

Hillside Elementary School Handbook

2018-2019



Hillside Elementary School
54 Orange Road, Montclair, NJ 07042
School Office Hours: 8:00am-4:30pm
Phone: 973-509-4200 ~ Fax: 973-509-1882

<http://www.montclair.k12.nj.us/>

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Dr. Samantha Anglin, Principal
Mr. Thomas Adamo, Acting Assistant Principal

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2018 – 2019 Staff Roster

3rd Grade Teachers

Ms. Tanya Bitar-In Class Support
Mrs. MiSoo Chung – ELA/S.S.
Ms. Nicole Morrisroe-ELA/SS
Mrs. Samira Harris-M/S
Mrs. Leslie Masuzzo-ELA/SS/M/S
Mrs. Bonnie Schatzman-M/S
Mrs. Alexandra Scriffiano-ELA/SS
Mr. Eli Siebert - M/S

4th Grade Teachers

Ms. Noell Gomez-In Class Support
Mrs. Christine Traina-ELA/SS
Ms. Pam Gerdes-ELA/SS
Mr. Christian Hart-M/S
Ms. Michele Gorcica-ELA/SS/M/S
Ms. Camille Mailman-M/S
Mrs. Megan Murphy-ELA/SS
Ms. Amanda Senior-M/S

5th Grade Teachers

Mr. Peter Bongiovanni-M/S
Ms. Kari Brantner-M/S
Mrs. Carryanne Eckardt-ELA/SS
Ms. Lisa Frankle-ELA/SS
Mrs. Amanda Hart-ELA/SS
Ms. Heather Johnson-ELA/SS
Mr. Eugene Kline-M/S
Ms. Ashley Bostic-M/S
Mrs. Karen Tripucka-In Class Support

Special Education Teachers

Mrs. Kari Barsa – M/S
Mrs. Meghan Aumack – LA/SS
Mrs. Kaitlyn McCrone – ELA/S.S.
Ms. Karja Longmore – ELA/SS
Ms. Tai Matthews – ELA/SS
Ms. Grace Yoo – M/S
Mrs. Monika Tiwari – M/S

Curriculum Support Teachers

Mrs. Renee Graham – ELA
Mr. Lino Martire - Math

Related Arts Teachers

Mrs. Susan Bermeo-CI Science
Mr. Louis D’Amico – Instrumental Music
Ms. Piedad Gutierrez-Spanish
Mr. Jason Kaplan-P.E. (Gymnastics)
Mrs. Tracey Kelly-Lever-Physical Ed.
Ms. Xiu Xian Li-Mandarin
Mrs. Ariana Smeriglio-P.E. (Dance)
Mrs. Marjorie Noval-Art
Mr. Sung-Hyuk Park-Vocal Music
Ms. Megan Wills-Drama

Support Services

Mrs. Soukaina Barnes - Social Worker
Dr. Dina Cagliostro - Psychologist
Ms. Ruthelyn Elkin - Speech
Pathologist
Mrs. Naomi Kaplan - Learning
Disabilities Teacher Consultant
(LDTC)
Ms. Phyllis Lowenthal – Speech
Pathologist
Mrs. Eva Reillo – Nurse
Ms. Sabra Scott - School Counselor &
Anti-Bullying Specialist
Ms. Diane Specht - Occupational
Therapist
Mrs. Hilary Trevenen - Psychologist

Paraprofessionals

Ms. Melinda Banks
Ms. Annastasia Bailey
Ms. Mary Ellen Burde
Mr. Micheal Chancey
Mrs. Susan Corino
Ms. Simone Hayes
Mrs. Zorina D’Emilio
Mrs. Sharon DiDonato
Mr. Cabral Edley
Mr. Addison Jarvis
Mr. Charles Johnson
Ms. Sally Solo
Mr. Anthony Petrigliano
Mr. Alex Solomon

Custodians

Mr. Kevin Gibbs
Mr. Wayne Luhrs
Mr. Rich Vadenbos

*KEY: M = Math; S = Science; ELA = English Language Arts; S.S. = Social Studies

Dear Parents/Caregivers:

I would like to take this opportunity to welcome you to Hillside Elementary School. It is a school filled with a wonderful staff and many opportunities for children to discover a spectrum of learning. We are all so excited to welcome you to a new school year! As the school year begins, we are really looking forward to partnering with you to ensure the development and achievement of all of our students.

My educational philosophy is that learning should not just be vertical, merely building up from one concept to another. It is necessary for students to make the connection that what they learn in one place can actually be connected to other learning. Horizontal learning, as it is termed, helps students to realize that you do not learn subjects of disciplines in isolation. This approach to learning helps students to think logically, use prior knowledge and experiences, and develop organizational and critical thinking.

In this handbook and in communications throughout the year, you will learn more about important ways that you can support your child's learning. Please ensure that your child attends school daily, arrives on time, completes assignments and projects, and is ready to learn! At home, please encourage your child to tell you about their academic and social experiences at school and please make sure your child reads daily! Above all please be sure that your child knows your expectations for and your belief in them.

Hillside will continue to strive and improve the performance of all our children and maximize the abilities of each student. You, our parents, are critical in making sure that your child is prepared to succeed in school. This partnership and support from both school and home are critical. As the school year begins, we are really looking forward to partnering with you to ensure the development and achievement of all of our students. We share a great responsibility for our children's success!

Please join us at our **Hillside Back-to-School Night (BTSN), which is scheduled for September 27th at 7:00pm**. On this night, we will share important information regarding instruction and ways for you to be involved in your child's educational lives. Your child's classroom and related arts teachers will also share important information regarding class activities, procedures, and curriculum.

Our entire staff wishes everyone a wonderful school year and welcomes you to discover the goodness of Hillside School. Please make sure you read this handbook; it has very important and necessary information. Should you have any questions, please feel free to call us at 973-509-4200.

Educationally yours,

Dr. Samantha Anglin
Principal

About Hillside Elementary School

Hillside is a continuation of the Gifted and Talented theme of Nishuane Elementary School (K-2). Hillside's magnet program presumes ALL children have special gifts and talents and that it is our responsibility to identify and nurture those talents. Hillside School offers classes for 3rd, 4th, and 5th graders. Due to the wide variety of choices at Hillside, students of all abilities, interests and backgrounds are able to discover areas in which they will excel. In addition to our rigorous English Language Arts (ELA), Math, Science and Social Studies curriculum, Hillside offers academic aesthetics, Mandarin and Spanish language courses, an instrumental music program, traditional Physical Education offerings (including gymnastics and dance), a drama program, chorus program, technology courses, and an extensive visual arts program.

We are a collaborative, creative community of professional educators who are committed to educating the whole child—socially, emotionally, and academically. We strive to foster a challenging and creative environment that honors diversity, encourages community building, and inspires all children to do their personal best. We use effective educational practices to ensure academic excellence based on standards, district curriculum, and best practices. And we truly take time to evaluate and design appropriate educational programming for all students.

Hillside Elementary School Mission Statement

What are we rooted in? What is our purpose?

The mission of Hillside Elementary School, an innovatively dynamic, and diverse learning environment, is to inspire all students to attain a strong academic foundation and strong character traits, model positive leadership skills, and fulfill their individual potential by cultivating a partnership with families, staff and the entire community to foster independence and a passion for life-long learning.

Hillside Elementary School Vision Statement

What do we want for our students?

The vision for our students at Hillside Elementary School is for them to be self-assured of their potential. It is our vision that all of our students understand their greatness and that they each have special gifts and talents and that it is the school's responsibility to identify and nurture those talents.

