
John Hill School

3rd-5th Grade Student & Family Handbook



2018-2019 School Year

Dear Students & Families,

Welcome to the 2018-2019 School Year!

After enjoying a wonderful welcome to the Boonton community this past January, I could not be more excited to officially kick off a new school year with you this September. This year marks a new beginning in many ways. New grade level assignments have occurred in our district's buildings. We have new start and end times to our school days. We are initiating our new T.A.K.E. Flight enrichment program. And among other new initiatives, we are also officially implementing a distinct focus for grades 3-5 at John Hill School. It is my extraordinary privilege to serve as principal for students in grades 3-5 during this exciting time!

Students at this age are making remarkable transitions in their lives as they become increasingly industrious members of our community and come to identify their individual and collective capacities to be impactful within it. As this occurs, our primary mission is to ensure that each day enriches the lives of all those within our community and provides learning experiences that will empower all of our members to make positive impacts in the years to come. Working together - as family members, students, and educators - will best allow us to achieve these outcomes.

The purpose of this handbook is to provide a starting point for our collaborative work this year. The information included provides some basic "nuts and bolts" of how our school will operate as well as some general expectations and procedures of which a common understanding will be of benefit. Should you have any questions, thoughts, concerns, or ideas related to the contents of this handbook or any matters pertaining to the work of our school community, please contact me any time. I look forward to working together to make the coming school year a joy-filled and especially successful experience for all!

Sincerely,

Tom Valle
Elementary Principal
John Hill School
thomas.valle@boontonschools.org
973-335-9700

A Regular School Day @ JHS

Regular Day Schedule

7:35 - Doors Open
7:50 - Homeroom Begins
8:00 - Attendance Taken
8:01 - Period 1
8:58 - Period 2
9:55 - Period 3
10:52 - Period 4 (Lunch Grades 3 & 4)
11:49 - Period 5 (Lunch Grades 5 & 6)
12:46 - Period 6 (Lunch Grades 7 & 8)
1:43 - Period 7
2:40 - Dismissal

Student Arrival

Students may enter the building during arrival time via the front entrance or the rear gymnasium entrance which has now been made accessible via the added sidewalks at the rear of the building. Students arriving between 7:35 and 7:39 are to report directly to the gymnasium. At 7:39, students will transition to supervised classroom spaces. Any students arriving between 7:39 and 8:00 should report straight to their homerooms. Any students arriving to their homerooms after 8:00 am will be deemed tardy and will be required to obtain a late pass from the office prior to joining their classmates.

If you require care for you child prior to 7:35, please contact Rosemarie Lynch (rosemarie.lynch@boontonschools.org).

Student Dismissal

There are three options for students to dismiss from school...

- 1) Students may walk independently from school. "Independent walkers" will report to the gymnasium at dismissal and either exit the rear door or the side door of the gym. The gym will also serve as a meeting point for siblings or neighbors to meet one another prior to exiting the building.
- 2) Children may be signed out of the building by a parent or adult designee. These students are to report to the Music Suite at dismissal and parents will enter the Music Suite via the entrance on the side of the building to pick up their children.
- 3) Students may be picked up via our car line at the front entrance of the building.

Alternative Schedules

Delayed Openings

Occasionally, due to inclement weather, our district will have a delayed opening. On these days, the school schedule is as follows...

9:35 - Doors Open
9:50 - Homeroom Begins
10:00 - Attendance Taken
10:01 - Period 1
10:34 - Period 2
11:06 - Period 3
11:38 - Period 4 (Lunch Period - Grades 3 & 4)
12:28 - Period 5 (Lunch Period - Grades 5 & 6)
1:18 - Period 6 (Lunch Period - Grades 7 & 8)
2:08 - Period 7
2:40 - Dismissal

Early Dismissals

During scheduled early dismissal days, we will follow the schedule as outlined below...

