

MESSAGE FROM THE PRINCIPAL

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Hillcrest School. The faculty and staff join me in this sentiment; “we’re happy to have you as part of the Hillcrest family”. We hope this will be a successful and satisfying year for you.

The pages of the handbook contain important information regarding school policy and procedures. Parents and students should review the contents together. If you have any questions, please call the school office. We feel that open and clear communication between school and home is important to maintain a high level of success for each of our students.

The Hillcrest School student planner was designed to assist your child in organizing his/her daily, weekly and long-term assignments. This planner will improve your child’s organizational skills and serve as a helpful reference for parents who seek to provide academic support at home. Hillcrest School parents are our partners in the important job of educating the children of this community.

We welcome your participation and support this school year. Please consider membership in the PTO as we work together to maintain each student's individual growth and celebrate our student’s achievements.

Sincerely,

Albert J. Fico
Principal

ABSENCES

Steps to follow when absent:

1. Parent or guardian phone the school @ **(732) 246-0170 ext. 3225** each day of the absence and inform the office of an absence **before** 9:30 A.M. **on the day of the absence**. If you know your child will be absent for several days you may call and leave those dates. If a parent/guardian forgets to call the school, the school will call the home to confirm the reasons for the student's absence. **To eliminate unnecessary calls, it is important that parents initiate the calls in a timely manner.**
2. Written notes or emails (preferably) must be sent in within 5 days of the absence to ccoriell@franklinboe.org. Please include the student's name, date(s) absent & reason for absence.
3. Present notes to the homeroom teacher or Ms. Coriell within 5 days of the absence.
4. Ask all teachers for make-up assignments. You may request homework assignments when you call your child out absent. Assignments that are not made up will reflect negatively on grades. (Each student is responsible for seeing that make-up work is completed).
5. Franklin Township has a strong attendance policy; it requires all students to be in school each day. **Students missing in excess of 18 days are in jeopardy of retention.**

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem, which may result in retention.

Written reasons for an absence **must** be brought in when a student returns from any of the above. This must be given to the homeroom teacher within 5 days upon the student's return.

TARDINESS

Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instruction time. Any student who arrives at school after 8:55 A.M. is considered tardy. The student **MUST** sign the tardy sheet and get a tardy slip.

ARRIVAL AND DISMISSAL

Students should **not** arrive at school before 8:35 A.M. Instructional time ends at 3:10 P.M. and students will be dismissed shortly thereafter. It is critical that students are not "dropped off" earlier as we do not have supervision of students available prior to this time. Students will be marked "tardy" after 8:50 A.M.

Doors open for all students at 8:35 A.M. Doors will close at 8:50 A.M. to allow for students to reach their class by the start of instructional time.

Should your child's regular dismissal routine be changed, please inform the teacher and main office secretary.

There will be staff monitoring the passage of students from the bus and parent drop off, to their classroom.

TRANSPORTATION PROCEDURES

1. All students when being transported on bus/van, are to get on or off the bus at **ONLY THEIR ASSIGNED BUS STOP**.
2. Under no circumstances is a student to board a bus/van other than their assigned vehicle without authorization from the transportation Department and Principal.
3. Students should inform their driver of any problems with their bus stop. The bus driver will try to assist them or will contact Transportation or bring them back to school. Under no circumstances should students get off the bus at another stop or go home with another student without permission from Transportation.
4. Under no circumstances should students get into a car with a stranger.
5. Parents **MUST** fill out a **NEW** baby-sitting form for every school year. If a baby-sitter is needed during the school year, the Transportation Department needs three (3) school days to start the new stop. Baby-sitting transportation will only be available if there is a stop on an already established bus route. Transportation to a baby-sitter is available for a five-day week only.
6. When parents have a change of address, they **MUST** bring proof of residency to the Parent Information Center and allow three (3) workdays to implement the change.

CAFETERIA PROCEDURES

The cafeteria is a pleasant place if it is maintained as one. Students must clean up after themselves and help keep their area clean. Talking and noise levels must be maintained at a low volume. Students must be alert to directions given by the cafeteria paraprofessional aides, teachers, and administrators who will be assisting to manage the students eating lunch.

The following rules must be maintained:

- Students will arrive at the cafeteria in a quiet and orderly manner and wear their mask at all times except when they are eating.
- Teachers are to walk students into the lunchroom. Students will walk to their assigned lunch seat and wait for their table to be called by a lunch aide to get their lunch.
- Students will remain on their designated social distance circle while to be served.
- Students are not permitted to leave their seat to visit with other students seated elsewhere.
- Students must raise their hands and wait for permission to throw away trash or permission to be escorted to the bathroom.
- Tables must be kept clean.
- School rules regarding no running, no roughness of play, no throwing of objects and no fighting are enforced in the cafeteria.

CAFETERIA RECESS/RECREATION

- No student will be permitted to leave the cafeteria to get items once their lunchtime has begun.
- Students are expected to show respect and to follow the directions of the lunchroom aides, teachers and administrators.

CALENDAR FOR THE SCHOOL YEAR

Please check the Franklin BOE website for the current school year calendar and events.

