

HILLCREST

FAMILY
HANDBOOK



2018-2019

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2018/2019 Phone Directory

Hillcrest School main number	973-292-2240
Hillcrest School nurse	973-292-2240 ext 5152 Carolyn Eriksen
Hillcrest Principal	973-292-2240 ext 5150 Greg Sumski
Secretary	973-292-2240 ext 5150 Carol Hoeg
Secretary	973-292-2240 ext 5151 Sandra Ahrens

Hillcrest School Address	160 Hillcrest Avenue, Morristown,
NJ 07960	
Hillcrest website	www.hillcrestschoolnj.org

Home and School (HSA) Executive Committee		
President	Jessica Exley	Jdm4680@aol.com
Treasurer	Samantha King	samanthafking@gmail.com
Secretary	Amy Beba	amybeba@yahoo.com

Email them at hillcrestschoolhsa@gmail.com.

School Closing Info. WMTR 1250 AM, WWOR 710 AM, FOX TV (channel 5),
morrisschooldistrict.org, and 880 AM WCBS radio
School Hours 8:55 a.m. - 3:10 p.m.
School Hours Early Dismissal 8:55 a.m. - 1:15 p.m.

Morris School District Central Administration 31 Hazel Street, Morristown

Transportation Dept.	973-292-2066 or 2067
Sunrise/Sunset Program	973-292-2063
Superintendent of Schools	973-292-2300 ext. 2010

Welcome to Hillcrest!

Dear Hillcrest Families,

Welcome to Hillcrest School, where learning opens a “world of opportunities.” Hillcrest is an exceptional kindergarten through second grade school with approximately 280 students. Our teachers and staff are dedicated, caring professionals, devoted to working together to support each student as they grow academically, socially and emotionally.

Our curriculum exposes our students to rich, hands-on learning experiences and discoveries. The Balanced Literacy approach incorporates components which enhance each child’s reading, writing, and language skills. These components include reading and writing workshop, guided reading, shared reading and writing, interactive writing and Word Study. In mathematics, students apply problem-solving strategies and computational skills to decipher real-life problems. We offer related arts classes in the areas of physical education, science, library, computers, art and music. Our character education program employs a positive, proactive approach which is embedded in the Hillcrest School Culture. Hillcrest students receive ‘character coins’ when exhibiting stellar character in the classroom, during recess and in the hallways. We celebrate academic and citizenship accomplishments each month during our Spirit Day awards assembly.

One of the most important components of an effective school is the partnership formed between educators and parents working together for the best interest of the children. Hillcrest is proud of our devoted and supportive Home and School Association. Our strong partnership creates meaningful and enriching learning opportunities and events for our Hillcrest students.

We are a community of learners, and strive to provide diverse educational opportunities for our students. Our goal is to develop the skills, attitudes, knowledge, and character children need to reach their individual potential and create a foundation for lifelong learning.

Respectfully yours,

Greg Sumski, Principal

Absences

If your child is going to be absent, call the nurse by 8:55 AM at 292-2240 X5152. If a child is expected at school but does not arrive, the school will call the parent or guardian.

A child with a fever of 100 degrees or more should be kept out of school. The child should be free of fever for 24 hours before returning to school.

A child should be kept at home if he/she shows symptoms of a contagious disease (such as chicken pox or pink eye), if the child is vomiting or has diarrhea, or if the child is unable to function at school due to illness.

A doctor's note should be sent to the nurse if a child is not able to participate fully in school activities (such as after surgery or injury).

Arrival:

School Doors open at 8:40am.

Students arriving by bus will be greeted by staff members and escorted into the building. Once inside, staff guidance is provided until children know where to go.

If you drive your child to school in the morning, please arrive between 8:40 - 8:55 a.m. Students arriving by car should be dropped off at the lower parking lot. Drivers will enter the lower parking lot, continue in a line to a staff member who will assist with exit from the rear passenger's side door for the student. (Student should be ready to exit the car.) The student will walk up the path to the side entrance of the school where staff members will greet them. For the safety of all children, drivers continue to the end of the parking lot to turn around. Do not make dangerous K-turns in the parking lot because many children are walking in the lot. Please follow the traffic loop to the end of the parking lot for everyone's safety. Do not park and send children across the drop-off line.

