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# **John Hill School**

## **Middle School Student & Family Handbook**



**2019-2020 School Year**

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## Introduction

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Dear Grades 6-8 Students & Families,

Welcome to the 2019-2020 School Year!

I am extremely excited to rejoin the team at John Hill School this year! It is a wonderful place to be as the staff here is dedicated to continuing the very rich traditions that are unique to Boonton but at the same time empower students to make an impact in the ever changing world around them. I am happy to share that middle school students will benefit from the addition of 180 computer devices as well as new web-based learning resources in math.

Every day, JHS offers students the opportunity to learn more about themselves as well as the world around them. It is a chance for students to set themselves up for greatness. The staff at JHS affords students the tools they need to create space for themselves as they navigate a path to success. The great thing about success is that it looks different for everyone and John Hill is committed to reaching every student, every day, no matter what it takes. I look forward to watching our students learn, grow, and achieve.

A strong home/school partnership is the foundation to success and I hope this handbook helps to outline some of the important information that will help our school community work together. Please review the information and feel free to reach out should you have any questions or concerns. John Hill students have much to offer the world and I am confident our middle school students are going to have a tremendous impact!

Sincerely,

Sara Brogan  
Middle Grades Principal  
John Hill School  
sara.brogan@boontonschools.org  
973-335-9700

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## Directory

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### Town of Boonton Public Schools

Robert Presuto	Superintendent
Steven Gardberg	Business Administrator & Board Secretary
Judy Sorochoynskyj	Supervisor of Curriculum & Instruction

### Board of Education

Joseph Geslao	President
Christopher Cartelli	Vice President
Jennifer Darling	
Elaine Doherty	
Robert Ezzi	
Patrick Joyce	
Loren Katsakos	
Irene LeFebvre	
Jennifer Shollenberger	
Robert Stager	Lincoln Park Representative

### Parent Teacher Association Board Members

Justine Cirinelli	President
Nicole Cechony	Vice President
Tammy Shaw	Treasurer
Sue Chara	Recording Secretary

### John Hill School Administration

Sara Brogan	Principal, Grades 6-8
Thomas Valle	Principal, Preschool & Grades 3-5

### John Hill School Main Office Secretarial Staff

Kathy Beiermeister	Main Office Head Secretary
Janine LaPointe	Main Office Secretary

### John Hill School Counseling Staff

Heidi Brady	Grades 6-8
Christine Maier	Preschool & Grades 3-5

### Child Study Team

Christine Muench	CST Director
Meghan Arahill	Preschool Social Worker
Jennifer Coleman	School Social Worker
Toni DeCotiis	School Psychologist
Elise Petrella	Learning Disabled Consultant

Link to Full JHS Staff Directory: <https://www.boontonschools.org/domain/1295>

## **Boonton District Mission Statement**

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The Boonton School District will deliver an educational experience that inspires all students to reach their full academic and personal potential; through a program, delivered in a safe and secure environment, which empowers, and equips them to succeed. To achieve this, our curriculum and programs will be rigorous, relevant, comprehensive, and will embrace diversity.

## **Boonton District Vision Statement**

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The Boonton School District will graduate all students equipped with the 21st century skills, knowledge, and adaptability to succeed in an ever-changing global environment. Our students will be the pride of the community and leaders for our future.

## **Boonton District Core Values & Beliefs**

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- We believe that all students deserve to grow in a rigorous, relevant, and inclusive academic, co- and extra-curricular environments that assist each and every student to not only meet but also exceed his or her potential.
- We believe that all students will benefit not only from safe and secure facilities, but also from an environment focused on social, emotional and academic development targeted to increase motivation, self-esteem, tolerance, and respect.
- We believe that all students deserve to be educated in a community that understands, supports, and contributes to the District's initiatives, actions, and priorities.
- We believe that all students and staff will benefit from a rich technology-based teaching and learning environment, state-of-the-art equipment and systems, and the vast expertise of both Boonton personnel and community members.
- We believe that all students will have more opportunities and an enriched learning environment as a result of effective, creative, and proactive fiscal management and alternative funding sources.

## **Boonton District Commitments**

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- We are committed to the continuous achievements of all students.
- We are committed to providing a safe and supportive learning environment for all students.
- We are committed to meaningful involvement and communication between and among all stakeholders in the school community.

- We are committed to creating a technologically advanced system of education and district-wide operations.
- We are committed to finding and securing alternative funding opportunities and sources.

## **Mission Statement**

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At John Hill School, our mission is to enrich the lives of the students within our care and to empower them to be impactful citizens. This is accomplished by tailoring learning activities to meet the unique learning needs and styles of students while also appealing to student interests and passions. This is also accomplished by cultivating a school environment that provides optimal conditions for student growth - one in which respect, responsibility, and compassion serve as hallmarks of our work together.



