

<b>JOHN HILL SCHOOL HANDBOOK</b>
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## **GENERAL INFORMATION**

### **Daily Arrival and Departure**

- Please follow directions of school personnel when asked.
- Please notify the office if someone different is to pick up your child/children.

### **Arrival**

Enter the circular driveway. Please observe stop signs. **PLEASE DO NOT DROP STUDENTS OFF BEFORE 7:15 A.M.** There is **NO** adult supervision before this time. Students will wait outside to be picked-up by their homeroom teachers. In case of inclement weather, students will wait in the auditorium in grade-level sections.

### **Departure**

All children may be picked up in front of the school at the end of the day **BEFORE** 3:00. **Please do not park in front of the building or in the driveway.** Students who walk home should exit by the front door and cross the street with the crossing guard.

### **Parking**

Parents dropping off (tardy students) or picking up students (early dismissals or ill students) should park **ONLY** in visitor spaces along the fence.

## **DO NOT PARK IN NUMBERED PARKING SPACES**

(these spaces are reserved for school personnel)

### **Daily School Schedule**

JHS - Grades 4 - 6	7:58 a.m. - 2:35 p.m.
Extra Help Sessions	2:35 p.m. - 2:55 p.m.

### **Delayed Opening Schedule**

JHS - Grades 4 - 6	9:58 a.m. - 2:35 p.m.
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### **Early Dismissal Schedule**

JHS - Grades 4 - 6	7:58 a.m. - 12:40 p.m.
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(Lunch will be served on early dismissal days)

### **Instant Alert System**

Instant Alert will notify parents/guardians within minutes of an emergency. Information will be handed out the first week of school. Please be sure to read the directions carefully and keep your information updated as needed. This is an important tool for notification and communication.

### **Emergency Closings**



The program is designed to provide supplemental instruction in reading and mathematics for students who require additional assistance.

### **Child Study Team /I & RS/504**

When any child experiences academic difficulty, a school-based, I & RS meeting (Intervention and Referral Services) is formed to confer with the student's teachers concerning different teaching strategies which may benefit the student. If it is determined more assistance is required, the Child Study Team will be requested to examine the student's learning concerns. Students who require a 504 Plan (Section 504 of the Rehabilitation Act of 1973) will receive accommodations to meet specific learning needs.

### **Field Trips**

As part of the educational experience, children are taken on field trips requiring bus transportation. Such trips are allowed if the parent signs a permission slip. All field trips are supervised by regular classroom teachers. Appropriate dress and behavior are required and will be indicated by the teachers in charge.

### **Guidance Services**

The guidance counselor serves as a resource to students, staff, and community. The guidance counselor's duties range from counseling individual students to working with parents and outside agencies to secure and promote the social and emotional health of the students. The guidance counselor also serves as a liaison between the teacher and the Child Study Team in determining which students should be advanced for Child Study Team examination in reference to learning difficulties.

### **Assemblies**

Assemblies are an integral part of our school program. Assembly programs provide information, guidance, or entertainment, and may be presented to the entire student body or to a particular group. During assemblies, students should conduct themselves in a mannerly fashion. Respect and courtesy should always be shown for speakers, visitors, and performers. Students who create a disruption will be removed from the assembly.

### **Fire Drills & Lock Down Drills**

Fire drills are conducted twice a month as required by state law in order to protect human life and property. To facilitate the evacuation of the building, each student must be aware of the nearest exit. Fire drill routes are posted in each room. Students and staff will leave the classroom when the alarm is sounded and exit the building by the routes designated. Lock Down Drills will be conducted once a month. These drills will teach students the procedures in the event an intruder enters the building. All drills are to be approached as if they are actual emergencies. This will help us be prepared. Students are expected to proceed quickly, quietly, and in an orderly fashion as directed by their teachers.

### **Friday Folders**

The purpose of Friday Folders is to assure communication with parents/guardians every week about their child's progress in school. Friday Folders may contain samples

of student work, notes from their teacher, school newsletters, and district or community information. Please review the contents of the folder with your child each Friday, sign the front and return it to school with your child on the following Monday.