Please do not drop children off before 8:40 a.m. unless they are enrolled in the Sunrise/Sunset program; school doors will not open until 8:40 a.m.

Children arriving after 8:55 a.m. must be accompanied to the Nurse's Office to be signed in for a late pass. The child will then go directly to class and give the late pass to his/her teacher.

Attendance:

Students must be in attendance for 164 or more school days to complete the instructional program requirements of his/her grade.

Students are expected to be in attendance on all days that school is in session. Regular attendance in class is part of the district's academic standards. Daily class work is critical in the educational process and a pre-condition for achievement. Real learning, which is neither tested nor graded and occurs daily in class, can only be realized if the student is present.

When a child has missed 8, 12, and 17 days in a school year, warnings are sent home to the parents reminding them of this requirement. A waiver of the attendance requirement may be granted for good cause by the principal upon recommendation of the nurse and homeroom teacher. Parents and guardians are responsible for providing documentation of the causes of all absences and the nurse, homeroom teacher and principal will consider this documentation. Please see the attendance policy File Code 5200. These policies can be viewed on the Morris School District website: www.morrisschooldistrict.org.

Breakfast

Breakfast is served to eligible or paying students every day. Breakfast must be paid for by the Friday before the upcoming week. Breakfast costs \$1.35 per day.

Birthday Celebrations

Foodless Birthday Celebrations

Many children look forward to celebrating their birthdays with their classmates. Birthday celebrations are important and classroom teachers will recognize each student's birthday within the classroom. If your child's birthday falls during the summer months, the teacher and student will select a special date for the celebration.

Birthday celebrations in the Morris School District are foodless. If parents wish to do something extra that does not involve food, drinks, or classroom interruption, they may select from the following suggestions:

- Donate a book to the library in your child's name.
- Donate a book to their child's classroom. The child may want to read it to his/her classmates.
- Send in *inexpensive* favors for the class, such as stickers, pencils, erasers, or bookmarks.

Please note that it is not necessary to provide anything extra for a child's school celebration.

Party invitations can only be distributed in school if all the children in the classroom are invited. Please honor this policy as it helps us to avoid hurt feelings. Thank you for your cooperation.

Change of Address/EMERGENCY CONTACT INFORMATION

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address, and emergency contact phone record at the school office. Notify Carla Walker at Central Office immediately if you have a change of address, telephone number, emergency number or email address during the school year. 973-292-2300 X2036 or carla.walker@msdk12.net.

Child Find Statement:

The Morris School District Board of Education Regulation 2460.1 contains the language “All pupils with disabilities, who are in need of special education and related services, ... regardless of the severity of their disabilities, must be located, identified and evaluated according to N.J.A.C. 6A:14-3.3.” If you are concerned that your child (of any age) may have a disability that impacts or will impact their ability to succeed in school, please contact your child’s teacher or the building principal to learn about the resources available to help your child. This link will provide more information for you:

http://www.state.nj.us/education/specialed/childfind/fact_sheet.pdf

Code Of Conduct:

At Hillcrest we want everyone to get along with other students and teachers. We want everyone to understand how important it is to be responsible for his/her behavior and actions. We expect every child to show good character and concern for other people at our school. **See the K-2 Code of Conduct on the school website for details.**

Communication between Home and School:

In an effort to “go green”, the Morris School District has moved towards electronic communication. The District Calendar is posted on the website along with many other pieces of valuable information.

Some information will travel by way of “backpack mail”. Please check your child’s backpack daily for notes from the teacher, the principal, school nurse, or Home and School Association (HSA). If you have a question for a teacher, the principal, or staff member, write a note and send it in with your child via backpack, or call the office at 973-292-2240 and leave a message. You may also send an email.

Attending HSA meetings is another way to learn what’s happening at Hillcrest. H.S.A. meeting times can be found on the HSA’s website: <https://hillcresthsa.membershiptoolkit.com>.

Concern and Complaint Process:

The goal of Hillcrest's complaint process is to seek problem resolution at the lowest possible level. That is, to try to take care of the problem at its source. First, discuss the issue in person or by phone when a concern arises with the appropriate staff member:

- Classroom or curriculum matters, see your child's teacher.
- Special classes, see staff specialist in music, art, library, etc
- Health or Hygiene matters, see the nurse
- Lunch menu or service issues, see the Food Service Coordinator
- Bus Service, see the Transportation Supervisor
- Sunrise or Sunset Program, see the Director of Community school.