OVERARCHING GOALS:

- 1) Ensure students are able to learn and develop the skills necessary to achieve grade level standards
- 2) Cultivate a welcoming, safe, healthy and inclusive school community where students will embody positive character traits within the school setting and the community at large
- 3) Engage all students to establish and achieve personal goals
- 4) Establish effective communication, engagement and involvement of students and families

Communication

The following methods allow Hillside administrators and staff to communicate effectively with families and provide information about classroom and school events!

- **Genesis-Parent Access** – Parent Access is a component of Genesis — our student information system. It allows us to provide you with a safe and secure way to view academic information about your children in one portal via the Internet. ALL parents and guardians must maintain up to date profile information. Please visit our district website to explore further.
(<http://www.montclair.k12.nj.us/district/technology/genesis-for-parents/>)
- **Course Pages** - Course Pages are simple web pages created by teachers that allow the teacher to post information for the class. Posts can include text written by the teacher, weekly assignments, web hot links and uploaded documents on the course web page.
- **New Family Orientation Part I** – The parents and guardians of 3rd Graders and students who are new to Hillside are invited to attend this fall evening event. We are excited to present “Hillside 101” to give families a snapshot of their child's third grade (first year) experience. This informational session will focus on the school day schedule, cycle 1 aesthetic schedule, arrival and dismissal procedures, Creative “I” Process, and a whole host of procedural pointers.
- **New Family Orientation Part II** – The parents and guardians of 3rd Graders are invited to attend this November evening event. This informational session will focus on personalized scheduling for cycle 2 and 3, aesthetic offerings, Creative I procedures, and pre-requisites for desired related arts programming for 4th & 5th grade years.
- **Hillside Weekly News**—You will receive an email every Friday of the week, which contains information regarding upcoming student activities and school/district events. A PTA Liaison helps with drafting this communication and then it will be E-Blasted from the Main Office.
- **Hillside Happenings** – This monthly Principal’s Newsletter is a reflective communication on the month’s activities, which offers a brief commentary and pictures on activities that should be highlighted.
- **Hillside Website**—School related and district information can be located on our site, which is updated regularly. Please visit <http://www.montclair.k12.nj.us/schools/hillside/>
- **Email “Blasts”**—We are a “Go Green” school, so please check your email for the updates from the school.

- **Formal Teacher Conferences**—Your child’s teacher will ask you to sign-up for formal conference dates during the annual Back-to-School Night. There are both afternoon and evening conference times available to you—the dates are listed on our master calendar.
- **Informal Teacher Conferences**—The faculty at Hillside is committed to working with you to help your child succeed. Please call or send a note with your child to discuss any questions or concerns. Please do not “pop-in” to chat with your child’s teacher. They are anxious to help you, but are busy working with children and will reach out to you as soon as they are free.
- **Automated Attendance Messages**—You will receive an automated call from the district system when your child is late and/or absent. These calls are made regardless of notes from home explaining the tardiness or the absence.
- **Meeting with the Principal or Assistant Principal**—***Parents should always speak with the classroom teacher first since he or she knows your child best.*** However, if you have a concern or suggestion that needs the attention of the principal or assistant principal, please send a note, email, or call the office. Appointments can be made through the school secretary—please be specific about the appointment request so that the principal or assistant principal can be best prepared to address your concerns.

School Day

- Please make sure that your child arrives on time (the first bell rings at 9:10am; classroom instruction begins promptly at 9:25am).
- Supervision begins at 9:00am on the blacktop area only.
- Students cannot play on the playground before or after school without staff, parent or caregiver supervision.
- Please make sure that you pick your child up on time from school (3:35pm) or at the scheduled bus stop.

School Hours

| | |
|--------|---|
| 9:10am | First bell rings—school day begins |
| 9:25am | Late bell (Children who are late must report to the office) |
| 9:28am | First period bell rings and instruction |
| 3:35pm | Dismissal of all students |

*Please note that students have the minutes between 9:10am and 9:25am to put away their backpacks/belongings in their locker, get out work/notes, and settle in. **F i r s t p e r i o d** classroom instruction begins promptly at 9:28am. If your child enters the school building after 9:20am, then they are missing important time dedicated to preparation for learning.

Early Dismissal

Early dismissal at Hillside School is at **2:10pm**. Please make the necessary arrangements to pick your child up on time. The YMCA After-Care program is in operation on these days for enrolled families.

School Closings and Delayed Openings

In the event of inclement weather, the Superintendent may elect to call for a 2-hour delayed school opening or close the schools for a full day. The district's automated system will place calls to inform families of the decision. Information regarding any school closings or delayed openings will be posted on the district's website or can be obtained by calling the district main office, (973) 509-4000 to hear a recorded message with school closing information. Some TV and radio stations as well as the websites for the Montclair PTA and Montclair Township may also carry this information.

In the event of a delayed opening, schools will admit students two hours after the normal opening time (11:10am). Students should report to their regular bus stop two hours after the normal time; riders should be prepared for delays due to poor road conditions and increased traffic. Once schools are in session, students will complete the school day as usual. Lunch will be served on delayed opening days.

The Day's Schedule

There are eight 40-minute periods per day. Five periods each day are spent with basic (academic) teachers for instruction in the core subjects (English language arts; math; science; and social studies). The remaining 3 periods each day are used for one lunch period and two elective class periods (related art classes).

The academic year is divided into 3 cycles. Students have different elective schedules each cycle, however, basic academic classes remain consistent throughout the school year. Hillside uses an A-Day/B-Day schedule, in which A-Days run for three consecutive days and then B-Days run for three consecutive days. Students have different A-Day and B-Day electives, which affords students the opportunity to take 4 electives per cycle – two on A-Day and two on B-Day.

Basics Academic Teacher Assignments

Basics classes refer to English language arts (ELA), math, science, and social studies. Depending upon grade configuration and need, Hillside teacher assignments may come in the form of a single, pairs, or triples. We call these possible pairings TEAMS, here are a few possibilities:

- HOMEROOM teacher is responsible for delivering instruction for two basic academic subjects (i.e. ELA & S.S.)
- SWITCH teacher would then be responsible for delivering instruction for the other two basic academic subjects (i.e. Math & Science)
- There are times in which the HOMEROOM teacher is responsible for delivering instruction for all 4 basic academic subjects
- IN-CLASS SUPPORT (ICS) teacher is responsible for servicing students with individualized education plans.
- Curriculum Support teacher is responsible for small group instruction.

Bell Schedule

| Period | Regular Day | Abbreviated Day | Delayed Opening |
|--------------------|--------------------|------------------------|------------------------|
| AM Homeroom | 9:20-9:25 | 9:20-9::22 | 11:20-11:26 |
| 1 | 9:28-10:08 | 9:23-9:58 | 11:29-11:56 |
| 2 | 10:11-10:51 | 9:59-10:34 | 11:59-12:26 |
| 3 | 10:54-11:34 | 10:35-11:10 | 12:29-12:56 |
| 4 | 11:37-12:24 | 11:11-11:46 | 12:59-1:26 |
| 5 | 12:27-1:14 | 11:47-12:22 | 1:29-1:56 |
| 6 | 1:17-2:04 | 12:23-12:58 | 1:59-2:26 |
| 7 | 2:07-2:47 | 12:59-1:34 | 2:29-2:56 |
| 8 | 2:50-3:30 | 1:35-2:05 | 2:59-3:26 |
| PM Homeroom | 3:33-3:35 | 2:05-2:10 | 3:29-3:35 |

Grade 3 – P 1 & 2 and 4 & 5 – Basics ; P 3 & 7 – Aesthetics ; P 6 – Lunch ; P8 – RTI
 Grade 4 – P 1 & 2 and 6 & 7 – Basics ; P 3 – RTI ; P 4, 5, & 8 – Lunch and Aesthetics
 Grade 5 – P 2 & 3 and 7 & 8 – Basics ; P 6 – RTI ; P 4, 5, & 1 – Lunch and Aesthetics

Academics

Hillside implements the same Basic Subject Matter curriculum for 3rd, 4th, and 5th grade students as all other Montclair Public Schools. Our curriculum is driven by the New Jersey Student Learning Standards. Teachers develop lessons from district curriculum to ensure effective learning opportunities for our students. Our basic curriculum includes language arts literacy, math, science and social science.

