

In an effort to prevent vandalism, the importance of respect for property and a sense of pride in the schools will be stressed.

If vandalism occurs, the local police department will be notified to obtain assistance relative to the investigation of the incident in an effort to identify the vandals.

If a student has committed willful and malicious damage to Board of Education property, including graffiti, the student or parent/guardian will be held liable for the damage and the district will seek appropriate restitution.

Sanctions will be based on the severity of the offense. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5600(Suspension and Expulsion) and Police #5610 (Conduct/Discipline). The student may be prosecuted in accordance with the law.

Physical violence against another pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

ACADEMICS

Health Curriculum

The Hillside Public Schools provide students in grades K-12 with a Health Curriculum that focuses on mental health, family and social health, growth and development, nutrition, exercise and fitness, drugs, diseases and disorders, consumer and personal health, safety and first aid and community and environmental health.

If you do not want your child to participate, please present the principal with a signed statement of the topics that you do not approve. If any part of the instructions in health, family life education, or sex education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, your child will be excused from that portion of the course where such instruction is being given. No penalties as to subject credit shall result therefrom. (Board of Education Policy #2400)

Home Instruction

In order to be eligible for this service, the student must be incapacitated and require home instruction for a period of at least ten school days or more. This service must be requested in writing by the student's parent/guardian. The required request form is available at the school nurse's office. A written medical statement from the student's physician stating the nature of the incapacitation, date of examination and duration of required absence must also be provided by the student's parent/guardian. The home instructor will prepare a Monthly Academic Report, which documents the student's academic assignments and grades. This report will be included as part of the student's report card grades.

Homework

Homework is an extension of classroom learning experiences and does have an impact on a child's learning and academic performance. It aids in the continued development of organizational skills, promotes student responsibility and reinforces previously taught subject matter.

Do stress the importance of homework with your child and encourage consistent effort. The teachers will make students aware of the method for checking/monitoring these assignments. Parents can do their part to improve the quality of student performance when they cooperate with the school to make homework productive. Reserve time for homework and provide your child with suitable studying conditions. Encourage your child by showing an interest in what he/she is doing, but do not do the work for him/her. As a parent, you have an opportunity to make an enormous difference in how much and how well your child learns.

Recommended homework time:

Kindergarten 15 minutes

Grade 1 20 minutes

For students who are absent, homework requests should be made by 9:00 AM and picked up after school.

Reporting of Student Progress

“Back to School Night” serves as an orientation to your child's educational experiences for the year. The evening's activities are designed to introduce the professional staff and to provide a general description of the school's program. It is a first and important step in establishing effective home-school communication.

In addition to the “Back to School Night” meeting, teachers use the following to report student progress throughout the year:

- **Report cards:** Report cards inform parents of student progress in relation to grade level benchmarks as well as effort made by the student. Report cards can be viewed online through parent portal. The Gradebook module in the parent portal is now available. Gradebook gives parents real-time access to view their child's class assignment grades. **The website, *parents.hillsidek12.org*, will provide you with the information you need to access your child's attendance and academic records. To receive a password, contact Ms. Pobutkiewicz at 908 352-7664 ext. 5510.**
- **Parent/Teacher Conferences:** Parent/Teacher conferences are scheduled for students in November and February. Notices will be sent home informing you of a scheduled day and time. Please make every effort to adjust your schedule to attend the scheduled conference.
- **Telephone Calls:** Teachers will call parents to discuss particular concerns or to arrange for a parent-teacher conference.

Retention

Retention of a pupil at a grade level shall be considered when one or more of the following conditions prevail:

1. The pupil has failed to give evidence of achieving the essential grade-level objectives in communication and computational skills designated in the curriculum guides.
2. The pupil has failed to develop sufficient intellectual and social skills to be able to function effectively in the succeeding grade.
3. The pupil has a record of twenty or more absences from school.

Retention Procedures

1. If retention is considered a possibility, a letter shall be sent by the principal to the parent/guardian documenting the fact that the pupil may be retained.
2. The principal or designee will schedule a conference with the teacher and parent/guardian. The parent/guardian will be kept apprised if any significant development occurs beyond the second marking period that would influence placement for the succeeding year.
3. The principal/teacher will meet with parent/guardian and other appropriate staff in June for final determination relative to pupil's retention.
4. In those cases where there might be a difference of opinion between the parent/guardian and the principal as to the value of retention, the principal should retain a pupil when he/she feels that in the best interest of the child it is wise. The parent has the right to appeal to the chief school administrator following a conference with the principal and teacher.

(Board of Education Policy #5410)

Student Records

Student records are kept in the school office and may be reviewed by the parent/guardian. Call the office for an appointment if you wish to review your child's permanent records.

Student Transfers

For the safety and welfare of students being transferred out of the Hillside Public Schools, parents must come in to the office and supply the secretary with information in order to be issued a transfer card.

Study Skills

Students should bring pencils and other necessary materials to class. It is imperative that each student actively participates in the classroom, listens well, engages in discussions and asks questions when he/she does not understand. It is equally important that the student understands the assignment before he/she leaves class in order to eliminate problems that may arise when homework is begun at home. Please support your child by checking your child's homework each night.