Cultural Arts:

The Cultural Arts program is a volunteer effort run by a committee of the Home and School Association. The events are financed by HSA and MEF funds. Several times a year, assemblies are held to entertain and educate students on various topics of cultural interest. The HSA and MEF may also fund residencies for students.

Delayed School Openings (10:40 am start):

On bad weather days, parents will receive a phone call or text from the Honeywell Instant Alert system notifying them of information about delayed openings. You may also check News 12 NJ or district website. School may be delayed by two hours; students may not be dropped off earlier than our delayed opening time. Buses will arrive 2 hours later than their originally scheduled time. Please note school will end at the regular time.

Please make sure your contact information is current. It is imperative that all contact information in the Honeywell System remain current and updated, as the Honeywell System is used for other important communications.

Dismissal Procedures:

Regular dismissal is 3:10 pm and early dismissal is 1:10pm.

Teachers will not dismiss a child without proper notification. If the office or pick-up area staff is not familiar with you, you will be asked to show identification when picking a child up from school. Please understand that these procedures are in place for the safety of your children. Your cooperation is important.

Bus Riders:

Students taking the bus are walked to their bus waiting location where students sit in bus groups. Attendance is taken before an adult walks each group to their bus. Please note that extra support and assistance is available for Kindergarten students, during the first month of school. When ready, an adult walks each group of students to the bus and stays until all students safely board the bus.

Parent Pick-up:

Parents who wish to pick up their child at the end of the day must send a note to school with their child. Since we have over 280 students, we ask that you do not call in these arrangements after 1:30 pm. Once in a while, an emergency occurs and we are happy to be of assistance, but we must discourage routine “last minute” pick-up messages.

As school dismisses, parents picking up their child should park in the lower lot and walk to the back of the building to sign out their children.

Early Pick-up:

If you need to pick up your child before the end of the school day, you must send in a note that morning, to your child’s teacher, indicating who will be picking up as well as the time of pick-up. Parents must come into the main office and “sign their child out.” The school secretary will then call your child’s classroom requesting he/she report to the office for dismissal.

Emergency Numbers:

Emergency numbers are important in case of an accident, illness, or emergency closing. People listed should be local, available during the day, and should be notified that you are depending on them.

You are responsible for updating the information online at the beginning of the school year. Please notify the school secretary of any changes.

Emergency School Closings:

When it is necessary to close school due to extreme weather or other emergencies that may have developed during the night, or during the day, the MSD will utilize the **Honeywell Alert System** to notify parents. **When you receive a call from the Honeywell system, please press 1 to acknowledge the call.** You are responsible for updating the system with contact information.

If the emergency situation develops after school has started for the day, students will be sent home four hours and twenty minutes after the start of the day. Our office lines are usually very busy on these days, but voice mail will record any message you leave. Because emergencies occur unexpectedly it is critical that you update your profile on the **Honeywell System** (<https://instantalert.honeywell.com>)

Delayed School Openings: School opens at 10:40

If a decision is made to delay the opening of school:

- Bus pick-ups will begin approximately 2 hours later than normal.
- School will dismiss at the regular time - 3:10 pm.

Health Records:

The nurse keeps records on each child's health & medical history. All new students must have documentation of a doctor's physical exam submitted within 30 days of entering school and all immunizations must be up to date. From kindergarten through grade 2, height, weight, vision, and hearing are checked yearly. If a concern in any of these areas is identified during a screening, you will be notified. Any questions should be directed to the School Nurse at 973-292-2240.

HIB Policy:

On September 1, 2011, the NJ Anti-Bullying Bill of Rights Act went into effect. All NJ Public Schools are required to follow amended policies and procedures aimed at prohibiting harassment, intimidation and bullying in the school setting. Every school has an Anti-Bully Specialist and a School Climate Team. Policy #5513: Harassment, Intimidation, and Bullying can be found on our school and district websites.

Any concerns or reports of harassment, intimidation, or bullying can be reported verbally or in writing to any school or district staff member.