English Language Arts (ELA)

With our curriculum, we will build a strong foundation in literacy for our children. With a balanced literacy approach, we incorporate guided reading, shared reading, independent reading, interactive read aloud, and word study into our language arts block. Our district has adopted the Center for the *Collaborative Classroom (CCC)* program this year to help children develop their literacy skills with *Making Meaning and Being a Writer* components of the program.

Students' reading levels are assessed four times a year using the research based *Renaissance Learning Program* and in some cases the *Developmental Reading Assessment 2 (DRA2)*. These assessment tools enable teachers to identify students' reading achievement, document progress, and modify teaching methods to plan and implement instruction.

*English Language Arts Curriculum, Grades 3-5

<http://www.montclair.k12.nj.us/district/equity-curriculum-instruction/district-curricula/english-language-arts/>

*The district has formed an ELA curriculum committee that will work this summer to rewrite our district ELA curriculum.

Mathematics

With our math Units of Study, we will continue to use the EnVisionMATH program as a teaching resource this year. EnVisionMATH is based on critical foundational research and proven classroom results. EnVisionMATH develops conceptual understanding through daily problem-based interactive learning and visual learning. It is responsive to differentiate instruction to support and challenge every child.

*Mathematics Curriculum, Grades 3-5

<http://www.montclair.k12.nj.us/district/equity-curriculum-instruction/district-curricula/mathematics/>

*The district has formed a math curriculum committee that will work this summer to rewrite our district math curriculum.

Science

Our district will continue with the implementation of the The Full Option Science System - FOSS Program. This science program bridges research and practice by providing tools and strategies to engage students and teachers in enduring experiences that lead to deeper understanding of the natural and designed worlds. Science creates an awareness and understanding of our natural and designated environment and our place in it. Curiosity and enthusiasm must be nurtured and encouraged in such a way that a child's innate interest in the wonders of natural phenomena is enhanced and his or her reasoning and problem solving skills promoted. Students should be engaged in explorations through frequent applied learning and inquiry-based programs. Many experiences should be provided for the child to perform real-life and relevant investigations.

*Science Curriculum, Grades 3-5

<http://www.montclair.k12.nj.us/district/equity-curriculum-instruction/district-curricula/science/>

*Next Generation Science Standards (NGSS)

<http://www.state.nj.us/education/aps/cccs/science/>

Social Studies

The administration, faculty, and staff of Montclair Public Schools, in cooperation with parents and the community, and with active participation of the students, are committed to viewing each other as individuals, respecting each person's uniqueness, and setting high expectations for all students. Our learning environment will be conducive to the acquisition of knowledge, as well as to the development of problem solving, critical thinking, and organizational skills. Through an interdisciplinary approach, we will aid our students in developing responsible behavior, a positive attitude toward themselves and others, and the necessary life skills to become productive citizens in our changing society.

*Social Studies Curriculum Guide, Grades 3-5

<http://www.montclair.k12.nj.us/district/equity-curriculum-instruction/district-curricula/social-studies/>

Homework

Homework is given to reinforce skills taught in school as well as to teach students responsibility for their learning. As per the district Homework/Make-Up Work Policy, P-6154, the Board of Education believes that homework "provides an opportunity to broaden, deepen and reinforce the pupil's knowledge". The amount and type of homework will vary and increases as students progress through grade levels. We also strongly encourage that every child reads at home daily. Children can enjoy listening to you read aloud; they can read to you and they should read independently. Teachers will review their expectations for homework at the Annual Back-to-School Night. Please contact your child's teacher if you have any questions or concerns regarding your child's homework.

Report Cards

Report cards are completed three times during the school year. Our report cards are standardized across the district for third, fourth, and fifth grades. The numbers and letters used for the keys (developmental/behavioral) should not be viewed as grades. There is no relationship between those numbers and letters, and numerical or letter grades. The report card reflects our efforts to give you an accurate and on-going assessment of your child's academic, social, and emotional progress. Report cards will be visible in Parent Access.

Gifted & Talented Magnet Theme

It's important to reiterate, Hillside is not a performing arts magnet. Hillside's magnet theme - **Gifted and Talented** - is based on the premise that all children have gifts and talents. As an educational community it is our responsibility to identify and nurture these in each child. As such, we offer our children many opportunities to participate in a wide range of exciting areas of study. Elected aesthetic courses come in all shapes and forms; both related arts and academic courses are offered, with a variety of levels.

Aesthetics

Our magnet theme catalog was updated again this year and includes approximately 70 courses. Families can select from a wide variety of courses – some of which we refer to as “Aesthetics”. These courses are designed to allow children to explore a range of areas. As interest and skills develop, students discover what they like and can work on developing their strengths.

Creative I

Other courses that we refer to as “Creative I”, provide more exploration opportunities and add to an enriching experience at Hillside School. Participation in these courses requires that children qualify through a screening process, which takes place in late spring and in the fall for third graders. Families will receive qualifying letters in June and individual schedules, reflecting eligible enrollment into Creative “I” courses, by September, of the new school year.

More about our Elected Aesthetics and Creative I Offerings:

Students take 2 elective classes every day, including a choice of related arts classes (physical education, music, art, and technology). These electives can be Aesthetics, which are open to all students, or Creative “I” (CI) classes, which offer advanced instruction in a particular subject. CI classes require pre-screening.

As part of their elective selection (in a given school year), each student must take the following:

- One physical education every cycle (choice of traditional physical education, dance or gymnastics)
- One cycle of visual or performing arts per year (range of choices in art; music, including chorus and instrumental instruction; and drama, including stage production)
- One cycle of technology per year

Other electives to highlight include world language (choice of Mandarin or Spanish) at different levels. Our music program boasts the Hillside Chorus, Hillside Philharmonic (orchestra), and a multi-level percussion program, including Hillside Drum Corps and Drums of Thunder. In addition to basic drama classes and stage production, our drama program includes a musical-theater performing group, known as Traveling Troupe and an annual musical (enrollment open to 4th & 5th graders). Our dance program offers several disciplines and also has a performing troupe, known as Hillside Dance Company. And our technology program includes classes in desktop publishing and web design, as well as basic word processing. There is even a school newspaper, the Hillside Gazette, combining both writing and technology skills.

Drums of Thunder began in 1980 as the brainchild of Mr. Louis D'Amico. Each year, the group has broken new creative ground and has ventured further out into the performance world. The development of character in his musicians is equal in importance to their skills in drumming. The goal for the program is to provide each child with a strong sense of self-esteem and the pride of accomplishment, which comes from practice and hard work. The members develop team-building skills, which we know are critical to success in careers and throughout life. For many of our members, their participation in Drums of Thunder literally becomes a life altering experience. Drums of Thunder is nationally known and continues to grow.

Our Aesthetics and CI program also includes a wide variety of themed, in-depth academic offerings in all four-core subjects – language arts, social studies, math, and science.