7:35 - Doors Open
7:50 - Homeroom Begins
8:00 - Attendance Taken
8:01 - Period 7
8:28 - Period 1
8:55 - Period 2
9:22 - Period 3
9:49 - Period 4 (Lunch Grades 3 & 4)
10:35 - Period 5 (Lunch Grades 5 & 6)
11:21 - Period 6 (Lunch Grades 7 & 8)
12:07 - Dismissal

Attendance

The Board of Education requires the pupils enrolled in the schools of this district to attend school regularly in accordance with New Jersey State Law. The educational program offered by this district is predicated on the presence of students and requires continuity of instruction and classroom participation. Therefore, we ask that every attempt be made to ensure that students are present for full days of instruction with the exception of illness, emergencies, or other excused absences such as religious holidays. Please note that if you are requesting that an absence be deemed excused for a religious holiday, written notification must be provided.

When absences must occur, please notify school before 7:45 a.m. on each day the pupil is absent. Requests for picking up homework should also be left at this time. If homework is requested, it will be available for pick-up in the main office after 2:40 p.m.

Please be aware that any pattern of absence is of concern. As absences accrue, you may receive written notification from our school and a request for a meeting with administration. If any student is absent for 20 or more days of school, retention may be required as per our Board Policy.

Grade Reporting

3rd Grade Grading Key

- A: Consistent understanding and application of concepts and skills
- B: Good understanding and application of concepts and skills
- C: Satisfactory understanding and application of concepts and skills
- D: Minimal understanding and application of concepts and skills
- F: Fail
- P: Pass

4th & 5th Grade Grading

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

High Honor Roll: 90 or above in all subjects

Honor Roll: 80 or above in all subjects

Code of Conduct

In all things at John Hill School, our foremost concern is to cultivate positive development for the students within our care. As such, we work to protect the rights of students at all times, strive to ensure that students embrace the responsibilities entrusted to them, and collectively aspire to cultivate and live according to universal values. Some of these rights, responsibilities, and values are stated below and serve as an important starting point in consideration of how we expect students to conduct themselves and how we proceed when behaviors fall short of expectations.

Student Rights

- Students have the right to learn and play in a safe school environment.
- Students have the right to be respected and to have their property respected at all times.
- Students have the right to embrace academic challenges in an environment that is free from excessive disruption and allows for proper focus.
- Students have the right to express themselves in an appropriate manner and to take pride in their individuality while remaining free from judgment of others.

Student Responsibilities

To ensure that the rights of students are afforded to all, students at John Hill School hold substantial responsibilities to...

- Follow directions by those in authority.
- Arrive to school on time with a commitment toward giving one's best in all things.
- Respect the rights and feelings of others at all times.
- Work continuously to make our learning community the very best it can be.

Shared Values

As we all learn and grow within our community, we aspire to continuously develop and act in a manner that reflects the following values (*Adapted from the Character Counts 6 Pillars of Character Education*)...

- **Caring:** We show that we are caring by helping those in need, treating others how we would like to be treated, expressing gratitude for what we have, and being understanding of others.
- **Citizenship:** We are strong citizens when we continuously strive to make our community and our world a better place. We become involved, cooperate with others, and show respect for rules and the people who make them.
- **Fairness:** We are fair when we play by the rules, share with others, are open-minded, value the perspectives of others, and take other's perspectives into account when we make decisions.
- **Respect:** We show respect when we celebrate the diversity of all people, take care of our environment, use good manners, and act positively even when dealing with difficult emotions or circumstances.

- **Responsibility:** We are responsible when we consider consequences before actions, plan ahead, and follow through on our commitments. We avoid making excuses and strive to overcome challenges.
- **Trustworthiness:** We earn trust by being honest, being reliable, being loyal, and having courage to do the right thing even when it is the hard thing.

Inappropriate Behavior

At times, interventions are required to ensure that behaviors align to protect the rights, responsibilities, and values upheld within our school. When our students make poor behavioral decisions, we view them as learning opportunities with the desired outcome of continuously improving behavior and cultivating positive character development. This learning process requires...

- Recognition when a mistake was made
- An understanding that actions have consequences (both positive and negative)
- Realizing that remediation can occur
- Striving to improve

While not all behaviors and circumstances can be predicted, the following chart outlines certain misbehaviors that may occur during a school day and an intervention to be applied in accordance.