2018-19 Anti-Bullying Specialists

Maite Biggan

Bryn Markovich

Hillcrest is dedicated to providing a safe and secure environment for all students:

- We are free from violence
- We are nurturing, caring and respectful of everyone
- We are physically and psychologically healthy
- We promote sensible risk taking
- We enhance the self-esteem of all

This safe, secure environment cannot be achieved if bullying is present in school.

Bullying is unacceptable in any form and will not be tolerated.

Bullying is defined as:

Aggressive behavior that is intentional and that involves an imbalance of power and strength.

Typically, it is repeated over time. Bullying can take many forms, including:

- Hitting, kicking and other physical kinds of bullying
- Taunting, teasing, and name calling
- Excluding or ignoring others in a mean way
- Taking money or other belongings

The Harassment, Intimidation, Bullying policy is available on the district website.

Our students will learn how to recognize the difference between bullying and normal conflict.

The following factors will be considered in determining the appropriate response to pupils who commit one or more acts of harassment, intimidation or bullying:

- The developmental and maturity levels of the parties involved;
- The levels of harm;
- The surrounding circumstances;
- The nature of the behavior(s);

- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of Policy requires a determination based on all of the facts and surrounding circumstances.

An appropriate consequence will be determined after meaningful consideration and investigation of these factors. Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The appropriate consequence will be consistent with the case law, Federal and State statutes, and district/school policies and regulations.

Our school has:

- Annual online training for all staff on Bullying, Harassment and Intimidation (GCN training network)
- Opportunity for students to report bullying anonymously
- Random Acts of Kindness program
- Ride with Pride initiative
- Spirit Day Assemblies
- A response to bullying with calls home, meetings with parents, in some cases suspension and follow up with counselors
- Ongoing character education delivered by the school guidance counselor and staff.

Home and School Association (HSA):

The Home and School Association is a volunteer organization made up of parents and guardians of Hillcrest School students, and it is commonly referred to as the HSA. The purpose of the HSA is to promote the welfare of children in the home, school and community. The HSA hosts many enriching social and curriculum related events. These include cultural arts assemblies, residency programs, book fair, and many special events throughout the school year. In addition, HSA volunteers support the staff and teachers at Hillcrest, by organizing Birthday Buttons, Wee Deliver, and the Bank at Hillcrest programs. HSA also helps in the library, hosts staff appreciation luncheons, and is a liaison to room parents. HSA keeps families informed of issues, upcoming events, and volunteer opportunities through meetings, minutes, and electronic communication.

We hold four meetings each year that alternate between evenings and afternoons. Check the calendar for exact dates and times. We urge every family to join the HSA and become active members to keep our association strong and productive.

Homework:

Homework guidelines for students in grades K-2 are a critical part of a our district-wide effort to achieve the following goals:

- An increase in students' purposeful reading and understanding of fiction, non-fiction, and informational texts across content areas.
- Enhancing our students' ability to clearly communicate through oral/written responses to reading, their analysis/evaluation of fictional and informational texts.
- Nightly practice (with support as needed) of mathematical concepts and procedures learned in class.
- School-wide clear and consistent homework expectations.

The homework policy is a reflection of the district's belief that:

- Homework should have a clear academic purpose, such as practice, checking for understanding or applying a new skill learned.
- Students should be able to complete assignments with minimal parental assistance to develop independence and a sense of competence.
- There should be a healthy balance between home and school-related activities to support student wellness.

Homework may be given Monday- Thursday; with reading each night as a top priority. Communication between home and school is also important so the teacher is aware of homework that is too easy as well as too challenging for a student. Please note that teachers are not required to prepare homework packets for students in advance of the days they will be absent (i.e., family vacations).

Library:

Our library is not just about books. Our full-time librarian teaches multi-media skills (using computers, Smartboards, Laptops, ipads, chrome books as well as written materials), resource gathering skills, facets of multiculturalism, and environmental responsibility. Of course, our Media Specialist also inspires a love of reading, learning, and working with technology.

All students have a library class once a week. After a library lesson, children are allowed to select and borrow books. Books must be returned the following week. A child cannot borrow another book until he/she has returned the previous book. Parents are responsible for lost or damaged books. (You will be asked to sign a commitment to our library policy at the beginning of the school year.)