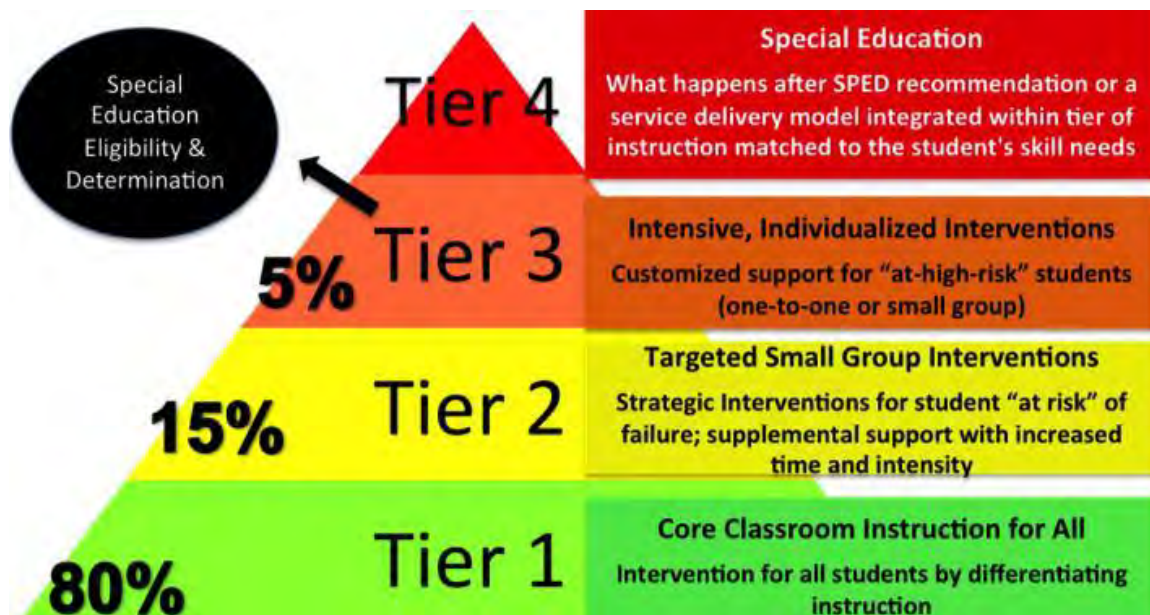
Through the Aesthetics and CI program, students have many opportunities to perform (or work backstage), including a gymnastics show, a dance show, play production, and Winter and Spring concerts, not to mention the many opportunities Drums of Thunder, Traveling Troupe, and the Hillside Dance Company have to perform outside of school.

All Aesthetic and CI classes supplement the basic curriculum but do not replace it. These elective classes simply allow students to pursue special interests and aptitude in a particular subject, enriching their academic experience.

Support Programs

As with any learning context, there are times when students require additional time and reinforcements in order to be successful academically, socially and/or emotionally. Such programs to support students are available to children at Hillside, as in all schools throughout the district. The relevant approach is considered for any students for whom a concern arises and a need is identified. As partners in the education community, parents and guardians are consulted and informed during each phase of the process. We aim to partner with families as we seek to facilitate student growth and positive academic experiences.

Response to Intervention (RtI)



Academic support is offered to students who are not on benchmark levels throughout the school year in English language arts and math. Teachers assist children regularly as part of their differentiated instruction. **Response to Intervention (RTI)** is an approach to academic and behavioral intervention used to provide early, systematic, and appropriately intensive assistance to children who are at risk for or already underperforming as compared to appropriate grade-or age-level standards. The paradigm above illustrates the whole-school organization for each Tier.

Tier I instruction is focused specifically within the core curriculum, with daily lessons and interventions targeting all students. Approximately 80% to 85% of the general student body should be able to meet grade level norms without additional assistance beyond the first tier. During the designated daily RTI period in one's schedule, Tier I students participate in flexible instruction, typically in the form of center-based learning. During this period, there are a variety of activities available for students, which are directly connected to our ELA, Math, S.S., and Science curriculum. All work is differentiated based upon student needs and abilities. Typical center activities include pre-planned enrichment activities, extension projects, problem solving work, curriculum games, Individualized Daily Reading (IDR), etc.

Tier II intervention occurs when a child does not respond to Tier I instruction that is delivered in the basic academic classroom. If that is the case, then the classroom teacher will provide additional targeted instruction throughout an intervention cycle. This Tier II instruction occurs in addition to regular instruction and takes place three to four times a week. Tier II instruction takes place during the daily RTI period and during ELA & Math aesthetic support courses.

Tier III instruction, which is provided by a curriculum support teacher, is available to youngsters who need even more frequent help in a particular intervention cycle and is in addition to regular classroom instruction.

***Students who are not on benchmark levels will automatically be scheduled for Tier II and Tier III interventions and aesthetic support courses. All parents/caregivers will be notified and included in the development of an intervention action plan.**

Students Accelerated in Learning (SAIL)

As per a New Jersey Department of Education mandate (NJSA 18A:7A-5d), our district has adopted a policy, and procedures for the identification of intellectually gifted and talented students. SAIL is the district's approach to meeting the needs of students who are academically advanced. In Montclair, our response to the demonstration of advanced capabilities is guided by the principles of differentiation. At Hillside, students who qualify for advanced course work, will receive differentiated instruction in their basic academic classes and during the daily Response to Intervention (RtI) period, as well as to have the option of registering for **Accelerated Leveled Math and/or Literacy courses** as part of our **Creative "I"** course offerings. Students must demonstrate eligibility each year, in order to continue participation, in courses at the Creative "I" level. The process for eligibility is outlined in the Creative "I" section of this handbook.

***At Hillside, we do not use the acronym "SAIL", we use the verbiage CREATIVE "I". This language is historically rooted in our magnet design. Students who are Creative "I" eligible for Math and/or Literacy are given the option to take accelerated aesthetics for the respective subject.**

Special Education Programming and The Child Study Team

The Child Study Team determines pupil eligibility for Special Education and related services in accordance with federal and state requirements under the provisions of the Individuals with Disabilities Education Act and N.J.A.C. 6A:14.

Speech Therapy

The speech therapist provides services to children for articulation and language development. Sessions occur according to the student's needs.

Auditory Support Therapy

A specialist provides support services to hearing-impaired students who are in regular classrooms. The therapist meets with identified children according to the students' needs.

Occupational Therapy and Physical Therapy

A certified occupational therapist and/or physical therapist works with classified students on fine motor development or other needs as identified through evaluation.

School Counselor

A full-time counselor is available to provide assistance to children when they need emotional support. Students have a safe place in which to process feelings and talk. A student may see the counselor once about a particular incident or may meet over a longer period of time depending on the child's needs. When long-term counseling becomes necessary, parents are notified for their input and consent. The counselor's goal is to establish a positive relationship with youngsters and their homes so that students can be supported to have a wonderful school experience. The counselor also conducts lessons on social skills, in classrooms, as a proactive measure toward building a kind, safe and respectful school community. Please inform the school of changes within the family, environment, or other significant factors that may affect your child's physical and emotional health.

School Nurse (973-509-4192)

The school nurse is on duty full time. Parents will receive either a call from the nurse and/or a note in the child's backpack to confirm a visit to the nurse. Parents or an emergency contact are also notified when a child becomes ill during the school day. According to Montclair Board of Education policy, there are specific instances such as an elevated temperature, vomiting and skin rashes that require children to be excluded from school. A child may also be excluded based on the clinical assessment of the nurse.

* Please note: according to district policy, the school nurse does not administer any herbal, homeopathic, or dietary supplements.

