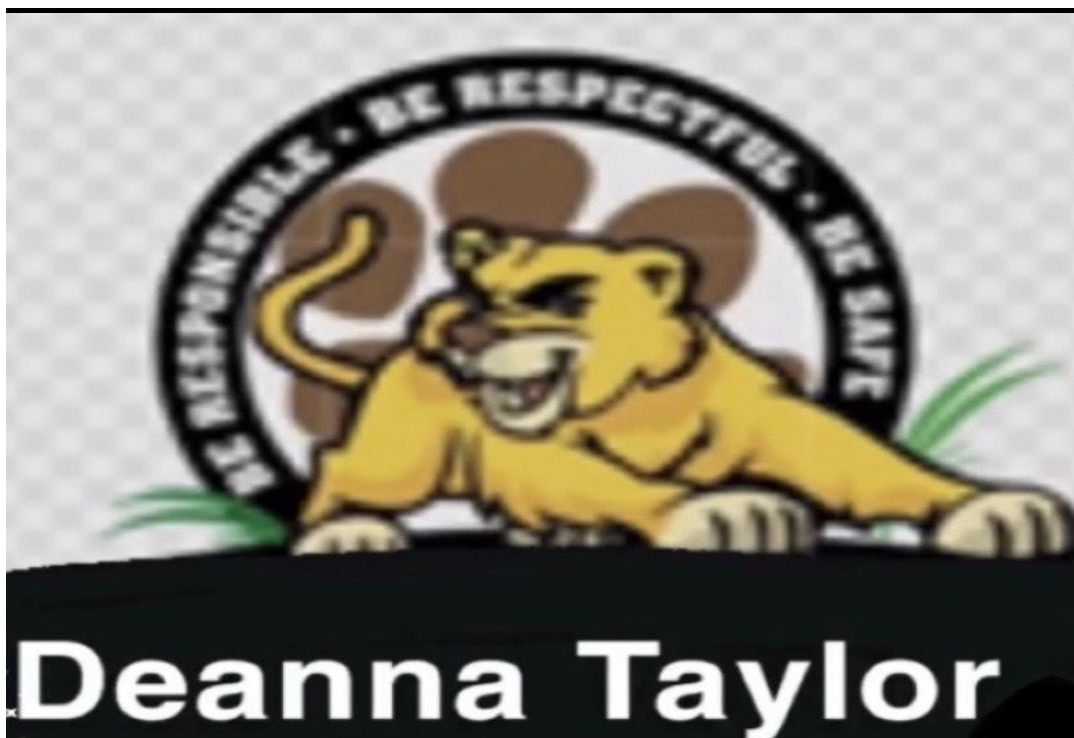


# **Deanna G. Taylor Academy**

## **Family Handbook**

### **2020-2021**



## BUILDING ADMINISTRATION

**April Lowe**  
**Principal**

**Ralph Rotando**  
**Vice Principal**

**Nick Sansone**  
**Instructional Supervisor**

## DISTRICT ADMINISTRATION

Mr. A. Robert Gregory  
**Acting Superintendent**

Dr. David Eicheholtz  
**Business Administrator**

Dr. Sandy Mercedes  
**Director of Special Services**

# HILLSIDE BOARD OF EDUCATION

Kimberly Cook  
**President**

Laquana Best  
**Vice President**

Antonio Salters

Calvin Lofton

Terrence Robinson

Pinchas Shapiro

Cheryl L. Harbin

Eleanor Worrill

Donald Howard

HILLSIDE PUBLIC SCHOOLS  
*New Visions, New Pathways, New Possibilities*



*Mr. A. Robert Gregory*

*Acting Superintendent of Schools*

*April Lowe Principal*  
*Ralph Rotando Vice Principal*  
*Nicholas Sansone, MA, Instructional Supervisor*

September 2020

Welcome to Deanna Taylor Academy where we are educating and molding our future leaders.

This handbook has been developed to provide our families and students at Deanna Taylor Academy with the information needed to be successful. We believe that children learn best when the home and school form a partnership in the learning process and are supportive of each other.

Our primary goal at Deanna Taylor Academy is to provide each student with the highest quality of education in a safe, nurturing environment. To do so, we must all work in a cooperative and supportive manner to ensure that the highest standards and ideals of education are held and met.