Lost and Found:

Please label all your child's belongings clearly with his/her name. There is a lost and found located in the lower hallway, adjacent to the cafeteria.

Lunch:

Lunch periods are about 20 minutes long and are preceded or followed by recess. Lunchroom aides and teachers supervise and assist the children in the cafeteria and on the playground.

Free/Reduced lunch forms are available on the district website. Forms can be sent home via backpack, upon request. All students must return a signed form whether or not they are applying for the program.

A school cafeteria lunch consists of an entree, vegetable, milk, and dessert (usually fruit). Lunches may be purchased daily or lunch money can be put into a child's account to cover several days worth of lunches (multiply the single day cost by the number of days you wish to cover).

Prices for school lunch are as follows:

\$ 2.85 = single day lunch.

\$.40 = single day reduced cost lunch.

\$ 14.25 = 5 lunches

\$ 2.00 = 5 lunches

\$ 57.00 = 20 lunches (2.85 X 20 days).

Send your lunch payment to school with your child or drop it off at the office. Be sure to put it in an envelope addressed to the teacher and showing your child's name, classroom, total amount enclosed and what it covers. If you pay by check, make your check payable to Food Service Department. Payments can also be made online using the district website.

Any student, even those bringing lunch from home, may buy milk separately for 65 cents.

If your child forgets lunch or lunch money, a meal will be provided. The cashier will send home a note with your child so that you can return the amount accrued promptly.

Our Food Service Supervisor, Linda Ladolcetta, publishes a monthly menu of lunch offerings, which is located on the district website. If you have questions about the lunch program, you can reach Linda Ladolcetta at 292-2000 ext. 2163.

Medication Procedures:

The school nurse is the only Morris District employee permitted to give a student medication at school. No student is permitted to keep medication with him/her in school, except in special cases arranged ahead of time (in potentially life threatening illnesses or allergies). If a student has such a condition, the parent should contact the nurse at his/her school.

A written order from the student's health care provider and written parental permission must be provided to the nurse in order for her to give a student any kind of medication at school. This includes both prescription medications (antibiotics, daily medications for chronic conditions, etc.) and over-the-counter medications (such as Tylenol, Motrin, and cough/cold preparations).

The Morris School District medication authorization form provides the required health care provider and parental permission. It must be completed and signed by both the parent and the health care provider for every medication to be given to a student at school. This is the only form that will be accepted.

A different medication authorization form is used for students requiring medication for potentially life-threatening allergies and for older students who have been deemed able to self-medicate for potentially life-threatening illness or allergies. These forms will be provided to the parents of those students who require them.

All medication authorization forms must be completed and given to the school nurse every school year. They may be mailed, faxed, or brought in person.

At the elementary level (K-5), all medications must be supplied by the parent. The medicine must be in the original labeled container. It will be kept in a locked cabinet in the Health Office. The required medication authorization form must accompany the medication.

If you have health concerns about your child or need Medication Authorization or other health forms, please call the nurse at 973-292-2240 X5152.

Parking at Hillcrest

Note the posted Fire Lanes and please keep them clear at all times.

No parking is permitted at any time on the circular driveway by order of the fire department. Sides of the front entrance are also fire zones. All parents and guests are required to park in the lower or upper parking areas, then walk to the main entrance where you must sign in at the office. Cars illegally parked are at risk of being ticketed or towed.

Please Note: During school activities (concerts, back to school night, etc.) illegally parked cars will be ticketed by order of the Fire Marshall. You may park on Upper Field Road behind Hillcrest's playground or at the end of Dorothy Drive.

Party Nutrition Guidelines:

The following Party Nutrition Guidelines for the Morris School District need to be followed at all celebrations and parties held at school, including holidays and any schoolwide or classroom celebrations. **Remember Birthday celebrations are foodless.**

The Party Nutrition Guidelines are consistent with the Morris School District nutrition policy, as well as Board of Health Guidelines.

Please be mindful of classroom allergens.

ALL foods must be cleared with the school nurse in the Health Office before they can be brought into the classroom.