MEDICAL INFORMATION

Health Office

The health office is available to all students during school hours should they need assistance.

Diagnose or treatment beyond first aid procedures is not within the responsibility of the school. A parent/guardian or emergency contacts listed on the emergency card must come to school to take an ill student home. Please notify the school when your child will be absent. All health records and contents are confidential information. Should you have any concerns, feel free to contact the school nurse.

Medial Information

For the safety and health of all the children and staff in our school, children must be **fever-free for 24 hours (without the aid of medication) before returning to school**. Children must also be **free from vomiting and diarrhea for 24 hours** before returning to school.

Screenings

The school nurse will screen all children according to state guidelines. These screenings are based on a child's age/grade and include height, weight, vision, hearing, blood pressure and scoliosis. If the school health provider determines that a more thorough examination is required, a referral form will be sent home to the parent/guardian. The form must be completed by the student's private provider of care and returned to the school nurse as soon as possible. If the parent/guardian prefers to have all screening examinations to be done by the student's private provider, please obtain the necessary forms from the nurse. Written documentation declining the screenings must be given to the nurse before October 1st of each school year. If written documentation is not given to the nurse, the screenings will be completed by the school nurse or school's medical provider.

Medical Excusal from Physical Education & Recess

When health reasons deem it necessary to restrict physical education and recess, a medical form stating the reason and length of time excused from physical education **MUST BE** provided from student's private physician. An excusal is required at the beginning of each school year. Present this documentation to the school nurse.

Administering Medication

1. Pupils requiring medication at school must present the prescription container from the family physician which identifies the type, dosage, current date, student's name and physician's name.
2. The medication must be brought to the nurse by the parent/guardian and must be in its original container with the pharmacy label attached.
3. Medication supplied by the physician is held and administered by the school nurse when she is on duty within the building. If a nurse is not on duty, parent will assume responsibility. Whenever possible, parents should administer medication before and after school.

4. No student should be in possession of pills, aspirin, etc. Parents are responsible for educating children about the dangers of the usage of “over-the-counter” drugs, and/or possession of these medicines, etc., while in school.
5. No student is to carry or self-administer any medication (prescribed or over-the-counter).

School Information

Before and After School Care

Before and after school care is provided by the Boys and Girls Club of NJ. For information on this program, please call (908) 687-2697 ext. 107.

Birthday Celebration

You may send ***STORE BOUGHT mini cupcakes and water only***. No "goodie" bags, balloons, cake or bottles of soda/juice or cameras will be allowed. The teacher will distribute the cupcakes after lunch or at the end of the day. The ***mini cupcakes*** and water are to be dropped off in the office before noon, and the teacher will pick them up.

Breakfast / Lunch Program

The school cafeteria serves breakfast and lunch on a daily basis. The cost for lunch is \$2.50 and \$.50 for reduced lunch. All students will be offered a free breakfast and will eat it during their 1st period class. Lunch will be served on all full day sessions. Lunch applications are to be completed by the parent/guardian for each student, whether or not you wish to apply for the program. All children will be required to remain in school for lunch. Any child who owes money may be given a snack until all monies are paid. We are strongly encouraging parents/guardians to pay for your child's lunch online at: **LunchPrepay.com** with a credit/debit card. If you do not wish to utilize the online payment feature, then please consider prepaying for your child's meals by sending in a check payable to the Hillside Public Schools with the student's name referenced on the check. **You can also visit the cafeteria on school days prior to 7:45 a.m. or from 9:00 a.m. to 10:30 a.m. and pay for lunch with cash or a check.** These options will eliminate any confusion with lunch payments. We discourage parents from sending money to school with your child for lunch. However, if you do send your child to school with money, be sure to put it in an envelope with his/her first and last name and the dollar amount on it. Your child will be responsible for keeping up with their money and bringing it to the cafeteria during lunch. We know this may be a challenge for some students. So please, consider using the Lunchprepay.com. More information can be found on the district's website.

Behavior – breakfast/lunch

Students are expected to behave in a courteous manner that creates a safe and orderly environment for themselves and others.

- Respect all others, especially lunch aides.
- Move to and from the serving area in a quiet and orderly manner.
- Remain seated and talk quietly during breakfast and lunch and listen to directions.
- Use good table manners.
- Students should raise their hand to get permission to get out of their seat (i.e.: go to the restroom, nurse, etc.)
- Students who misbehave during breakfast and lunch periods will be given appropriate warnings and consequences for their actions.

Bus Procedures

Students are expected to conduct themselves appropriately when riding to and from school on the bus. Improper behavior on the bus causes a disruption on the bus and a distraction for the bus driver. We are concerned for the safety and well-being of all our children who travel to and from school by bus. Therefore, there will be strict reinforcement of school rules and regulations regarding bus students. Infractions of bus rules can result in removal from the bus for a specified amount of time to be determined by the Principal.

Students riding the bus are expected to act responsibly at all times in order to maintain safety. Please review the following school bus procedures carefully.