### **Daily Assignment Book**

A daily assignment book is provided for students in grades 4-6 to help them develop organizational skills. We encourage parents to discuss with their children the importance of keeping their assignment book up to date. It is important that you review the assignment book each night with your child. It also serves as another teacher-parent/guardian communication vehicle. Each student is required to keep an assignment book throughout the school year. Any student who loses one will have to purchase a new one at the replacement cost of \$5.00.

### **News Releases and Release of Information**

Parental permission is required to release information to newspapers and school/district publications about the children's achievements, such as honor roll, student awards, and student activities; this information includes photographs. A form for such purpose will be distributed to all parents at the beginning of the school year.

### **Interim Reports**

The purpose of the interim reports is to keep parents/guardians informed about their child's progress during the quarter. The reports will be sent home midway through each quarter. Parents should sign both copies and return the yellow one to school.

### **Parent Conferences/Concerns**

The home and school share in the ultimate goal of guiding a child to develop his/her fullest potential. Working together is the most effective way of reaching this goal. Sharing thoughts, ideas, and long and short-term goals are essential ingredients of the educational process. To aid in this process, two parent/teacher conferences are scheduled each year, in the Fall and in the Spring.

This time should be used to discuss a child's achievements and help plan for his/her continuing educational success. The following guidelines will help you get the most from a parent/teacher conference.

1. Make a list of what you want to tell or ask about your child.
2. Be on time for the conference.
3. At the conclusion of the conference, review important points discussed which will help your child at home and school.

After the parent/teacher conference:

1. Review and discuss strong points with your child and discuss suggestions for improvement.
2. Keep in close touch with your child's teacher. Feel welcome to call and request future conferences.

At any other time parents want to speak with teachers, they should send a note to the teacher or call the school office and leave a message for the teacher to return the call.

### **Report Cards**

Parents/Guardians are encouraged to discuss report cards with their children and with their children's teachers. Reports will be sent home four times each year approximately one week after the conclusion of the grading period. Traditionally,

report cards go home at the middle of November, end of January, middle of April, and the last day of the school year. After reviewing the report card, please sign and return the report envelope as soon as possible. Students will receive letter grades in all courses. The scale is as follows:

A+ = 98-100	B+ = 88-89	C+ = 78-79	D+ = 68-69
A = 92-97	B = 82-87	C = 72-77	D = 62-67
A- = 90-91	B- = 80-81	C- = 70-71	D- = 60-61
F = Below 60	F = Fail	P = Pass	

### **Physical Education Class**

Students receive physical education twice a week. Participation is mandatory unless a student is excused because of illness or injury, in which case a physician's excuse must be presented to the nurse. For safety and comfort, students must wear sneakers or the student will not be permitted to participate. Running is a basic part of the physical education curriculum and students will be excused only with a physician's recommendation.

### **Requirements for P.E. Class:**

- **Footwear:** Tied rubber-soled sneakers  
No boots, platform sneakers, flip-flops, sandals, open-toed/heeled sneakers or shoes.
- **Clothing:** Acceptable fitting clothing. No skirts or dresses.
- **Jewelry:** All jewelry must be removed before Gym class. Students are responsible for all personal belongings.

### **Special Education Program**

The special education program serves as an academic foundation from which curriculum adaptations are developed. Students identified as handicapped receive services described in each child's Individualized Educational Program.

### **Standardized Testing Program**

John Hill School uses the New Jersey Assessment of Skills and Knowledge (NJ ASK) Test in grades 4, 5 and 6 as our standardized testing program. The content of this test is current with what is being taught in our nation's schools. The information we gain from this type of testing helps teachers identify areas in which students are doing well, and areas in which students need improvement. NJ ASK tests will measure student achievement in critical areas of reading/language arts and mathematics. Tests are administered during the month of May. This test is part of the New Jersey Standards and Assessments program and the federal No Child Left Behind Act (NCLB).