Please remember:

1. No food is to be heated/cooked in the classrooms.
2. All food brought in must be prepared by a kitchen that is licensed and inspected by the local health department (**FOOD CANNOT BE MADE AND PREPARED AT HOME**)
3. All food needs to be prepackaged from a store with clear ingredient labels.
4. Sugar cannot be the first ingredient.
5. No cookies, cakes, pies, cupcakes or candy of any kind.
6. No soda (regular or diet).
7. No food can have more than 8 grams of fat per serving.
8. No foods with allergens; especially peanuts and other nuts, based on class population.
9. No food (goodie bags or left overs) can go home on the bus with any student.

Here are some suggested party food ideas:

- 1) **Fresh fruit:** Cut fruit must come from a store. It could be served with store bought yogurt dip. Fruit cups packed with 100% juice.
- 2) **Pre-packaged Rice Krispie treats** (small size).
- 3) **Dried fruit**
- 4) **Granola bars**- watch the peanut/nut content for allergens.
- 5) **Fruit leathers:** No Fruit Rollups or other brands with added sugar. Look for brands that are all natural, with no added sugar.
- 6) **Low fat popcorn** (under 8 grams of fat/serving)
- 7) **Fruit popsicles:** Made with real fruit and/or 100% fruit juice only.
- 8) **Veggies and dip:** Cut up vegetables must be purchased from a store, not prepared at home. Dip must be store bought as well.
- 9) **Baked low fat tortilla, pita or bagel** chips with salsa or other dip, such as hummus (under 8 grams of fat/serving)
- 10) **Pretzels**-plain or maybe with mustard.
- 11) **Mini Bagels** with cream cheese (fat content under 8 grams)
- 12) **Pizza** (plain) from local pizzeria.
- 13) **Drinks:** 100% fruit or vegetable juice or water.

Progress Reports and Conferences with the Teacher:

Progress reports are sent home twice a year, in February and in June. These are supplemented with Parent/Teacher Conferences twice yearly, in November/December and in April. Specific dates for these events are noted on the District Calendar.

We encourage parents to arrange an appointment for an informal conference with the teacher any time they feel a need to discuss concerns.

Room Parents:

During the beginning of school, volunteers are called for to become "room parents" (two volunteers per classroom). Room parents help the classroom teacher organize parties and events.

School Colors:

The school colors are green and white. Students are encouraged to wear these colors on School Spirit Days which are held the last Friday of the month.

School logo tee shirts, sweatshirts, bumper magnets and other school items are available for sale through the HSA.

School Hours:

School is in session from 8:40 AM to 3:10 PM Monday through Friday. Check the district calendar for beginning dates, holiday breaks and special sessions.

School Nurse:

The school nurse is present during school hours. The nurse maintains medical records and deals with attendance, illnesses and accidents at school.

School Pictures:

Photos will be taken on in September. You will be notified of the date via Backpack. Retakes will be in November for any new students or students who were absent.

Specials:

In addition to the many learning experiences you child has in the classroom, all students have regularly scheduled weekly classes in music, physical education, science, art, library and computers. These classes are conducted by specialists in their fields and are referred to as "specials".

Student Assessments:

The following is a listing of more formalized assessments administered to students with a brief description and appropriate grade level. These assessments are used in addition to Math Unit Assessments, Benchmark Assessment and work sample collections that drive instruction in all subject areas. Please feel free to contact the Principal if you require additional information.

ACCESS - English Language Learners (ELL) Grades K-2

The ACCESS is a standards-based, criterion referenced English language proficiency test. It is designed to measure English language learners' social and academic proficiency in English. It assesses social and instructional language as well as academic language associated with language arts, mathematics, science and social studies.

DRA-Developmental Reading Assessment Grades K-2

The DRA measures accuracy, fluency, and comprehension in reading. During the administration of the test, the student reads for his/her teacher. The information from the DRA helps teachers:

- Identify students' reading achievement through systematic observation, recording, and evaluation of performance.
- Analyze data, document progress, and communicate assessment information to administrators, parents, and students.
- Design small groups in the classroom and drive effective reading instruction tailored to address critical intervention points.

i-Ready-

The Morris School District utilizes i-Ready Diagnostic & Instruction testing. I-Ready is an innovative adaptive assessment that will help your child's teacher understand your child's unique instructional needs and provide lesson strategies to meet and challenge all developmental levels. After the assessment is completed, you will receive a report highlighting your child's developmental level and your child will begin to participate in online lessons customized for him/her. Your child can access these lessons at school and at home.

