

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



**Family Handbook
2019-2020**

**April Lowe
Principal**

**Chris Derflinger
Vice Principal**

**Dr. Brita Theadford-Woodard
Instructional Supervisor**

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Mrs. Kate Unkel (3)

Mrs. Diana Valega

Ms. Leonela Teran

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Ms. Brenda Batts (3)

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Ms. Stephanie Rodrigues (PIRT specialist)

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Mrs. Theresa Kennedy

Ms. Sarah Lockyer

Ms. Dana Modena

Ms. Daisy Palma

Mrs. Kimberly Tait

Ms. Kyla Cerra

First Grade

Mrs. Lisa Aiello

Ms. Courtney Badessa

Ma. Alyssa Blanchard

Mrs. Azure Diggs

Ms. Isha Fairman

Ms. Elina Koval

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Mrs. Ariela Borgen

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Mrs. Andrea Crescitelli

Mrs. Maryellen Hardy

Ms. Christina Lubrano

Ms. Maryam Muhammad

Ms. Katarzyna Rudnik

Ms. Sohyla Sayedahmed

Mrs. Margaret Styler

Mrs. Rena Weis

Ms. Lindsay Williams

ESL

Ms. Jill Hnatko

Mrs. Cristina Sabates

Specials

Mr. Joseph Bowen, PE

Ms. Lisa McWilliams, Art

Ms. Vesela Manoilova, Music

Mr. Michael Morelli, PE

Mr. Marc Schneider, Media Specialist

Mr. Luis Tavares, World Language

Title I

Mrs. Sabina Espada

Mrs. Daniela Fonseca

Speech

Mrs. Nicolette Isakov

Mrs. Hilda Rozas

K Instructional Aides

Mr. Jeffrey Spsychalski

April Lowe, Principal
Chris Derflinger, Vice Principal
Dr. Brita Theadford-Woodard, Instructional Supervisor

September 2019

Dear A.P. Morris Family,

Welcome to the A.P. Morris Early Childhood Center where we are building a strong foundation for each one of our students. 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

A handwritten signature in cursive script that reads "April Lowe".

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 character education and social/emotional development.

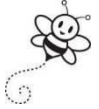
Your commitment is needed to help fulfill our school goals. Please take the time to discuss with your child: making good choices, taking responsibility for your actions, treating others kindly, standing up for others using words instead of violence, and following classroom and the school-wide code of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

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 2019 - 2020 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 "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. |
|---|---|

Scholar Safety Pledge

- | |
|--|
| <ul style="list-style-type: none">● We walk safely with a buddy.● We never leave the school without an adult.● We tell adults when we are sad or angry.● We never touch to hurt another person.● We are kind and respectful.● We will learn and succeed |
|--|

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..

3rd Offense Personal Improvement Plan created with family input and implemented.
Scholar participation in the Peace Pals Program.

4th Offense Referral to I&RS
Mandatory scholar observation by parent/guardian.

This procedure is utilized on a case by 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. *Suspension may occur if a child or staff member is intentionally injured.*

The signatures below indicate that we have reviewed the A.P. Morris Early Childhood Center Student Handbook and Code of Conduct. The behavior policy has been reviewed with my child. The student handbook is available on the school website.

Parent/Guardian Signature

Parent/Guardian Signature

Date

Student's Signature

Date

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

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 Vision Statement

Our young scholars are inquisitive, imaginative and enthusiastic learners who achieve academic success. They develop critical thinking, social, and emotional skills through cooperative learning and productive play. Positive learning experiences create lifelong learners who are caring, independent thinkers that contribute to the community.

Our educators inspire all scholars to succeed academically and socially. A strong professional community comprised of teachers, staff and administrators who collaborate to create a nurturing school environment with rigorous instructional standards. Data is frequently analyzed and instruction is continuously examined to implement best instructional practices.

Our families and community are vital to the success of our scholars. The partnership between home and school is valued. The families and community are actively involved in school activities and decision-making. Family members are given opportunities to develop academic knowledge to support the needs of our scholars.

Our school provides a rich learning environment where diversity is celebrated. Each classroom is equipped with state-of-the-art technology which enhances learning. The classrooms are bright and inviting. The curriculum is relevant, rigorous and based on scholar interests and current standards.

Our young scholars, educators and families explore, take risks, learn and succeed at A.P. Morris Early Childhood Center.

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
Saybrook Building
1100 Woodruff 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 who are experiencing learning behavioral 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.

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

Dr. Sharon Festante
Acting Director of Curriculum & Instruction
195 Virginia Street
Hillside, New Jersey 07205
(908) 352-7664 ex 6458

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 parents/guardians will provide the cost of trip and 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 parent 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.

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. 5441/5400/5500
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. Collect notes from children who return to school.