### **Absences, Tardiness, and Extended Vacation Policies**

New Jersey law (N.J.S.A. 18A:38-27) requires that all students attend school all of the days school is in session except in the case of illness or death in the immediate family. Regular attendance is essential to each student's individual progress in their educational program.

1. **Parents/ Guardians must report a pupil's absence from school by calling 973-316-9235, ext. 2, before 8:00 a.m. on each day the pupil is absent.** An answering machine is provided to record absence calls. **Requests for picking up homework should also be left at this time.** Homework will be ready for pick-up in

the main office after 2:35pm.

2. Students arriving at school after 7:58 a.m. are considered tardy and must report to the main office to sign in and receive a pass to class. When a student has an excessive amount of tardies, parents will be notified and appropriate measures will be taken.
3. Parents are requested not to ask that children be excused early except when an emergency makes such a dismissal necessary. In such cases, a note from home requesting early dismissal must be presented to the main office and to the homeroom teacher at the beginning of the school day. Doctors and dentists should be requested to schedule an appointment for hours other than school hours. No student shall be permitted to leave school before the close of the school day unless **MET IN THE OFFICE AND SIGNED OUT** by the parent/guardian or a person authorized by the parent/guardian to act in their behalf. In the latter case, verification of identification will be required before the child is released.
4. If a child is absent from school for more than sixteen (16) days, loss of instructional time becomes cause for retention.
5. It is discouraged by the administration to plan any vacations which would remove a student from school during a normal school session.
6. Written notice must be given to each student's teacher and the main office prior to a religious absence. This will count as an excused absence only if the proper procedure is followed.

### **Student Attire - Dress Code**

A strong relationship exists between what a child wears and the attitude and behavior displayed because of the natural role-playing nature of every child. The casual nature of certain faddish attire could generate an indifferent attitude toward the purpose for being in school. A sense of decency should be employed when selecting school attire. It will be our policy to discourage and limit outlandish or questionable attire if a specific child's dress or behavior represents a clear and present danger or detriment to the educational process. In these cases, parents will be contacted immediately. To support this code, the following guidelines will be enforced:

1. Students are not permitted to wear sundresses, spaghetti strap shirts, tank tops, halters, muscle shirts, bare midriff shirts, clothes with inappropriate language or pictures, short shorts or mini skirts, tight, translucent or over-revealing clothing. Skirts and shorts are to be of appropriate length. No shorter than finger tip length.
2. No running shorts or spandex shorts.
3. Pants must be no more than one size larger than body size and for safety reasons no extra-wide legs, floor-length dresses or excessive length clothing that drags on the floor.
4. Good personal hygiene is expected of all students.
5. Hats, caps or head coverings should not be worn inside the building with the exception of medical or religious reasons.
6. Sunglasses are not permitted.
7. Clothing which advertises alcoholic beverages, tobacco products, is drug related,

displays inappropriate language or sexual content or is in any way considered to be inappropriate is not permitted.

8. Appropriate footwear must be worn. No flip-flops as they are considered to be a safety hazard.
9. Extreme clothing such as gang-related attire is not permitted.
10. Exposed undergarments are not permitted
11. Pajama tops and/or bottoms are not permitted (Flannels included).

Parents will be called if any student comes to school dressed inappropriately. Parents will then need to arrange for a change of clothes to be brought in for the student. Students that are repeat offenders will be assigned an after-school detention.

Consequently, dress should meet the following guidelines:

- It should be safe
- It should be clean
- It should be appropriate to the situation.

### **Hallway Policy**

1. Students will walk, not run, in hallways.
  2. Students will not stand around conversing in large groups, thus making it difficult for others to pass.
  3. No food is to be consumed in the hallways at any time.
  4. Students will remain quiet in the hallways as other classes will be in session.
  5. Students will keep their hands and feet to themselves at all times. There will be no pushing, shoving, or fooling around in the hallways or on the stairs.
- Any student not following these rules will be assigned a detention.