Student Records:

Student records are available to the parent or legal guardian. Contact the Principal to schedule an appointment if you wish to see them.

Sunrise/Sunset Program:

Sunrise/Sunset provides a safe, supportive, supervised environment for children to work and play while their parents work. It is offered through the Morris School District Community School. All fees are payable to the Community School.

Before School Care: 7 A.M. until classes start. It includes breakfast and quiet games.

After School Care: Dismissal time to 6:00 P.M. It includes snacks, physical activities, homework, study and relaxation.

Enrollment can be made on a full, part-time, or daily basis. **There is no drop-in service.** Students must be enrolled in advance. More information on schedules and fees is available from Morris School District Community School at (973) 292-2063.

Support Services:

Academic Enrichment:

This is an assistance program which is part of our regular education program. Students are identified based upon a combination of classroom performance, testing results, and teacher recommendation. Students work in small groups; where basic skills are reinforced in the areas of reading, writing and/or mathematics.

Child Study Team (CST):

The CST consists of a social worker, nurse, psychologist and learning disabilities specialist. Each has a role in the referral and evaluation process. Referrals to the CST may be made by teachers, an I & RS team member, the guidance counselor, or parents. Please contact the Child Study Team if you have concerns.

Counseling and Other Services:

A counselor is available to all students in our school each day. The school counselor conducts various "awareness groups" for students. Students are recommended for participation by a teacher or a parent and parental permission is required. The counselor is also here to assist teachers and work with all children to promote positive self-esteem and a wonderful school experience. Parents can also call the counselor directly to discuss specific student needs.

Intervention & Referral Services Committee (I&RS):

The I&RS committee is comprised of the principal, a grade level teacher, a basic skills teacher, a guidance counselor and, when needed, a bilingual teacher. The purpose of this committee is to discuss students who are having difficulties in learning and/or in social/emotional areas. The committee reviews data and interventions previously tried by the classroom teacher and offers additional suggestions or ideas to assist the classroom teacher in providing more specific instruction or strategies to help the student succeed.

Resource or Co-teaching Program:

This is a special education program for classified students who meet state criteria. Students are classified after extensive testing by our Child Study Team to determine eligibility for Special Education and Related Services. Parents are highly involved in this process and the testing requires written parental permission. Students receive various services in a co-teaching model or in a resource room with a Special Education teacher and a small group of students.

Support Services- CST:

If you suspect that your child has a learning disability that prevents him or her from making progress in the general education setting without assistance, you may request a meeting to discuss your observations and concerns. You may obtain a request form from the Child Study Team or simply write a letter with your concerns and forward it to your principal, your child's teacher, or directly to the CST case manager. A full Child Study Team will meet with you, within 20 days of receipt of your letter, to review data regarding your child's performance/progress relative to existing interventions and determine if there is a need for special education testing. These services are available for any student with a suspected disability, ages 2-21, residing within the Morris School District.

TITLE I Hillcrest School Parental Involvement Policy

Title I regulations require that each school served under Title I jointly develop with and distribute to parents of participating children, a written involvement policy agreed on by the parents that describes the requirements of SEC. 1118. PARENTAL INVOLVEMENT (c) through (f) as listed below and outlined in the Title I law:

C. POLICY INVOLVEMENT- Each school served under this part shall:

1. (1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;
 - The annual meeting will be held by September 30 of each year.*
 - Regular communication between parents and Title I Teachers.*

1. (2) Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement;
 - Parent involvement meetings will be offered in November, February, April, and June. Sessions will be offered during both morning and evening hours to provide flexibility for parents. Parents will be notified of the each meeting with at least a week's notice.*

1. (3) Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parental involvement policy;
 - Each meeting, time will be allotted for parents to work collaboratively with staff in reviewing the school parental policy to ensure improvements are made accordingly.*
 - There will be an open communication between parents and staff to address any concerns or improvements needed in the program at any given time.*

1. (4) Provide parents of participating children –
 - A. (A) timely information about programs under this part;
 - (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
 - (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible;
 - (A) *Parents of participating children will be provided with timely information regarding their child's program.*
 - (B) *Each student's intervention plan will be shared with the parents upon completion of assessments.*
 - (C) *Parents will have direct access by phone or email to the intervention teacher working with their child to ensure an open communication exists. Opportunities for meetings with parents will be held if necessary.*

1. (5) If the schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the local educational agency.