* Please see additional helpful information from the Health Office under the section entitled Health and Wellness.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. A pupil must not be absent more than 10 days per cycle in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she/they is assigned. The board will report infractions of the law regarding the attendance of pupils below the age of 16 to appropriate authorities.

Calling out an Absence

Parents/guardians are requested to notify the school early in the day when a child will be absent and informing the school of the reason for the absence. Automatic attendance calls will be made daily at 9:50am. **Please make sure that the school has a working phone number for contact; maintain accurate information in Genesis – Parent Access.**

<http://www.montclair.k12.nj.us/district/technology/genesis-for-parents/>

Tardy to School

Students are expected to be in school on time. Late arrivals slow down not only your student's learning, but also interrupt the rest of the class—and the teacher. The first bell rings at 9:10am. Students have from 9:10am-9:25am to put away their coats, backpacks, etc. and be ready to start the instructional day promptly at 9:28am. Students who arrive to school after 9:25am are marked tardy. **After 9:25am, students must report to the office to be signed in and receive a late pass.** A conference with the parent and the principal or assistant principal will be required for students with excessive tardiness.

Please note that classroom instruction begins promptly at 9:28am, students should be in the classroom ready to learn at that time, not entering the school building.

Signing Students Out Before the End of the School Day

The board recognizes that from time to time compelling circumstances will require that a pupil be dismissed before the end of the school day. There are varying situations that may justify release of a student from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program.

Notification of an early dismissal must be made in writing in advance by the student's parent/guardian and should state the reason for an early release from school. No student shall be permitted to leave the school before the close of the school day unless he/she/they is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian. **All students must be picked up from the school office before 3:15 and signed out before they are released.**

Students will not be called out of class after 3:15 pm—this is too close to dismissal and causes confusion for the classrooms. It is important that students are getting home safely and last minute changes make supervision more difficult.

Transferring to a New School Out of the District

Please notify the school office as soon as you are aware your child will be transferring to another school outside of the district. A Student Transfer Card will be completed (name and address of new school is needed to complete the card). Once the principal signs the card, it will be returned to you to present to your child's new school upon registration. This card authorizes the new school to request your child's records.

Arrival and Dismissal

Changes to Dismissal

Changes in dismissal must be in writing to the classroom teacher. **Please do not call the office to change dismissal arrangements.** Plan in advance and send a note to the teacher in advance. Calling into the classrooms to announce changes disrupts everyone's instruction and can lead to confusion for the children at the end of the day.

General Drop-off/Pick-up Rules

At no time are parents permitted to enter the staff parking lot with their cars between the times of 8:30am – 4:30pm. We have had way too many close calls with students and moving vehicles. Your vehicle will be towed. Each parking spot in the STAFF ONLY PARKING LOT is assigned to an employee.

At no time are parents permitted to drop-off or pick-up on Hillside Avenue (side that aligns the school building) HILLSIDE AVENUE is our bussing drop-off and pick-up area.

Arrival Procedures (Arrival - Full-day 9:10am; Delayed Opening 11:10am) Hillside students *MUST* be dropped off on St. Lukes Place, the established STUDENT DROP-OFF ZONE. St. Lukes Place is located on the backside of the school. We recommend you approach the school by way of South Mountain Ave, DROP-OFF IS ON THE NORTHBOUND SIDE of the street.

St. Lukes is a DROP & GO Area – parents should not get out of their vehicles. Please be reminded that there should be no drop-off on Orange Road. Bussing is encouraged if students qualify for bussing.

****STAFF MEMBERS ARE NOT ON-DUTY AND DO NOT ASSUME RESPONSIBILITY UNTIL 9:10AM**

Dismissal Procedures (Dismissal - Full-day 3:35pm; Abbreviated Day 2:10pm)

Bussers – If you designate your child as a **BUSSER**, then they will wait in their homeroom until their bus number is called. * More information outlined below.

Walkers – All parents/caregivers are required to complete the Policy 8601 - Request for Supervision at Dismissal from School Form.

If you designate your child as a **WALKER**, then they will be escorted to a designated pick-up area by their homeroom teacher. Your child is NOT allowed to run off to find you, you must locate the teacher and receive your child from the homeroom teacher's care.

- ALL 4th and 5th graders must be picked-up by a designee on the FRONT LAWN (Orange Rd.).
- ALL 3rd graders must be picked-up by a designee at the cafeteria/wall-ball area (St. Lukes Place).

If a child is not picked up by 3:50pm, then they will be brought to the main office.

Other After-school Dismissal Options (when enrolled and/or invited):

- 1) PTA After School Enrichment Programs ~ Explorers & Pop-Up Workshops
- 2) Title I Extended Day Tutorial Program
- 3) Sister to Sister Organization
- 4) Brother to Brother Organization

YMCA Before & After School Care Program

Before and after school care is available at Hillside for students of parents desiring this service. This program is sponsored by the Montclair YMCA not Hillside School. **DROP-OFF is at the cafeteria DOOR - G on St. Lukes Place, NOT via the Staff Only Parking Lot. Contact: Lisa Aulisi at the Montclair YMCA (973-744-3400) for more information.

Bus Riders

Children who are eligible for transportation through the Board of Education will be dismissed to their assigned bus at 3:35pm. Students should be picked up on time at their bus stop. ***Check Genesis – Parent Access for Bus Routes**

If a student is not picked up at their bus stop on a regular basis, he/she/they will be suspended from taking the bus.

Changes in dismissal must be in writing by a parent/guardian. If a note is not received from a parent/guardian indicating the student should not take the bus, the student will be put on the bus at dismissal. ONLY students assigned to the bus are allowed to ride the bus. Students are not allowed to bring a friend who is not assigned that bus.

Please address your questions and/or concerns to our Transportation Department Supervisor Christine Harris (973) 509 – 4055 or charris@montclair.k12.nj.us

Bus Rules and Consequences

A pupil may be excluded from the bus for disciplinary reasons by the administration and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion.

- First Offense – The student will be reported to the school administration. A notation will be made in Genesis and a letter will be sent to the student's parents informing them of the problem as well as what procedure will be followed if a second or third offense occurs during the school year.
- Second Offense – The student will be excluded from the bus for a period of five (5) school days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy.
- Third Offense – The student will be excluded from the bus for a period of thirty (30) school days and his/her parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school days suspension of bus privileges. Suspension will be carried from year to year.

Late Pick-ups

Please be sure to pick up your child on time each day. Montclair Board of Education Policy 5142.1, which states: Provision shall be made to take care of “officially escorted” students through the police and/or Child Protection and Permanency (CP&P) if the designated individual does not arrive at dismissal time on a regular basis. Parents/guardians failing to arrive at school or to have an authorized person arrive at school in a timely manner to “officially escort” their child/children will be reported to the proper authorities and parents/guardians who fail to arrange prompt dismissal pick up on an ongoing basis may be required to meet with the principal to develop alternate arrangements for dismissal time. Further district or legal action may be taken if the alternate arrangements are unsuccessful.

If an emergency arises which causes you to be late to pick up your child, then a dismissal supervisor will bring the student back into the school. Please be sure to call the school immediately to let us know what arrangements are being made to pick up your child.

Visitors to the School

It is the policy of the Montclair Public School district that all visitors must first report to the office before going anywhere in the building. If a parent comes to drop something off for their child, it should be left in the office and the child will be notified. Doors are locked throughout the school day, and all visitors must ring the side doorbell to gain access through **Door K**.

All visitors must adhere to the following rules for the safety of the children.