Nurse's Role

1. Contact parents if a child is absent from school without notification.
2. Keep administration and teacher informed.

Student's Role

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

If a pupil is absent from school for 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. It's 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 scholars are considered tardy when they arrive for school after 8:35 a.m. Kindergartners are considered to be late when they arrive after 9:00a.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 breakfast and instruction.

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 or Principal Designee

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

2019/2020 Time Schedule for Pre-K 3& 4

Pre K will not be permitted to enter the building before 8:05 A.M.

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

8:35 A.M Classes begin

2:35 P.M Dismissal for Pre K

2019/2020 Time Schedule for Kindergartners

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

3:20 PM Dismissal for Kindergartners

2019- 2020 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 1st graders

EARLY DISMISSAL SCHEDULE:

Pre-K3 & 4 Dismissal: 12:30 p.m.

Kindergarten Dismissal: 1:00 p.m.

First Grade Dismissal: 12:30 p.m.

Delayed Openings Schedule

Pre-K3 & 4 Arrival: 10:05 – 10:15 a.m. Start Time: 10:35 a.m.

Kindergarten Arrival: 10:45 – 11:00 a.m. Start Time: 11:00 a.m.

First Grade Arrival: 10:00 – 10:15 a.m. Start Time: 10:15 a.m.

All buses will run on a 2-hour delay.

On delayed opening days there is no supervision prior to the arrival times listed above.

Dates of early dismissal are listed on the district calendar. **The Stepping Stones program is closed on early dismissal days and delayed openings 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. Office personnel at the direction of the Principal shall call the Division of Youth and Family Services (DCP&P) and report that the child has not been properly picked up by his/her parents or designee.

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.
- Pull your car close to the curb to avoid blocking passing traffic. Children should NEVER be allowed to enter a vehicle in the middle of the road.
- As a courtesy to our neighbors, please avoid blowing your horn.
- 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 twenty 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 form will 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 all students can 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 and out of class, in assemblies, 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 bring tech devices 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 textbooks and workbooks. 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

QUICK GLANCE OF INFRACTIONS WITH CONSEQUENCES

These consequences are the **minimum** for the infraction listed; however, the building principal or Administration may enhance the penalty as necessary, in the reasonable exercise of their discretion, to reflect the severity of the offense. In exercising discretion whether to enhance the minimum penalty the Administration may consider the entirety of a student's disciplinary record throughout his or her enrollment in the school system, to the extent relevant to the proper consequence for the infraction at hand.

OFFENSE	LEVEL	1 ST
Arson – crime of intentionally starting a fire or causing an explosion in or on school grounds BOE Policy 2415.06 & 5615	ES	→ Parent notification → Possible expulsion → Police complaint

OFFENSE	LEVEL	1 ST	2 ND
Assault on a school employee – crime of violence against another person BOE Policy 5612	ES	→ Parent notification → Short-term suspension → Police notification → Counseling → Behaviorist	→ Parent notification → Police notification → 45 day interim placement out of district

OFFENSE	LEVEL	1 ST	2 ND
Assault on a board member – crime of violence against a board member BOE Policy 5612	ES	→ Parent notification → Short-term suspension → Police notification	→ Parent notification → Police notification → Possible expulsion

OFFENSE	LEVEL	1 ST
Assault with weapon – crime of violence against a person with weapon BOE Policy 5613 & 8467	ES	→ Parent notification → Police notification → 45 day interim placement out of district → Counseling

OFFENSE	LEVEL	1 ST	2 ND
Bomb Threats – crime of initiation or accomplice to the execution of bomb threats on school grounds BOE Policy 8420	ES	→ Parent notification → Long term suspension → Police complaint → Meeting with counselor	→ Parent notification → Police complaint → 45 day interim placement out of district

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Bullying, Harassment & Intimidation/Hazing –any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation. BOE Policy 5512 (See full definition on page ___ and the policy in the district website for additional consequences)	ES	→ Investigation as applicable → Parent notification → Counseling, Intervention → Detention → Possible suspension	→ Parent notification → Counseling, Intervention → Possible suspension	→ Parent notification → Short-term suspension → Counseling, Intervention → Possible school transfer → Police complaint

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Bus Conduct – causing any disruption while traveling on school transportation which is against the school and student transportation guidelines. (See School Bus Rules and Safety guidelines listed on the district’s website.)</p> <p>BOE Policy 8631</p>	ES	<p>→ Parent notification</p> <p>→ Warning</p>	<p>→ Parent notification</p> <p>→ Assigned seat</p> <p>→ Short-term removal from bus</p>	<p>→ Parent notification</p> <p>→ Indefinite removal from bus</p>