-Any unsatisfactory parent comments made about the school wide program at any given time of the year will be addressed and submitted to the local educational agency.

D. SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT- As a component of the school-level parental involvement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

-Each school will provide a parent handbook that outlines the role of the parents, students, and staff in sharing the responsibility for student achievement.

E. BUILDING CAPACITY FOR INVOLVEMENT- To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school and local educational agency assisted under this part –

1. (1) Shall provide assistance to parents of children served by the school or local educational agency, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of this part, and how to monitor a child's progress and work with educators to improve the achievement of their children;

-Parent workshops will be held to provide understanding and/or clarification on academic achievements, standards, and requirements and how parents can help in the monitoring process to improve the achievement of their children.

1. (2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

-During parent workshops, parents will be given materials to be used at home to help improve their child's achievement.

-Technology/Instructional training will be provided as needed to help parents assist their children at home.

1. (3) Shall educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

-Through district-wide professional development, district staff will receive training on best practices in increasing and enhancing cooperative ties between the parent and school communities.

1. (4) Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children;

-Coordinate and integrate parental involvement with the local preschools to encourage and support parent participation in the education of their children.

1. (5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
-Information to parents will be provided in both English and the native language spoken to ensure parents get a full understanding of written communication.
1. (6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
1. (7) May provide necessary literacy training from funds received under this part if the local educational agency has exhausted all other reasonably available sources of funding for such training;
1. (8) May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
1. (9) May train parents to enhance the involvement of other parents;
1. (10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
1. (11) May adopt and implement model approaches to improving parental involvement;
1. (12) May establish a districtwide parent advisory council to provide advice on all matters related to parental involvement in programs supported under this section;
1. (13) May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
1. (14) Shall provide such other reasonable support for parental involvement activities under this section as parents may request.

F. ACCESSIBILITY- In carrying out the parental involvement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents with children with limited English proficiency, parents with children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.

-Provide meetings, workshops, and parent communication in both English and Spanish.

-Provide child-care services during meetings or workshops.

-Offer in-home conferences as necessary.

Transportation:

It is very important for students to be on their best behavior on the school bus. If it is too noisy, the bus driver might not hear another driver's horn. If students are out of their seats, the driver may have a difficult time keeping her or his eyes on the road. The Hillcrest "GIVE ME FIVE" rules must be followed on the bus. The Hillcrest School Code of Conduct will be enforced on the bus. The drivers will report the names of the students who misbehave on the bus to the principal. The principal will meet with the student and call parents when a report from the driver is received. If a student is reported to the principal three different times, she or he will be suspended from the bus.

No eating on the bus! No electronics, trading cards, toys, or cell phones are allowed, but students may read a book on the bus.

Most of the children at Hillcrest School ride the school bus. The Transportation Supervisor schedules the bus routes, and then before school begins each fall, sends home notification of the bus route number, bus stop locations, and expected pick up times. Students from Hillcrest (K-2) and Alexander Hamilton (3-5) ride together on the same buses.

Children are not allowed to change buses, for instance, to ride to a friend's house. Parents **MUST** be available to pick-up their children at the bus stop.

If you have any problems or concerns with bus service, please call the Transportation Supervisor at 973-292-2066. Problems regarding behavior on the bus should be reported directly to the school principal.

Visitor Policy:

All visitors to the school, including parents, must sign in at the front office and obtain a visitor lanyard, which is to be worn during the visit. At the conclusion of each visit, the visitor must sign out at the office and return the lanyard. Please respect the need for as few classroom interruptions as possible.

Volunteer Opportunities:

Volunteer opportunities are always available at Hillcrest. You may learn about them via Hillcrest E-news, or by notices in your child's backpack recruiting help for specific projects and events. You may learn of them by email or phone calls from room parents or HSA committee chairs, from classroom teachers, and at HSA meetings. The dedicated volunteerism of the HSA and individuals makes a positive difference at Hillcrest School!