**We are proud to be the John Hill School Jr. Bombers!**

## A Regular School Day @ JHS (Grades 3-8)

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### 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](mailto: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.

***IMPORTANT CHANGE FOR THIS YEAR: In order to allow for preschool dismissal***

*to occur, cars arriving for grades 3-8 pick-up may not park in the front traffic circle until 2:20*

## **Alternative Schedules (Grades 3-8)**

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### **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

### **After School**

If students stay after school, they must be supervised by a teacher or a coach. If a student is not participating in an extra curricular or academic program, they must leave the building.



## Attendance

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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. Students are responsible for any work missed due to absences.

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. Excessive absences may be cause for retention in accordance with Board policy.

### TARDIES

Not only is it important for students to be present in school, but it is also imperative that students arrive to school on time. Students who are excessively tardy will work with counselors and administration to design an attendance plan. The plan may include administrative consequences as well as loss of privilege. Ultimately, a student's grade may suffer due to repeated tardiness.

## Grade Reporting

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Parents/Guardians are encouraged to discuss report cards with their children and with their children's teachers. Student progress can be tracked throughout the year via Realtime. Progress and report cards will be available to view on Realtime at the appropriate times throughout the year. The grading scale is as follows:

### 6th-8th Grade Grading Key

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

Students who have not completed coursework during a marking period may be assigned an Incomplete. Students who have an incomplete at the end of the marking period have 15 days following the close of the marking period to make up work. If the work is not completed after 15 days, students will receive the marking period average, inclusive of the missing work.

## Code of Conduct

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John Hill School reinforces the important community values of dependability, responsibility, honesty, participation, respect, self reliance, trust, and tolerance. Every student has a right to be treated with respect and courtesy, learn without disruption, and feel safe at their school. We endorse the right of teachers to feel safe in their classrooms and be able to teach without disruptions. Unfortunately, the behavior of some students prevents teachers and others in their classes from getting the full benefit of our instructional programs. In order to ensure a safe learning environment, John Hill School is committed to the following core principles:

- We believe that all JHS school community members will demonstrate respect for: self, others, rules and procedures, property.
- All staff will communicate clear expectations and consequences within the school community.
- Staff members will communicate with each other and families to support student success and maintain consistency.

The entire staff of John Hill School shares in the goal of maintaining an atmosphere that allows children to feel safe, secure, and happy while providing the maximum opportunity to learn. Good conduct and respect for everyone's rights is essential for all.

Our rules & regulations are based on tiered levels of violations. There are four groups of offenses:

Level I = Minor Violations; Level II = Serious Violations; Level III = Major Violations; and Level IV = Extreme Violations. The administration has a range of consequences they may assign to a student who has acted outside of the school's policies. An outline of the levels of violations and their minimum suggested consequences are listed below. **All consequences issued are at the discretion of the school administration and deviation from this policy may be considered on a case-by-case basis. Repeated offenses will result in progressive consequences.**

NOTE: All serious violations will warrant parent/guardian contact. A student returning to school from an out-of-school suspension may need to be accompanied by a parent/guardian for a re-

admittance hearing.

### **Level I – Minor Violations**

- Dress code violation- after warning
- Tardiness and/or attendance violation
- Leaving class without permission
- Skipped Teacher Detention
- Any other conduct that warrants administrative consequences

*Minimum Consequence: Lunch Detention, Administrative Detention, or Suspension of Privilege*

### **Level II – Serious Violations**

- Disruptive / inappropriate / disrespectful behavior in word and/or action; Insubordination.
- Misuse of technology/Inappropriate use of electronics (suspend privilege)
- Skipped administrative detention
- Cutting class
- Leaving building / school grounds without permission
- Cheating, plagiarism, forgery
- Throwing food or any other object
- Profanity / inappropriate comments / obscene gestures
- Instigating conflict
- Any other conduct that warrants administrative consequences

*Minimum Consequence: Suspension of privilege and/or 1 - 2 days Administrative After-School Detention, or In or Out School Suspension*

### **Level III – Major Violations**

- Continued & willful disobedience / defiance / insubordination
- Inappropriate touching and/or physical contact with another student
- Threats
- Fighting
- Gambling
- Inciting a riot
- Bullying, harassment, and intimidation/cyberbullying (Please refer to HIB Policy)
- Smoking
- Bias incident
- Willfully endangering the safety of others
- Vandalism or damage to school property
- Theft or possession of stolen property (required restitution made)
- Extortion
- Any other conduct that warrants administrative consequences

*Minimum Consequence: 1-4 days In or Out of School Suspension*

### **Level IV – Extreme Violations**

- Assault / battery (police notification & CST referral)
- Possession of weapons and/or illegal contraband (police notification & CST referral)
- Arson (police notification & CST referral)
- Terroristic threats (police notification & CST referral)
- Use, possession and/or sale of drugs or alcohol (police notification & CST referral)