1. A secretary will greet you over the intercom when you ring the bell. Please look into the camera and state your name, your child’s name and your intended purpose in the building.
2. Report to the office before going anywhere else in the building.
3. Sign in at the front office.
4. Wear a visitor’s badge for the duration of your visit.

Guidelines and Procedures

All-Gender Restrooms

For the 18-19 school year and beyond, the district will create all-gender restrooms for students. An all-gender restroom, or gender-neutral restroom, is a restroom that anyone of any gender or non-gender can use. These restrooms can benefit many different people including families, differently abled persons, and transgender people. Historically, restrooms have been a place for harassment, discrimination, and threats of injury and assault towards transgender people. All-gender restrooms provide an opportunity for our community members to enter a room without being questioned or interrogated. Given the age of our school buildings, some all-gender restrooms will be multiple-stall or single-stall restrooms and may be in different locations in the building. Our all-gender restrooms will be properly labeled, and our schools' all-gender restrooms will be located on the ground floor near the cafeteria. Students will be permitted to use either the gender-neutral bathroom and/or the bathroom of their identified gender. Parents and caregivers, please note the all-gender restroom at Hillside is a single use restroom to ensure privacy for all.

Birthday Celebrations

In accordance with the MPS – Food Guidelines: No food is allowed for birthday parties or other student celebrations, or used as student rewards. Please see the full MPS – Food Guidelines outlined below. Also, please note that birthday party invitations cannot be distributed in school unless each child from the class is being invited.

Custody/Court Related Matters

We are so ordered to uphold court documentation that has been issued to the MPS. Please supply the Registrar Office and our Main Office with any necessary legal documentation that needs to be upheld.

Dogs

Dogs are NOT allowed on school property. The exception is allowed for “visitors” who come to our Paws and Claws classes given special permission.

Dress Code

In accordance with the MPS District Policy 5511, Hillside School asks parents to consider their children's safety and comfort when selecting school clothes. Play clothes are recommended, including sneakers or other rubber-soled shoes. Please avoid flip-flops, crocs, and other backless shoes. Keep in mind your child's physical education class schedule in selecting the day's attire.

Emergency Contact Information

It is critical that you provide us with a working phone number so that we may reach you in the event of an emergency. You must keep emergency contact information updated regularly. Please login to Genesis – Parent Access to update your profile information <http://www.montclair.k12.nj.us/district/technology/genesis-for-parents/>

Field Trips

Part of the Hillside experience is to provide enrichment through field trips. A few weeks before a class field trip, parents will receive a permission slip and notice of any admission or bus fees. Lunches from home must be packed in a paper bag marked with the child's name (no lunch boxes) and may not include a thermos, soda cans or glass bottles. Parents chaperoning on field trips are not allowed to bring siblings and/or other family members. Students who are free/reduced lunch eligible are exempt from all costs for field trips .

Regulation: 8505 Food/Nutrition Standards

- No food may be sold for fundraising **during school lunchtime**.
- Food sold for fundraising **during school hours (other than lunchtime)** must be tree nut free and peanut free with all ingredients clearly labeled, **and must follow USDA Smart Snack Guidelines** (see below).
- Food sold for fundraising **before and after school hours** must be tree nut and peanut free with all ingredients clearly labeled. This includes PTA and Booster Club fundraisers.
- No food is allowed for birthday parties or other individual student celebrations, or used as student rewards, with the exception of food rewards designated in an individual student's IEP. This reward must be tree nut and peanut free, and eaten in the designated classroom.
- Food may be used as instructional material in science labs, family and consumer science classes, and classes where course lesson plans contain a food-specific educational component. All food used as instructional material must be tree nut and peanut free.
- Food served at any classroom or all-school festivity must be tree nut free and peanut free with all ingredients clearly labeled. If any food does not have all ingredients clearly labeled, it cannot be served. These rules also apply to evening and weekend functions. Parents/guardians must be given a five day notice of any event serving food.
- **All classrooms must be tree nut and peanut aware.** Other life-threatening food allergens will be restricted on a class by class basis as deemed necessary by the school nurse. Tree nuts and peanuts must be consumed only in the cafeteria during lunchtime. All K-5 schools will have a designated tree nut free and peanut free table in the cafeteria or outside picnic area. Middle and high schools will have a designated tree nut free and peanut free table in the cafeteria or outside picnic area only upon parent request.
- Breakfast Program may be consumed in the classroom by students within 10 minutes of arrival to school.
- Snacks in the classroom may be eaten only during a snack time designated by the teacher or administrator. All snacks must be tree nut and peanut free.
- No food may be consumed on K-12 school buses with the exception of students with diabetes who require an emergency snack. They may consume a tree nut free and peanut free snack at a seat in the front of the bus. Buses for field trips and athletic events must be tree nut free and peanut free.
- All school trips must consider the needs of students with food allergies. For example, a class may not go apple picking if a student in the class is allergic to apples. It is the teacher's responsibility to ensure all students are accommodated.

USDA Smart Snack Standards

Grain products must contain 50 percent or more whole grains by weight (have a whole grain as the first ingredient); Non-grain products have fruit, vegetable, dairy product, or protein food listed as the first ingredient.

The food must meet the following nutrient standards for calories, sodium, sugar, and fats:

| Nutrient | Snack |
|---------------|---------------------------|
| Calories | 200 calories or less |
| Sodium | 200 mg or less |
| Total Fat | 35% of calories or less |
| Saturated Fat | Less than 10% of calories |
| Trans Fat | 0 g |
| Sugar | 35% by weight or less |

USDA Smart Snack Beverages

| Beverage | Amount |
|---|---|
| Water: Plain (with or without carbonation) | No Limit |
| Milk: Unflavored low-fat, unflavored or flavored fat-free; milk alternatives | Elementary School 8 fl oz Middle School and High School 12 fl oz |
| Juice: 100% fruit or vegetable juice (with or without carbonation) | Elementary School 8 fl oz Middle School and High School 12 fl oz |

Lost and Found

WRITE YOUR CHILD'S FIRST AND LAST NAME ON THEIR BELONGINGS. However, if that does not prove to be successful we have Lost & Found containers located in the cafeteria. Items that children have misplaced are placed in the containers. You and your children are welcome to check the containers for lost items.

PLEASE NOTE: The Montclair Board of Education will not be responsible for cell phones, iPods, and/or other items that are brought to school and are lost or stolen.

Lunch Program

Students may either bring a lunch from home or purchase a lunch at school. All students eat in the cafeteria.

The Montclair Public Schools participates in the National School Lunch Program, which is funded with Federal grant monies. We provide the five components of a complete lunch as required by the USDA. These components are meat/protein alternative, bread/grain, vegetable, fruit and milk. To obtain a full, reduced or free lunch at the listed price, the lunch must include at least three of the five components. One of the three components taken must be a ½ cup of fruit and/or vegetable to be considered a full lunch. If a complete lunch is not purchased, each item is purchased separately or a la carte.

Please use the following link for more information:

<http://www.montclair.k12.nj.us/district/food-service/>

Please use the following link to place money on a student's account through the MySchoolBucks website (www.myschoolbucks.com)

There are two "peanut/tree-nut free" tables in the cafeteria. Students who have an Individual Health Plan developed with the nurse will be seated here. Children may invite friends to join them who do not have any nut items in their lunches. Students are constantly reminded not to share food— please reinforce this at home.

Photo Consent/Web Consent

Student All Media Consent Procedures should be accessed through Genesis – Parent Access.

<http://www.montclair.k12.nj.us/district/technology/genesis-for-parents/>

Recess

All K-5 elementary schools will continue to provide recess.