1. Be on time each day. Student should wait quietly on the sidewalk with an adult for the bus to arrive.
2. Wait until bus comes to a complete stop before boarding.
3. Select a seat quickly and remain seated until the driver gives permission to leave the bus. Wear your seatbelt.
4. Be courteous. Respect the driver as the adult in charge.
5. Keep your hands and head inside the bus.
6. Only quiet talking is permitted. Fighting, shouting or singing may distract the driver.
7. Leave the bus in an orderly fashion.

NOTE: If your child is NOT going to ride the bus for any reason, please inform your child's teacher in writing and remove the bus pass so we do not place your child on the bus.

Cell Phone Policy

Pupils are not permitted to use cell phones while school is in session. Cellular phones must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and the student is outside the school building.

Cellular phones that are turned on in violation of this policy may be confiscated by the building principal and the pupil will be subject to appropriate disciplinary action.

Policy #55126

Dress Code - School Uniforms

The Hillside School District participates in a school uniform program. As per Hillside Board of Education policy, uniforms are mandatory and must be worn daily to school. Uniforms promote pride in school and help students focus on their studies instead of fashion trends. Uniforms are also more affordable for parents than the current brand name clothing being sold. Uniforms must be worn on school field trips. (Board policy # 5511)

Girls Uniform: Khaki jumpers, skirts shorts, pants or shorts; navy blue polo shirts and sweaters,

Boys Uniform: Khaki pants or shorts and navy blue polo shirts and sweaters.

Uniforms can be purchased at ***Kids Place*** 126 Board St. Elizabeth or any other dept. store.

Lost and Found

Check our ***Lost and Found*** periodically. Clothes will be placed on racks located at the entrance of the ECC by the doors and where first grade students enter in the morning by the auditorium. Periodically, throughout the year, unclaimed clothing will be donated to Good Will.

Parent Teacher Association (PTA)

The PTA works very closely with the administration and teachers to make A.P. Morris Early Childhood Center and integral part of the community. The PTA assists in many programs that enhance the educational process. Meeting dates and times will be announced. All parents are invited to attend. Please check your child's monthly newsletter and notices from school that remind you about the PTA meetings.

PROHIBITED ITEMS

All types of electronic devices including but not limited to radios, recorders, game systems, MP3 players, iPods, cameras, cellular phones, laser pointers, and any other dangerous, illegal or disturbing articles are strictly prohibited in school. When such items are brought to school, they will be subject to confiscation by teachers or administrators. Suspension is a possible penalty. Confiscated items will be returned to a parent/guardian.

***We understand that cell phones are prevalent in today's society; if students bring cell phones to school they should be concealed and turned off. If any staff member sees or hears a cell phone, the phone will immediately be taken away.**

The school will not be held responsible for any item that is not picked up by a parent/guardian within 30 days from the time it was taken from the student. After 30 days, the item will be stored away with other lost and found items. Parents/guardians must be able to verify student ownership if student's name is not on the item.

Religious Practices

A.P. Morris Early Childhood Center is a multi-ethnic community. We respect the cultural backgrounds and practices of our students and their families. If a student is fasting as part of the ritual of a religious observance, please notify his or her teacher and arrangements can be made to place the child in another situation during cafeteria time. Additionally, if you do not want your child to participate in certain holidays, please let the school know.

Safety- VERY IMPORTANT

- Always have identification with you when picking up your child during the school day. Please note that only the listed guardians or emergency contacts on the emergency card will have the authority to remove a child from the building.
- All doors remain locked during the school day. Please ring the front entrance bell for assistance.
- Student safety is a priority at A.P. Morris Early Childhood Center. To ensure the safety of our students, first graders should not arrive to school before 8:00 a.m. Kindergartners and Pre K students should not arrive prior to 8:45 a.m.

Fire Drills

Fire drills are held for the purpose of practicing orderly exits in the case of any emergency. Students must follow the directions of the teachers in charge and remain quiet at all times during drills. The fire laws of the State mandate that all occupants must leave the building during these drills. Classroom teachers will give complete drill and emergency instructions.

As prescribed by state law, fire drills shall be held at least once each month for pupils. The drills are for the purpose of preparing the children and adults in the school to deal with any emergency that might require a rapid evacuation of the building. When evacuating the building during fire drills and other emergencies, the following rules are to be followed:

- Leave the building through the nearest exit.
- Walk briskly, but do not run.
- Remain calm and quiet and listen for instructions.

A STUDENT WHO PULLS A “FALSE” ALARM IS SUBJECT TO ARREST AND/OR SUSPENSION.

Lock Down Drills

As prescribed by state law, there shall be at least one lock down security drill per month. Students will participate in lock down drills, which are designed to quickly secure the school building in an effective and efficient manner in case of an emergency

Transfers

For the safety and welfare of students being transferred out of the Hillside Public Schools, parents must come in to the office and supply the secretary with information in order to be issued a transfer card.

Visitors

Anyone who is not a staff member of the school must report directly to the office upon entering the building and be signed into our T-Pass system. **THIS INCLUDES ALL PARENTS/GUARDIANS AND SCHOOL VOLUNTEERS. Visitors are not allowed in the building unless prior arrangements have been made with the principal. Unscheduled visits to the classroom are not permitted.** These guidelines will be strictly enforced to protect the safety of the children.