*Minimum Consequences: 4-10 days Out-of-School Suspension and/or possible expulsion proceeding.*

**\*\*\* IT IS IMPORTANT TO NOTE STUDENTS WHOSE INFRACTIONS QUALIFY FOR MAJOR OR EXTREME VIOLATIONS OR WHO HAVE REPEATED MINOR VIOLATIONS MAY LOSE PRIVILEGES INCLUDING EXTRA CURRICULAR PARTICIPATION AND/OR FIELD TRIPS AND END OF YEAR CELEBRATIONS.**

### **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, a HIB investigation will ensue in accordance with our Board Policy.

John Hill school will ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation or bullying (HIB), consistent with the code of student conduct, and the consequences and remedial responses for staff members who commit one or more acts HIB. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of HIB by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the code of student conduct and N.J.A.C. 6A:16- 7.

### **Factors for Determining Consequences**

- Age, developmental and maturity levels of the parties involved and their relationship to the school district;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved;
- Context in which the alleged incidents occurred.

### ***Consequences and Remedial Measures***

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of HIB may range from *positive* behavioral interventions up to and including suspension or expulsion of students, as set forth in the board of education's approved code of student conduct, pursuant to *N.J.A.C. 6A:16-7.1*. *Consequences* for a student who commits an act of HIB shall be *varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance*, and must be consistent with the district board of education's approved code of student conduct and *N.J.A.C. 6A:16-7*, Student Conduct. Remedial measures shall be designed to *correct the problem behavior, prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.*

## **Use of School Technology & Personal Devices**

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As technology is increasingly a natural part of a students' educational experiences, it is important to keep in mind that technology must be used during the school day in a manner that is appropriate for the school setting and which is designed for educational purposes only. A violation of this understanding may result in the temporary removal of school technology privileges.

In addition to an increasing presence of school technology, we recognize that personal devices are becoming increasingly accessible for students. 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 **turn off these devices when school is in session** (arrival in homeroom until 2:40 pm) and only turn them on for use during this time frame when provided permission of a school staff member. This allows technology to be immediately available to students before and after school, present in case of an emergency, and available for communication when permission is granted but balances the availability of technology so it does not create distractions from learning activities during lessons or detract from the important interpersonal interactions of students while in a school building.

Multi-function wearable devices (i.e. smart watches) also require us to seek an appropriate balance of technology availability and ensuring appropriate use that minimizes distraction. At this time, we will allow students to wear smart watches but they shall not be used for any

purpose other than telling time during school hours. Sending or receiving messages, using the device to make calls, or accessing online applications are not proper uses of this technology unless there is an emergency situation or approval is given by a staff member. If the use of a student smart watch violates this requirement, the watch may be required to be put away during school hours.

Students who violate the cell phone policy will be subject to the following consequences:

- **1<sup>st</sup> offense – returned to student at the end of the day**
  - **2<sup>nd</sup> offense – returned to parent or guardian**
  - **3<sup>rd</sup> offense - returned to parent, recess/lunch detention - potential loss of privilege**
- Subsequent offenses – will be at the administration’s discretion**

## **Dress Code**

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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.
  - 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.

Parents may be called to provide for a change of clothes for an inappropriately dressed student.

## **Drugs & Alcohol**

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The possession and use of illicit substances is wrong and harmful. The Boonton Board of

Education prohibits the unlawful possession, use, or distribution of illicit substances on school premises or as part of any school activities. Compliance with drug and alcohol laws is mandatory and all students should be aware of the procedures to implement the Boonton Board of Education Policy on this issue. Students suspected of being under the influence during school hours or at a school sponsored activity will be sent out for testing. Any positive results will result in administrative consequences and counseling. Clothing, buttons, or hats that advocate use or advertise alcohol, tobacco or other drugs are prohibited on school grounds. Information on drug and alcohol counseling is available to all students and parents upon request. The student should seek assistance initially from a guidance counselor or from the Student Assistance Counselor.

## Smoking/Vaping

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The Board of Education recognizes that the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker, and that smoking habits developed by the young may have lifelong consequences. "Smoking" refers to the use of tobacco or nicotine related products, including cigarettes, cigars, smokeless tobacco, or electronic cigarettes/vaporizers (E-cigarettes). The Board prohibits smoking at any time on school premises, at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board. If it has been determined that a student has used a tobacco product / or e- cigarette on school property, the student will be sent out for mandatory drug testing and will be subject to the code of conduct.

## Athletics

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We believe that participation in sports programs provides a wealth of opportunities and experiences which can benefit students in their personal growth and development throughout their lives. A student's voluntary involvement does require a **commitment** on their part with respect to continued good **academic standing** and **citizenship**, and an obligation to school and teammates. For the status of scheduled athletic events, you may check the school's website.