- Students will have at least 25 minutes of recess.
- Outdoor recess will be held if 28 degrees or higher and outside conditions allow. The blacktop is used if the field/playground area is snow covered or too muddy.
- Recess is not used as a punishment.
- Students may be required to sit out for a few minutes to 'take a safety break' if something happens during recess.
- Teachers very often employ movement breaks at various times throughout the day.

Allow me to reiterate: Recess is not taken away as a consequence for inappropriate behavior. A child may have a "quiet lunch (eating time)" as per our Code of Conduct, but will be included in the recess/movement time listed above.

Registration

Any eligible child shall be admitted provided:

1. The parent/caregiver follows the procedures of the Montclair Public School Registrar's Office. <http://www.montclair.k12.nj.us/district/registration/>
2. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from entry into the school, or the pupil is exempted from immunization in accordance with policy.
3. Children can be examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.
4. Pupils transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunization and proof of identity.
5. Initial placement shall be made on the basis of the records, but adjustments may be made at the discretion of the administration when assessment indicates that such adjustments would be beneficial to the child. Parents/guardians shall be informed of this policy on registration.

Residency Hotline: (973) 509-4128

Those with questions or concerns regarding non-residency of students may call the above listed hotline number. All reports may be made anonymously and will be kept strictly confidential. Callers do not have to identify themselves when leaving a message.

Snacks

Since the school day is long and **3rd graders** do not have the opportunity to eat lunch until 1:17pm, the classroom teachers allow for snack time as part of the instructional day. Please make sure that you provide your child with a healthy choice, which can include: fruits, veggies, whole grain crackers, pretzels, yogurt, cheese/ hard-boiled eggs, low-fat muffins, icing-free animal crackers, granola bars, and/or water. Please see the Food Guidelines described above.

Teacher Request

There are many factors that go into scheduling our students every school year. As a district (school) we do not take specific teacher requests. However, we will take into account any information you are able to provide us regarding your child's social-emotional development. All students will be placed with teachers who we know will help them to have a successful school year. Any information you would like to provide should be emailed to Mr. Thomas Adamo tadamo@montclair.k12.nj.us . **We do not entertain in-person meetings and/or phone calls on this topic.**

Character Education



S.O.A.R. with Spirit

It's not enough to simply fill students' brains with facts. A successful education demands that their character be developed as well. That's where character education - social and emotional learning comes in. Social and emotional learning is the process of helping students develop the skills to manage their emotions, resolve conflict nonviolently, and make responsible decisions regarding themselves and others.

Although family, community, and society are the most significant factors in fostering emotional intelligence and character development, educators must create a safe, supportive learning environment and integrate social and emotional learning into the curriculum.

Hillside has developed a character education program based on 4 simple and achievable principles called "S.O.A.R. with Spirit". By incorporating our mascot, Spirit the Eagle, as a reminder of leadership, we remind our students to become active participants in further developing their leadership qualities. Through the use of the acronym S.O.A.R. we remind our students to:

Strive for excellence; Own your mistakes ;Appreciate differences ; Respect yourself and others

In learning to "S.O.A.R. with Spirit" students will have the opportunity to benefit by:

- Demonstrating the qualities that make them outstanding citizens
- Developing a stronger sense of empathy and an appreciation for diversity
- Accepting responsibility for their actions and understanding how to make positive choices for the future
- Developing a positive and moral climate by engaging the participation of students, teachers and staff, parents, and communities.

Lessons are delivered in a variety of ways:

- All 3rd graders will be scheduled for a character education aesthetic course during cycle 1. Ms. Scott, our School Counselor and Anti-Bullying Specialist teaches this class.

- All 4th and 5th graders will participate in monthly lessons taught by Ms. Scott, our School Counselor and Anti-Bullying Specialist.

- All students will participate in bi-monthly grade-level assemblies facilitated by administrators, school counselor, and/or an outside agency.

- School-wide participation in state and national initiatives (i.e. Week of Respect; No One Eat's Alone; etc.)

Code of Conduct

Overview of the Student Code of Conduct

We believe that children can behave appropriately in a climate of warmth and support; the goal of school discipline is to help children become self-directed citizens within a variety of environments and with different people. The Hillside School philosophy is based on a social-emotional approach to developing and learning. We believe that expectations for behavior and ways of dealing with misbehavior should be in accord with developmental goals. Clearly defined school rules and classroom procedures with incremental actions and consequences consistently carried out will foster appropriate behavior.

The following Code of Conduct Chart will help students, staff and families to understand the expectations for acceptable conduct at Hillside School. In accordance with the MPS District Policy 5600, all students are expected to follow the Code of Conduct in a developmentally appropriate manner.

The following table describes some general unacceptable behaviors and associated actions, which are divided into four tiers according to severity/ developmental level/ student's history of behaviors.

| Behaviors | Actions | | | |
|--|---|---------|---------|---------|
| | Level 1 | Level 2 | Level 3 | Level 4 |
| Harassment, Intimidation, and Bullying | **See specific information re: bullying legislation | | | |
| Defiance/Disruption | X | X | X | X |
| Fighting | | | X | X |
| Inappropriate Physical Conduct | X | X | X | X |
| Unsafe Behavior | X | X | X | X |
| Teasing/Exclusion | X | X | X | X |
| Theft | | X | X | X |
| Threats | | X | X | X |
| Vandalism | X | X | X | X |

* Actions to be taken are outlined on the next page.

This rubric is a guideline—The principal and assistant principal have discretion regarding actions as they relate to individual circumstances. Further, in an instance where the behavior may not clearly be listed above, the principal and assistant principal will use their discretion to determine an appropriate action for a particular behavior.

Actions to be taken will always include a learning moment intervention and possibly a punitive consequence. 3rd – 5th grade are vital developmental years for children. It is goal to have children learn from mistakes.

| |
|--|
| <p>Level One: Infractions on an infrequent basis</p> <ul style="list-style-type: none"> □ Conference with teacher/ staff member □ Teacher selected consequence □ Teacher contacts parent/ guardian via telephone □ Record of contact submitted to administration and parent/guardian for signature |
| <p>Level Two: Repeated infractions</p> <ul style="list-style-type: none"> □ In-school parent/guardian conference with teacher/staff member to develop a behavior plan □ Possible referral to counselor/nurse □ Teacher selected consequence |
| <p>Level Three: Continuing infractions or serious infractions</p> <ul style="list-style-type: none"> □ Teacher/staff member refers incident to principal or assistant principal □ Parent/guardian contacted by principal or assistant principal □ Parent/guardian conference with principal or assistant principal □ Possible community service or character education project □ Time out from classroom (working in alternate location) □ Possible short-term suspension □ Possible referral to counselor/nurse |
| <p>Level Four: Infractions that are highly serious or cause imminent danger to self</p> <ul style="list-style-type: none"> □ Immediate referral to principal or assistant principal □ Parent/guardian contact □ Parent/ guardian conference □ Possible suspension □ Possible referral to counselor/nurse |

*Parents/Guardians will accompany the students back to school for re-admittance once suspension is over.

*** In the event there's a conflict between two (or more) students; school personnel will discuss the details of the incident, but will NOT disclose the actions/consequences taken with any other child other than yours. Consequences are confidential information pertinent to a child's educational programming.**

Anti-Bullying Bill of Rights Act (ABR)

We often hear the misuse of language regarding **Code of Conduct Infractions** versus **Harassment, Intimidation and Bullying (HIB)** under the Anti-Bullying Bill of Rights Act (ABR). It is important to understand the type of behavior that is considered HIB under the ABR.