Please take time to review the contents of this handbook and discuss it with your child. It is essential that the home and school emphasize the same standards regarding behavior and academic achievement if our children are to reach their full potential. A discussion will also be conducted in each class in an effort to explain the contents of our handbook and to stress the importance of good conduct in a school setting to our students.

The handbook can be found on the school website [www.hillsidek12.org](http://www.hillsidek12.org). Click on Deanna Taylor Academy to find the link, "Family Handbook."

Together, we are a team dedicated to your child and your child's learning. If you have any questions, please do not hesitate to contact me at (908) 352-7664 ext. 2400

Sincerely,  
Ms. April Lowe  
Principal

Please sign and return the lower portion of this letter. Thank you for your support!

**Student Name:** \_\_\_\_\_

**I reviewed the information in the Family Handbook and discussed the information with my child.**

Parent/Guardian Signature

Date \_\_\_\_\_

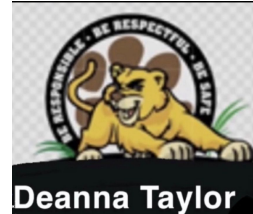
**HILLSIDE PUBLIC SCHOOLS**  
*New Visions, New Pathways, New Possibilities*

*Mr. A. Robert Gregory*

*Acting Superintendent of Schools*

*April Lowe Principal*  
*Ralph Rotando Vice Principal*  
*Nicholas Sansone, MA, Instructional Supervisor*

September 2020



Dear Families,

Bullying has been getting a lot of recent attention. What used to be accepted as “kids will be kids” has changed. We, at Deanna Taylor Academy, are taking bullying seriously. It is not just the bullies and victims who are affected, the community suffers as well.

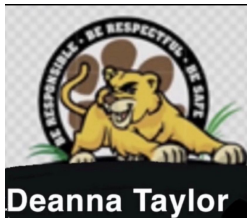
Through a school-wide effort, our goal is to prevent bullying. This difficult, but necessary commitment will improve our school and community. We will accomplish this by coupling the Olweus Bullying Prevention Program with Character Education. We will focus on character education and social/emotional development.

Your commitment is needed to help fulfill our school goals. Please take the time to discuss with your child: making good choices, taking responsibility for your actions, treating others kindly, standing up for others using words instead of violence, and following classroom and the school-wide code of conduct. Every parent/guardian and student must review the behavior contract and sign it showing agreement.

We at Deanna Taylor Academy, will always inspire your child to be their personal best. The School Safety Team thanks you in advance for your cooperation to ensure a safe and productive school year.

Sincerely,

The Deanna Taylor Academy Safety Team



## DTA Directory 2020-2021

Administration	2nd Grade	Title 1	Special Services
April Lowe, Principal	Taheera Demeyers	Saudia Ransome- Math	Lenice Ceaser
Ralph Rotando, Vice Principal	Dennis Nardone	Jeanie Wicklund ELA	Melissa Guadelope
Jeanie Ruban, Guidance	3rd Grade	Special Teachers	Nikkia Moore
Phyllis Gallo, Secretary	Rachel Fernandes	Vesela Manoilova- Music	Maryanne Muhammad
Roseann Bainbridge, Nurse	Grace Nicholson	Michael Morelli- PE	Melissa Miller
Mr. Edward, Head, Custodian	4th Grade	Marc Schneider- Media	Rebecca Hillock
Mr. Patrick Kinsley, Custodian	Arabia Boyd	Marcy Madden- Art	Ariela Borgen
Mr. Graham Bowers, Security	Robin Siegel	Miledys Artiles-World Lan	
Barbara Bernard, Secretary	5th Grade	Tau Lewis-PE	
	Meghan Crawford	Ken Brandyberry-Instr. Music	
	Danielle Downes	Nancy DaSilva-HEP	
	6th Grade	Marta Tran-HEP	
	Chanae Clark		
	Eugenia Cooley		
	Jason Jaco		

To contact a staff member please refer to the Directory on the Deanna Taylor Academy website. Staff members email address begins with their first initial and last name followed by hillsidek12.org. For example April Lowe is [alowe@hillsidek12.org](mailto:alowe@hillsidek12.org)

# **Deanna Taylor Academy Mission Statement**

## **Mission statement**

At Deanna Taylor Academy we partner with the community to create a challenging learning environment that encourages high expectations and success for our multicultural learners. We promote respect and acceptance to celebrate the differences that make us unique. Our school provides a safe, structured, caring and supportive environment. Each student's self-esteem is nurtured by positive relationships with students and staff that are dedicated to developing independent thinkers who will thrive in a rapidly changing and technologically advanced society. We embrace the relationship amongst parents, teachers and community members, to be actively involved in our students' learning.