BEHAVIOR	MINOR	MODERATE	SEVERE
Defiance toward school authority	<ul style="list-style-type: none"> - Teacher conference with the student. - Parent contact at teacher's discretion 	<ul style="list-style-type: none"> - Teacher conference with student - Parent contact. - Completion of reflection activity at teacher's discretion - Lunch detention at teacher's discretion. 	<ul style="list-style-type: none"> - Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension
Intentional or persistent disruption of class	<ul style="list-style-type: none"> - Teacher conference with the student. - Parent contact at teacher's discretion 	<ul style="list-style-type: none"> - Teacher conference with student - Parent contact. - Completion of reflection activity at teacher's discretion - Lunch detention at teacher's discretion. 	<ul style="list-style-type: none"> - Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension
Showing disrespect to other students	<ul style="list-style-type: none"> - Teacher conference with the student. - Parent contact at teacher's discretion 	<ul style="list-style-type: none"> - Teacher conference with student - Parent contact. - Completion of reflection 	<ul style="list-style-type: none"> - Administrative conference - Parent contact - Completion of reflection

		activity at teacher's discretion - Lunch detention at teacher's discretion.	activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension
Unwanted physical contact or unsafe physical behavior	- Teacher conference with the student. - Parent contact at teacher's discretion	- Teacher conference with student - Parent contact. - Completion of reflection activity at teacher's discretion - Lunch detention at teacher's discretion.	- Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension
Intent to substantially physically harm or threat to impose substantial physical harm to another person	➔	➔	- Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension - Potential notification to law enforcement
Possession of a weapon or object intended to be used as a weapon	➔	➔	- Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension - Notification to law enforcement
Possession of illegal substance	➔	➔	- Administrative conference. - Parent contact - Completion of reflection activity - Consequence assigned at administrator's discretion which may include detention(s), loss of privilege, suspension - Notification to law enforcement

Persistent Problematic Behaviors

If behavioral concerns persist, students may be referred to our Intervention and Referral Services Team. The purpose of this referral would be to identify areas of concern and strengths to build upon while devising a “Positive Behavior Plan.” Should this type of referral take place, parents/guardians will be notified. If the student has an IEP, the student’s case manager will be involved in this process as well.

Harassment, Intimidation, and Bullying

While the majority of behavioral concerns are treated as Code of Conduct violations, some may potentially meet the definition of Harassment, Intimidation, and Bullying as defined in New Jersey State Law...

*“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, **that is reasonably perceived as being motivated either 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, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that 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/her person or damage to his/her 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 the student’s education or by severely or pervasively causing physical or emotional harm to the student.*

When incidents are reported that may potentially meet this definition, an HIB investigation will ensue in accordance with our Board Policy.

Use of Personal Devices & Cell Phones

It is understood that families may want children to be in possession of a cell phone or personal electronic device. We simply ask that students keep these devices in their backpacks during the school day. Devices should only be accessed when provided permission by an adult authority figure within the school building.

Dress Code

We respect the rights of students to dress in a manner that reflects their customs, comfort, and individuality. At the same time, we expect students' attire to be respectful of the school environment and the important work being conducted in our classrooms. Some general guidelines for student dress include the following...

- No attire may include offensive language or symbolism.
 - Clothing that advertises alcohol or illegal substances is not permitted.
 - Undergarments should not be visible.
 - Pajamas should not be worn as school attire (unless "Pajama Day" is designated).
 - Shorts and skirts should be of reasonable length (not shorter than thumb length).
 - Spaghetti strap or significantly tapered tank tops are not permitted.
 - All tops should cover the midsection.
 - Flip-flops should not be worn as these are not conducive to PE or recess participation.
 - Hats, caps, and sweatshirt hoods should not be worn while in the school building.
- Garments that cover the head for religious or cultural reasons are entirely appropriate.

Classroom Celebrations

As students celebrate birthdays and other events during the year, we understand that they often enjoy sharing the celebration with classmates. We strongly recommend that such sharing occur in ways that are not food related. Stickers, pencils, craft materials, etc. are preferred. However, if a student does want to bring in a food based treat, they are permitted to do so if it is noted on the approved food list which is posted on the school website and if it has been approved by the classroom teacher. If a student is to bring in a food item to share, notification must be provided so that they can verify that it is both on the approved food list and not a health concern for any students. Home baked goods may not be shared.

Please also note that any invitations for celebrations to occur outside of school may not be distributed at school unless every child in a students' class is included.