CANCELLATION OF SCHOOL

Emergency cancellation of school takes place only during circumstances such as inclement weather, equipment failure, or public crisis. The School Board and administrators are aware of the hardship, which is caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Now is the time to discuss with your child what he/she is to do in the event of an early closing due to ice or snow. All students should know the following:

1. Where they are to go when school closes and who will be with them.
2. How they are to get into their home, if that is the plan.
3. Where they can reach a parent/guardian if no one is at home when they arrive.

Do not plan for your child to ride another bus home with a friend if school closes early. Every practical means is used to notify parents of a cancellation, including radio, and TV Channel 14 and the automated dialer. Please be sure the school has all **CURRENT** phone numbers to be reached. All students will be sent home at the early dismissal time using their regular means of transportation (buses and walkers). You may phone the Board of Education @ **(732) 873-2400 ext. 555** or go to the website, www.franklinboe.org for early dismissals or school closings. Remember as stated in "Transportation Procedures" students will **NOT** be permitted to take a bus other than their assigned bus. Announcements of Emergency School Closing will be broadcast on the following radio stations:

WCTC (1450 AM)	WHWH (1350 AM)	WMGQ (98.3 FM)
WBRW (1170 AM)	WERA (1590 AM)	WPST (97.5 FM)
WOR (710 AM)		
<u>EARLY EMERGENCY CLOSING TIMES</u>	<u>START</u>	<u>DISMISS</u>
PRE-K	8:35	1:30
GRADES K-5	8:35	1:30
<u>DELAYED OPENING TIMES</u>	<u>START</u>	<u>DISMISS</u>
PRE-K	10:35	3:25
GRADES K-5	10:35	3:25

CODE OF CONDUCT

The **Code of Conduct Book** can be found on the district web page. You may refer to this throughout the school year.

FIRE DRILLS/LOCKDOWN/EVACUATION & SHELTER-IN-PLACE

Fire drills, lock down, evacuation & shelter-in-place drills are conducted **twice** each month. Detailed escape plans are posted inside the door of each classroom. Students are reminded to obey the safety rules reinforced by classroom teachers. **There is no talking during any drill.**

GUM

Students are not permitted to chew gum at any location at Hillcrest School.

GENERAL SCHOOL PROCEDURES

1. Students should always walk in the school and on the way to buses. Keep to the right in the hallways while maintaining a social distance of six feet.
2. We expect students to act courteously to all adults including visitors. We expect students to address all personnel by their last names, preceded by Mr., Miss or Mrs. We expect them to say “excuse me” or “pardon me” when interrupting anyone. Our goal is to enforce a mutually respectful environment for our students, staff and teachers.
3. Encourage children to respect and care for our school. This is a joint responsibility. When children leave the classroom, it should be left in good order and all papers should be cleaned from the floor.
4. Students **must have a pass from the classroom** teacher in order to make any **EMERGENCY** phone calls during school hours.
5. Students are not to bring toys or electronic devices to school.
6. Students are not to bring/eat candy or gum during school hours or on the bus.
7. Students are expected to bring an absence excuse (note) to school when returning from an illness within 5 days.
8. Students are reminded to use the lavatories as they would the one in their own home.

MEDICATION

The Board of Education requires strict adherence to the following medication policy:

1. Medication is defined as any prescription drug or prescribed over-the-Counter drug, including, but not limited to, Tylenol and cough drops.
2. The dispensing of medication in school is only permitted when the student’s health and continuing attendance in school requires it.
3. Medication must be delivered to the school nurse (by the parent/guardian) in its original labeled container and must be accompanied by: 1) the parent’s written request and 2) the physician’s written statement of the medication’s name, it’s possible side effect, its purpose, the dosage and time of administration, and when it is to be discontinued. These have been combined into one form and online on Hillcrest’s website under “Community Health Link”.
4. Students are not allowed to carry medication on their persons during school hours.
5. All medications will be secured and dispensed by the school nurse (or parent) and the effectiveness of the medications will be closely monitored.

SAFETY

Student safety is critical. Students are not permitted to have any real, toy or water guns on the bus, on the school grounds or in the school. We do not want any type of weapons to be a part of play for students. Likewise, Hillcrest allows no students to have knives, fireworks, matches, lighters, or poppers. It is our intention to create and maintain an atmosphere, which protects students from potential injury and/or fear. There are also state laws, which address these issues.

VALUABLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. The school administrator and staff cannot be

responsible for valuables, which students bring to school. It is recommended that students leave all valuables at home. No electronic games are permitted in school. Game/collectable cards are not permitted.

ABSENTEE CALL-IN (732) 246-0170 x3225

No later than 10:00 A.M.
(Call-in whenever your child is out of school)
Board of Education HOTLINE:
(732) 873-2400, ext. 555



WEATHER RELATED



DELAYED OPENING

No arrivals before 10:35 A.M.

EARLY CLOSING

1:30 P.M.

AUTODIALER ACTIVATED

RADIO WEATHER STATIONS:

WCTC 1450 AM

WMGQ 98.3 FM

WOR 710 AM

Llamada para Ausentarse
732-246-0170

No mas tarde de las 10:00 A.M.
(Llame siempre que su hijo(a) estara' ausente de la escuela)

La Linea Directa (Hot Line)
De la Junta de Educación
732-873-2400 ext. 555