### **Locker Policy**

Students are provided lockers for use during the school year and may be subject to inspection by school personnel. **Each student is required to purchase a combination lock from the school office for use on the locker. The current price of the lock is \$6.00.** While students may re-use the locks from year to year, they are instructed to maintain the confidentiality of their lock combination.

Lockers are the property of the Boonton Board of Education and will be opened and inspected if believed to house any material detrimental to the health, safety or welfare of a student or the student body. Posters or pictures of inappropriate nature are not permitted and will be removed with penalty.

Lockers should be kept locked at all times. Students are permitted access to their locker at the following times: 1-before homeroom 2-before and after lunch 3-at dismissal 4-when given permission from a teacher

Never keep valuables in your locker. You do so at your own risk. The school is not responsible for lost or stolen property.

### **Health Services**

A full-time nurse is employed by the school district. She administers first aid in case of injury, assesses students with sudden illness, arranges sports physicals, and completes state required screenings (height, weight, blood pressure, hearing, vision, and scoliosis). The school nurse maintains student health records and notifies local or

county health officials of improperly immunized pupils and teaches the health education program in each classroom. Topics include the maintenance of proper health and hygiene.

### **Illness**

Except in emergency, students must be excused from class first and then report to the nurse with a pass. Students are not to go to the nurse's office between classes unless it is an emergency.

Please do not send sick children to school. When children become ill at school, they will be sent home after the proper arrangements have been made. Students are required to speak with the school nurse before calling home concerning illness or accidents at school. The call must be made from the health office.

### **Medication**

It is recognized that some children with chronic illnesses and specific disabilities often require medication during the school day. The parent/guardian is asked to follow these guidelines when sending medications (prescription drugs, all over the counter drugs, and cough drops) prescribed for a child during the school day:

1. The parent/guardian should provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, time of administration and the side effects.
3. All medication must be in its original container and given directly to the nurse upon entering school.

**Students who come to school with crutches must do so with an accompanying note from the family physician.**

### **Insurance**

Occasionally, students are accidentally injured while taking part in school activities. All injuries are to be reported to our school nurse. In September, each child will bring home a Student and Athletic Accident Insurance form explaining the insurance coverage which is available at a reasonable rate.

### **Withdrawal or Transfers**

To withdraw or transfer a student from school, please note the following:

- A note must be presented from a parent/guardian stating the reason for the request and the projected final date of attendance.
- A signed release form must be on file before academic and health records can be transferred.
- All books and equipment must be returned to teachers/advisors/coaches.
- All fines must be paid.

A transfer card will be forwarded only after all obligations are met.

### **Substitute Teachers**

Substitute teachers are a very important part of our school, and students will be expected to show them the same courtesy and respect which is given to other teachers. Behavior will be closely supervised when a substitute is at John Hill School. Any student referred to the office by a substitute for disruptive behavior will be assigned

either an after-school detention or in-school suspension depending on the offense.

### **Bicycles, Skateboards, Razors/Scooters and Roller blades**

A bicycle rack is provided at the back of the building. Students must walk bikes onto and off of school property. New Jersey law requires the wearing of helmets. No student will be permitted to ride his/her bike to/from school without a signed parental consent form, bicycle helmet, and bicycle lock. Forms are available in the main office. Skateboards and roller blades are not permitted on school property.

### **Daily Announcements**

Daily announcements are made during the morning homeroom period to inform staff and students of school activities and important community programs. These announcements are preceded by the salute to our flag during which the students are to show appropriate respect. As part of the daily announcements, we are always pleased to report out-of-school accomplishments of our students when informed.

### **Lost and Found**

Lost and found items are in a container in the stairwell near the cafeteria. It will be emptied and all articles donated to charity during the Winter break, the Spring break, and at the end of the school year. Small items such as jewelry are kept in the office.

### **Recess**

After lunch period, students go outside daily for a recess period under the supervision of lunch aides. It is important that students be appropriately dressed to suit the weather. Children will be going outside for recess as long as it is at least 32 degrees at that time of day. Consideration will be given to the wind chill factor. Inappropriate behavior during recess may result in loss of recess.