All of the criteria in the definition below must be present for an act to be deemed HIB. **HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that:**

- Is reasonably perceived as being 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 characteristic; **and**
- Takes place on school property, at any school-sponsored function, or off school grounds as provided for in *N.J.S.A. 18A: 37-15.3*; **and**
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; **and that:**
- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; **or**
- Has the effect of insulting or demeaning any student or group of students; **or**
- Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the students.

Here at Hillside School we take every reported incident/concern very seriously and we will always adhere to the due diligence needed to promote a happy, healthy, and safe learning environment that protects each and every student. To recognize the importance of character education we actively engage in social and emotional learning opportunities that promote positive citizenship throughout the school year.

School staff will receive annual professional development and must follow the statutory procedures for all reported HIB incidents and protect students. A reporting procedure is in place to promptly investigate reports of violations and complaints related to HIB. The investigation will be initiated by the principal or the principal's designee within one day of the report of the incident and shall be conducted by Ms. Scott, who serves as our School Counselor and School Anti-Bullying Specialist (ABS). Please refer to the MPS website for more information: <http://www.montclair.k12.nj.us/parents/anti-bullying/>

Health Office



Dear Hillside Families:

Welcome to all Hillside students, and an extra welcome to all of our new students and families, for the **new** school year!!! I hope that everyone had a healthy and happy summer.

Parents of new students, please make sure that you have submitted your child's **Health Survey, Most Recent Physical Examination form AND** an up-to-date **immunization record**, before the first day of school. These may be faxed to 973 - 509 -1882 or emailed to rboyle@montclair.k12.nj.us.

All forms can be obtained in the nurse's office or by printing the form from the district's web site: www.montclair.k12.nj.us (See FORMS under DISTRICT tab at top of web page).

Yearly Physical Examination forms are greatly appreciated in order to keep the student's records up to date.

Sincerely,

Rosemarie Boyle MA, RN NJ-CSN
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Immunization Requirements

New Jersey Law (NJAC 8:57) requires that any student enrolled in school must be immunized against certain diseases. Therefore, your child may not be admitted to school unless the following immunization requirements are met.

Students will need the following vaccines:

- 5 doses of Dtap (the 5th dose is not necessary if the 4th dose was administered after the 4th birthday).
- 4 doses of Polio (the 4th dose is not necessary if the 3rd dose was administered after the 4th birthday).
- 3 doses of Hepatitis B
- 2 doses of MMR
- 1 dose of Varicella

Routine Screenings

According to state law (N.J.S.A. 18A:40-4) the following health screenings are to be performed annually:

- Height/Weight & Blood Pressure: Kdgn. – 12th Grade
- Auditory Screening: 3rd Grade
- Vision Screening: 4th Grade
- Scoliosis: 5th Grade

Please note that screenings for Height, Weight, Hearing, Vision and Scoliosis will begin in October. If you do not receive a referral letter, your child has met the guidelines.

Keeping Germs Away

The most important thing that you can do to keep from getting sick is to wash your hands. One of the most common and frequent ways to catch a cold is by rubbing your nose or eyes. To protect against infection, wash your hands frequently. Your hands pick up germs from other people as well as from contaminated surfaces. Washing your hands and keeping them clean will prevent you from infecting yourself with germs. For best results use warm water and soap and wash for several minutes.

Medical Absences

If your child or children are or will be absent, please call the main office and leave a message on the attendance line: 973-509-4200, extension #1. Include the reason for the absence.

Returning to School after an Injury or Surgery

If your child has had surgery or any type of medical intervention, or has been diagnosed with a medical condition that may preclude physical activity, we will require a note from the treating physician stating that your child is Medically Cleared. In addition, the doctor will need to outline any restrictions from full participation in school, if any exist.

Returning to School with Crutches, Casts, Splints or Orthopedic Boot

The physician must fill out the form (see forms under district tab at the web page) for the student to return to school with one of these devices. The physician must fill out this form in its entirety, including diagnosis, limitations, accommodations, duration of use, and gym and recess excuse.

When Your Child Should Stay Home

It is our goal for students to attend classes every day that school is in session. However, there are times when students need to stay home for their own health and/or the health and safety of others. Below are guidelines to help families decide when to keep a child at home.

- The student has a temperature over 100°F. The child may return to school after having a normal temperature for *at least 24 hours*, while not taking any fever reducing medications (e.g. Tylenol or Motrin).**
- Antibiotics are prescribed to the student. The student may return to school after taking the antibiotics for a *minimum of 24 hours* and being without a temperature over 100°F for *at least 24 hours*, without taking any fever reducing medications.**
- The student seems tired/lethargic, pale, has little appetite and is generally not themselves.**
- The student is vomiting. The student may return to school *approximately 24 hours after symptoms are resolved*, and the child is able to tolerate a normal diet.**
- The student has an undiagnosed rash.** A rash may be indicative of many things, frequently of illnesses that are contagious. Therefore, a student should see a physician to be evaluated and to determine the nature of the rash. A note from the physician should be provided upon return to school.
- The student has severe cold symptoms, an upper respiratory infection, a persistent cough, a runny nose that he/she/they cannot manage by themselves and/or contain with tissues, or there are other symptoms that would interfere with effective school participation.**
- The student is diagnosed with a communicable disease or illness.** (ex: Influenza, Pneumonia, Strep Throat, Pertussis, Chicken Pox (Varicella), Impetigo, Scabies). Please contact the school nurse before sending your child back to school.
- Strep Throat – The child must have been taking an antibiotic for at least 24 hours before returning to school.**

Your child's physician can help you to determine if your child is able to return to school. However, it is important to make sure she/he is truly feeling better and is able to make it through a school day before returning.

Medication

To protect your child's safety, the school nurse should be notified when there is a change in your child's health status, or if a medication has been added, deleted or changed on the student's treatment plan.

It is the policy of the Montclair Board of Education that all medication taken during school hours be administered in the health office by either the school nurse or the parent. The only exception to this rule is the administering of prescription medication that is required in a potentially life-threatening situation such as in an asthmatic episode, a severe allergic reaction and diabetic emergency.

Furthermore, the district requires both parent and medical provider authorizations be completed and on file in the health office. **Medication cannot be administered at school until the written authorization form is completed.** These forms can be obtained in the nurse's office or by printing the form from the district's web site:

<http://www.montclair.k12.nj.us/district/forms/>

This applies to all medication (prescription and over-the-counter) that will be administered on for a short term (e.g. antibiotics), routinely (e.g. for asthma) or on an emergency basis (e.g. Epi-Pen for severe allergic reactions).

In order for your child to receive any medication at school, please confirm the following:

- All medical consent forms and orders expire at the end of the school year. Medication orders must be renewed at the beginning of the school year. Medication must be brought to school by the parent/caregiver in the original container with proper labeling for the student. **Children are not permitted to carry medications.**
- A new written request must be completed for any changes to the original request.
- Students are not permitted by law to self-administer medication at school, with the exception of insulin, asthma inhalers, emergency epinephrine, and then only if written authorization for self-administration is provided by the parent/caregiver and the student's healthcare provider.
- End of school year: medication has to be picked up by the parent/caregiver during the last week of school. Medication not picked up is discarded and destroyed.

Head Lice

Unfortunately, many children will have at least one case of lice detected in the classroom before the year is over. At Hillside Elementary School we want to help keep your child and our classrooms free of head lice. We suggest you read the information on the link below, as well as the information provided with this packet, and discuss it with your entire family. This will tell you how lice live and breed and how they spread:

<http://www.montclair.k12.nj.us/district/nurses/head-lice/faqs/>