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Cheating – lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one’s own interest and often at the expense of others.</p> <p>BOE Policy 5701</p>	ES	<p>→ Parent notification</p> <p>→ Detention or short-term suspension</p> <p>→ Counseling/ Intervention</p> <p>→ Loss of academic credit</p>	<p>→ Parent notification</p> <p>→ Detention or short-term suspension</p> <p>→ Counseling/ Intervention</p> <p>→ Loss of academic credit</p>	<p>→ Parent notification</p> <p>→ Detention or short-term suspension</p> <p>→ Counseling/ Intervention</p> <p>→ Loss of academic credit</p>

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Cyber-Bullying – harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student while on school grounds. Consequences may be adjusted based on nature of message.</p> <p>BOE Policy 5512.02</p>	ES	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention → Possible suspension → HIB Investigation 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention → Short-term Suspension → HIB Investigation 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension → Counseling/ Intervention → Police complaint → Possible Prosecution → HIB Investigation

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Open Defiance/Insubordination – Bold resistance, disrespect and disregard for authority</p> <p>BOE Policy 5610 & 5560</p>	ES	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Disorderly Conduct/Disruption of School – any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to health, safety and/or welfare of students, staff or others.</p> <p>BOE Policy 5520 & 5560</p>	ES	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Electronic Devices – open display or use of any electronic device not sanctioned by the school district. BOE Policy 5516 Acceptable Use Policy	ES	→ Parent notification → Silenced, confiscated until end of day	→ Parent notification → Confiscate for parent pick-up → Detention	→ Parent notification → Silenced and confiscated for parent pick-up → Detention

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Extortion – Taking or attempting to take property or money from another individual by force or intimidation. BOE Policy 5615	ES	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Police notification	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer → Detention → Police notification → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint → 45 day interim placement out o district

OFFENSE	LEVEL	1 ST	2 ND	3 RD
False Allegations – claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered. BOE Policy 5701	ES	→ Parent notification → Counseling/ Intervention → Conference with Juvenile Officer	→ Parent notification → Counseling/ Intervention → Detention → Conference with Juvenile Officer	→ Parent notification → Counseling/ Intervention → Short-term suspension → Conference with Juvenile Officer

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Fighting – initiating or responding to physical confrontation. BOE Policy 5600 & 5560	ES	→ Parent notification → Counseling/ Intervention → Detention or short- term suspension	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Fire Alarms – tampering of district fire alarms. BOE Policy 5600 & 5560	ES	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Police complaint → 45 day interim placement out of district

OFFENSE	LEVEL	1 ST	2 ND
Fireworks/Chemicals – criminal possession or activation of explosives or chemicals on school grounds BOE Policy 5560	ES	→ Parent notification → Short-term suspension → Police complaint → Possible prosecution	→ Parent notification → Long-term suspension → Police complaint → 45 day interim placement out of district → Possible prosecution

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Food Fighting – inappropriate handling of food anywhere on school ground. BOE Policy 5513	ES	→ Parent notification → Counseling/ Intervention → Detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Forgery – alterations made on any type of school material, e.g. Passes, notes, grades, etc. BOE Policy 5701	ES	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Short-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Gambling – wagering of money or something of material value with the primary intent of winning additional money or material goods BOE Policy 5600 & 5560	ES	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND
Gang/Group Fighting – a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others BOE Policy 5615	ES	→ Parent notification → Counseling/ Intervention → Detention or short-term suspension	→ Parent notification → Counseling/Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
High Tech Tampering – willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy. BOE Policy 7523 Acceptable Use Policy	ES	→ Parent notification → Counseling/ Intervention → Supervised computer usage	→ Parent notification → Counseling/ Intervention → Supervised computer usage → Short-term suspension	→ Parent notification → Counseling/ Intervention → Supervised computer usage → Long-term Suspension → Police notification → Possible prosecution

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Inappropriate Dress - wearing clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.</p> <p>BOE Policy 5511</p>	ES	<ul style="list-style-type: none"> → Parent notification → Written warning 	<ul style="list-style-type: none"> → Parent notification → Counseling → Parent conference 	<ul style="list-style-type: none"> → Parent notification → Counseling → Detention → Parent conference

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Plagiarism –representation of the words or ideas of another as one’s own without their permission or knowledge</p> <p>BOE Policy 5701</p>	ES	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention → Loss of academic credit 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Detention or short-term suspension → Loss of academic credit 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Long-term Suspension → Loss of academic credit