### **Participation and Eligibility Rules**

Organized sports at John Hill School are for students in Grades 6-8 only. A student must have the following documentation on file with the nurse and be approved by the school physician BEFORE participating in a sport;

- A complete physical each year;
- A permission form signed by parent or guardian;
- An in-season emergency card filled out and submitted to the coach.

Any athlete absent from school the day of a game/scrimmage may not take part in that sport unless excused by the Principal.

Students must be under supervision by a coach or designee between the end of school and beginning of practice/games.

Students must be in good academic standing to participate.

### **John Hill School Sports Offerings**

#### Fall

Field Hockey  
Soccer (Boys/Girls)  
Cross Country (co-ed)

#### Winter

Basketball (Boys/Girls)

#### Spring

Baseball  
Softball

The underwriting value of all school activities is sportsmanship. It enhances what individuals can learn about themselves and others, about true competition, and about the relative significance and insignificance of winning and losing. Sportsmanship heightens the opportunities to learn important fundamental values that foster healthy attitudes and good conduct, both in school activities, and in life.

**Any student/fan that projects unsportsmanlike comments or gestures to athletes, coaches, officials, or administrative security will be removed from that contest or for the duration of that athletic season. Infractions of this nature will be carried over to the succeeding seasons and can be added to by the administration of the school.**

## **Care of School Property**

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John Hill School is very proud of its facilities and resources. It is important that the students share in keeping our facilities and resources something to be proud of. If students are responsible for lost or damaged items, they will be fined accordingly. Fines associated with the loss or damage of school equipment or athletic uniforms must be paid for by the student responsible.

## **Counseling Services**

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Need help? John Hill School counselors are here to help our students. In addition, our counselors will help with any issues students may be facing and keep what they share confidential. Parents and teachers may also ask for the assistance of the counselor to help make a student's educational experience as meaningful as possible. Moreover, our counselors serve 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 our students. Finally, 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.

## Leaving School Early

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- Students must report to the front office before school begins to notify the school of their early dismissal. There must be written documentation of the request. Planning ahead for medical and dental appointments is encouraged.
- Students must never leave the building or grounds without the permission of the administration. Before leaving school, students must be signed out in the front office by a parent/guardian or authorized adult. Identification must be produced by the individual.
- Students sent home ill through the nurse's office should be picked up by a parent/guardian or person 18 years of age or older, who has been previously approved by the student's legal guardian.

## Co-Curricular and Extracurricular Activities at JHS

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An important part of student life is being involved in extracurricular activities. Becoming involved in activities not only allows students to work with their peers outside the classroom, but provides outstanding opportunities in leadership, travel, and community involvement. John Hill School offers students a variety of activities to complement our school's curriculum. The following extra curricular activities are offered to students in grades 6-8

Students for Change  
Student Council  
Drama  
Yearbook  
Broadcast Club  
Chorus  
Band  
Debate/Forensics  
Mathletes  
Chess Club  
Stars and Stripes  
Green Team

- The meeting dates and times may vary from year to year based on advisor availability.
- It is important to remember that some activities may meet more than usual when deadlines are near. Every effort will be made to notify parents of meeting dates and

times in an appropriate time frame to allow for adequate planning.

- **Ski Club** is also offered. Students in sixth grade or above may attend without a parent/guardian. Anyone in a lower grade must be accompanied by a parent/guardian. The bus meets in the JHS parking lot after school Fridays during the winter. Specific dates are set by the club advisors.

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

## Lockers

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Students in grades 6-8 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. Other types of locks will not be permitted. 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 consequences given. Lockers should be kept locked at all times. Students must keep backpacks in their lockers. Students are permitted access to their lockers before homeroom, before and after recess/lunch, at dismissal, or when given permission from a teacher. Students should never keep valuables in their locker, and are highly discouraged from bringing expensive or sentimental items to school. The school is not responsible for lost or stolen property.

## Medication

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

- Written orders are to be provided to the school from the student's private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage, and time of administration. This applies to both prescription and over the counter medication.
- 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.

## **Celebrations & Approved Foods**

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If there is a reason for a student to bring food into the building to be shared beyond the cafeteria, students 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.

### ***Web Address for Approved Food List:***

<https://www.boontonschools.org/site/handlers/filedownload.ashx?moduleinstanceid=6584&dataid=7478&FileName=JHS%20Snack%20List.pdf>

## **Visitors**

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To provide for the safety of our students and staff, visitors must use the call button from the main entrance. Visitors will be asked to identify themselves and their reason for visit. If items need to be dropped off for students (i.e. student coat, lunch, etc.), bins are available in the vestibule. Individuals entering beyond the vestibule must present identification and wear a temporary ID badge.