### **Student Records**

Permanent records are kept on all students. The parent or guardian of the student has a right to examine records and request copies of them if they so desire. If you would like to see records on your child, you must call and make an appointment with the guidance counselor. Health records are maintained by the school nurse. Child Study Team and academic records are maintained by the office.

### **School Property**

Students are issued textbooks for use during the year. These are the property of the Boonton Board of Education, and if lost or damaged, the students will be assessed fines. School furniture and fixtures must be well cared for by students also. Students who damage, destroy, or lose books/school property will be responsible for paying for damages or replacement. The condition of textbooks issued in September will be noted and reassessed in June. If a textbook is damaged beyond normal wear and tear a fine will be determined.

### **Telephone Use**

The main office phone is not to be used by students unless there is a documented emergency. Students will need to secure a phone pass from the teacher. There are pay phones located on the 1st and 3rd floors for after school use; please give your child money for the use of these phones when you ask them to call you for a ride, etc. In order to insure the least amount of disruption in our students' school day, please

make all arrangements for any given day in advance and refrain from calling with messages for your child unless it is an extreme emergency. If it is necessary to take your child out of school for an appointment, please send in a note with your child stating the time you wish to pick them up.

**Cell Phones are not permitted at school.** There is a district wide policy banning the use of cell phones and electronic devices during the school day. Cell phones, including any other communication device, must be turned off while the pupil is in the school building. They shall not be openly displayed on their person and shall be locked in their pupil lockers. Violations include:

First Offense: Confiscated by the Building Principal or designee until the unit can be retrieved by the parent or guardian.

Second & subsequent Offense: Confiscated, retrieved by parent, two day suspension and unit banned on school property for the balance of the school year.

### **Homework Policy**

Homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework reinforces what has been learned in class, prepares students for upcoming lessons, extends and generalizes concepts, teaches responsibility, and helps students develop positive study habits. Parents/guardians are encouraged to provide a quiet place and a consistent time frame each evening for their children to study.

Students are to make up all missed work due to absences. Failure to abide by this policy automatically gives you an unsatisfactory grade in your work. The time allowed for make-up work is one day plus the number of days you are absent. **It is the student's responsibility to request make-up assignments.**

Our school-wide expectations are:

1. Students do their best job on their homework.
2. Students do homework on their own.
3. Students do homework neatly.
4. Students will promptly make up missed assignments.
5. Parents/Guardians make homework a top priority and a positive experience.

Homework is meant to:

1. reinforce what is taught in the classroom.
2. individualize instruction.
3. improve student performance.
4. develop effective study habits.
5. provide a day-to-day link from school to home.

Consequences for missed assignments:

1. Teacher may require the student to participate in a working lunch and/or after school work session.
2. Parent/guardian notified.
3. If the problem remains chronic, the student will receive points on his/her discipline record.

Please indicate on the Absentee Line (973-316-9235 Ext. 2) if you will be picking up your child's assignments so we can notify his/her teachers. Homework will be ready

for pick-up in the main office from 2:35pm to 3:30pm.

### **Lunch/Recess Policy**

1. Follow all directions and show **RESPECT** to those in authority.
2. No one is permitted to leave the lunchroom without a pass.
3. You may see a teacher at lunchtime only if you have a pass from that teacher.
4. No food is to be eaten outside of the lunchroom.
5. Students who throw any item will be assigned a detention.
6. Students must put all trash in the proper receptacles.
7. Students will keep all food and snacks in the designated eating area.
8. Tables will be dismissed when the area is cleaned.
9. Students must keep hands, feet and objects to themselves.
10. Only teacher approved equipment may be used during the recess period.
11. For safety reasons, glass bottles are not permitted in school.

### **Visitors**

For the protection of your children, we must know who is in the building at all times. Therefore, parents/guardians and all other visitors entering the school **must** report to the office and sign in before going to a classroom or any other part of the building. Visitors' cooperation in this matter is appreciated.