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Profanity/Inappropriate Language – use of obscene language, gesturing, profanity, suggestive comments, either written or verbal BOE Policy 5610	ES	→ Parent notification → Verbal warning → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention	→ Parent notification → Counseling/ Intervention → Lunch detention → Short-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Sexual Harassment – any unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature BOE Policy 5751	ES	→ Parent notification → Verbal warning → Counseling/ Intervention → Short term ISS	→ Parent notification → Counseling/ Intervention → Detention → Short-term suspension	→ Parent notification → Counseling/ Intervention → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Smoking/Possession of Tobacco Products – criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds BOE Policy 5533 & 7437	ES	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Snowball Fighting – throwing of snowballs anywhere on school grounds BOE Policy 5560	ES	→ Parent notification → Lunch detention → Counseling/ Intervention	→ Parent notification → Short-term suspension → Counseling/ Intervention	→ Parent notification → Long-term suspension → Counseling/ Intervention

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Selling/Distributing of Alcohol or other Drugs – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation BOE Policy 5530 & 7435	ES	→ Parent notification → Counseling/ Intervention → Short-term suspension → Police notification	→ Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint	→ Parent notification → Counseling/ Intervention → Long-term suspension → Police complaint

OFFENSE	LEVEL	1 ST	2 ND	3 RD
Substance Abuse – criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation BOE Policy 5530	ES	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Short-term Suspension → Testing → Counseling/ Intervention → Police notification	→ Parent notification → Long-term Suspension → Testing → Counseling/ Intervention → Police notification

OFFENSE	LEVEL	1 ST	2 ND
<p>Terrorist Threats – criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent fear</p> <p>BOE Policy 2415.06</p>	ES	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Short-term Suspension → Police complaint → Possible prosecution 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Police notification → Possible expulsion

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Truancy– being present on school grounds without signing in or being away from school or class without authorization</p> <p>BOE Policy 5200</p>	ES	<ul style="list-style-type: none"> → Parent notification 	<ul style="list-style-type: none"> → Conference with Principal and Counselor → Parent notification 	<ul style="list-style-type: none"> → Parent notification → Conference with Principal and Counselor → Referral to truant officer

OFFENSE	LEVEL	1 ST	2 ND	3 RD
<p>Vandalism – deliberately damaging or defacing of school property or any individual's property</p> <p>BOE Policy 5560 & 7610</p>	ES	<ul style="list-style-type: none"> → Parent notification → Detention → Counseling/ Intervention → Short-term suspension 	<ul style="list-style-type: none"> → Parent notification → Counseling/ Intervention → Short-term Suspension 	<ul style="list-style-type: none"> → Parent notification → Long-term suspension

OFFENSE	LEVEL	1 ST	2 ND
<p>Weapons and Dangerous Instruments – criminal possession or transmitting of any kind of weapon on school grounds</p> <p>BOE Policy 8467</p>	<p>ES</p>	<p>→ Parent notification</p> <p>→ Short-term suspension</p> <p>→ Counseling/ Intervention</p> <p>→ Police notification</p>	<p>→ Parent notification</p> <p>→ Police notification</p> <p>→ Counseling/ Intervention</p> <p>→ Possible expulsion</p>

OFFENSE	LEVEL	1 ST	2 ND
<p>Wrongful entry – any person present in a school building on a school day during the hours school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers, and members of the Board</p> <p>BOE Policy 9150</p>	<p>ES</p>	<p>→ Removal from premises</p> <p>→ Written warning</p> <p>→ Parent notification</p>	<p>→ Removal from premises</p> <p>→ Police complaint</p> <p>→ Persona non-grata</p>

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.

District Coordinator: Patricia Zuber- pzuber@hillsidek12.org 908-352-7664 X 8471

School HIB Specialist: Jeanie Ruban- jruban@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 a 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 card grades are reported three times a year. Report cards can be viewed online through parent portal. The Gradebook module in the parent portal is now available for first graders. 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 Mrs. Reddick-Swindell at *mreddick@hillsidek12.org* at 908 352-7664 ext. 5510.**
 - **Parent/Teacher Conferences:** Parent/Teacher conferences are scheduled for all students in November. If needed an additional conference may be scheduled in 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 this project 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

When health reasons deem it necessary to restrict physical education, 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 and your physical education instructor.

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 Stepping Stones Child Development Centers. For information on this program, please call (973) 375-5437.

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 \$2.80 and \$.40 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. The online application should be completed by the parent/guardian for each student, whether or not you wish to apply for the program, the link to the lunch application is: **<https://www.lunchapplication.com>**.

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.

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. Students should wait quietly on the sidewalk with an adult for the bus to arrive.
2. Wait until the 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.
- Do not park your car by the yellow lines in front of the building. This space is reserved for bus arrivals and departures as well as municipal vehicles (fire, police) in case of emergencies. Tickets will be issued by the Hillside Police Department for violators of this rule.
- **As a courtesy to our neighbors in the community, PLEASE do not blow your car horn when picking up children during dismissal.**
- 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 should not arrive prior to 8:45 a.m. Preschool students should not arrive to school before 8:05 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.