**Please use only the visitor parking spaces along the fence.**  
**Do not park in any of the numbered spaces.**

### **Food Services**

Students may bring their lunch or purchase lunch at school. Lunch tickets may be purchased every Monday. Up to one month's worth of tickets may be bought. Tickets are valid for the entire school year. Tickets that are not going to be used should be redeemed by the end of May. Checks should be made payable to "**Boonton Board of Education - Cafeteria Account**". For prices see the current price list. Forms are available to file for free or reduced price lunch. These forms are distributed the first week of school. Acceptance is based upon demonstrated financial need, and tickets given to students in this program must be used **ONLY** by those students. While charging of lunches is discouraged, students will be provided with the alternate lunch for that day. Parents will be made aware of unpaid lunches so that they may be paid promptly.

### **Parent Teacher Association**

The PTA's goal is to bring school and the home into a closer relationship so that parents/guardians and teachers may cooperate in the education of students. There are various ways in which parents/guardians may assist in enriching students' educational experiences. Parents/guardians are encouraged to offer help in the areas of their interest and talent. The PTA holds monthly meetings and sponsors various activities during the school year and would like to invite you to participate.

### **Sports/Activities at JHS**

1. Sixth graders may participate in the Boonton Middle School Athletic Program.

2. Ski Club is offered to the students. The bus meets in the parking lot after school on Fridays during the winter.

3. The Student Council is made up of student homeroom representatives. They meet with the appointed advisor to plan activities for the school.

- **If a student is absent from school on the day of an event or activity, they may NOT participate in the sports or activities scheduled that day.**

### **Boonton Recreation Program 973-402-9410 ext. 682**

The Town of Boonton recreation program is coordinated through the use of school facilities and publicized through the Friday Folder.

## **JHS Discipline Policy**

The entire staff of John Hill School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy while having the maximum opportunity to learn. Good conduct and respect for everyone's rights is important for all.

We believe that all teachers have the right to teach and all students have the right to learn. We further believe that students can and will behave so that in no way will they stop learning from taking place or interfere with other children's best interests. Bumping, shoving, scuffling, sparring, etc., does not have a place in school. These activities often times lead to bad feelings and fights between students. More fights are caused by "just playing around" than any other reason.

There is an Anti-bullying Policy in effect for the school and district. Student-to-student harassment will not be tolerated in school. Examples of student-to-student harassment may include but is not limited to: insults, banter, teasing, shoving, pushing, and gender-specific conduct. Students should report instances of such conduct to a teacher, counselor, or administrator so that an investigation may be completed and appropriate action taken.

We expect common sense and good judgment to be guidelines for all students behavior, whether or not it is specifically covered in our policy. Also, Board of Education Policies always take precedence even if not listed in the Discipline Policy.

### **GENERAL DISCIPLINE RULES**

1. Follow directions of staff and show respect to those in authority.
2. The following will not be tolerated and will lead to disciplinary action.
  - A) any type of drug, tobacco, or alcohol product, or any type of drug related paraphernalia (pipes, matches, lighters, etc.) or coming to school under the influence of any aforementioned substance
  - B) dangerous objects, weapons, or fireworks
  - C) writing on, damaging, or stealing the school's or another person's property
  - D) aggressive or physical behavior
  - E) vulgar/abusive language

- F) opening another students' locker
- G) wearing revealing, offensive, or disruptive clothing including messages of tobacco, alcohol, drugs or inappropriate messages and/or artwork
- H) inappropriate displays of affection
- I) bringing skateboards or roller blades to school
- J) radios, walkmen, tape players, electronic games, cell phones, pagers, electronic devices, laser pen lights etc. The use of these or any other similar item in the building will lead to confiscation with return the last day of school.
- K) bringing water guns to school: students in violation of this rule will have the item confiscated and discarded.
- L) leaving class or school before the bell rings unless given permission by the principal or teacher
- M) chewing gum anytime during the school day
- N) writing, passing, or reading notes during the school day
- O) threatening someone
- P) any other behavior, activity, etc. considered inappropriate by the staff