## **Programs**

### **TITLE I INSTRUCTION:**

Students who score below district benchmark levels are eligible for supplemental instruction in math, writing, and reading. The program is held during the school day. Title I teachers are push-in remedial support during the designated subject areas.

### **SPEECH THERAPY:**

Speech therapy is offered to individual students in need of remediation as determined by Child Study Team evaluations.

### **ENGLISH AS A SECOND LANGUAGE:**

English as a second language, is a state-mandated program for those students whose native language is not English. The program is available for all qualifying students in grades kindergarten through high school.

## **RESPONSE TO INSTRUCTION SERVICES (RTI)**

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom.

Response to intervention (RTI) is a process used by educators to help students who are struggling with a skill or lesson; every teacher will use interventions (a set of teaching procedures) with any student to help them succeed in the classroom—it's not just for children with special needs or a learning disability. They can provide targeted teaching—called interventions—to help struggling students catch up. A big part of the RTI process involves closely monitoring student progress that way the school can see which kids need more academic support.

## **INTERVENTION AND REFERRAL SERVICES (I&RS)**

The I&RS process is a strategy used in Tier III of RTI in each school. It provides a coordinated system to plan and deliver intervention and referral services that are designed to assist students who are experiencing learning, behavior or health difficulties and to assist staff in addressing students' needs. If you believe your child can benefit from the services of the I&RS Committee, please contact the principal. Parent attendance is highly recommended, but not required at the scheduled meetings.

## **SPECIAL EDUCATION CHILD FUND**

If your child is between the ages of three and twenty-one and exhibits physical, sensory, emotional, communication, cognitive or social problems, the child may be eligible for interventions in the general education program or an evaluation to determine eligibility for special education and related services. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education services. Parents, school personnel, and agencies concerned with the welfare of a student can make a referral. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school principal or to Dr. Sandy Mercedes, Director of Special Services.



## **SECTION 504 OF THE REHABILITATION ACT OF 1973**

The Hillside Board of Education does not discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. The Hillside Board of Education also does not discriminate on the basis of disability with regard to admission, access to service, treatment, or employment in its programs or activities. Any questions with the scope of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 can be directed to:

Dr. Sandy Mercedes

Director of Special Services

Hillside High School

Hillside, New Jersey 07205

(908) 352-7664 Ext. 8460

## **AFFIRMATIVE ACTION**

The Hillside Board of Education has designated the individuals below as the Affirmative Action Officer. They coordinate efforts and investigate any complaints of discrimination.

Lynne Randle

195 Virginia Street

Hillside, New Jersey 07205

(908) 352-7664 ext. 6458

## **ASSEMBLY PROGRAMS**

Assembly programs are selected in order to assist students in their total development. Therefore, they are diversified in nature and specifically designed to expose educational, social and cultural components of our society to each student as part of his/her educational career.

It is expected that rules of good conduct will prevail at all times during the presentation of assembly programs. Any students who do not conduct themselves in a proper manner ***will lose the privilege of attending*** assembly programs.

## **FIELD TRIPS**

Field trips are valuable learning experiences, which enhance the instructional program. Each student must present a permission slip signed by his/her parent/guardian. The students will share the fees and cost of transportation. Students are expected to wear the school uniform on field trips. While on the field trip, students are required to follow the directions and to conduct themselves in an acceptable manner. Any student who violates school regulations will be subject to disciplinary action. Groups on district-approved trips represent not only themselves, but also the school and community.

***INAPPROPRIATE BEHAVIOR DURING THE SCHOOL YEAR MAY PREVENT A STUDENT FROM ATTENDING A CLASS TRIP.***

## **PARENT CONFERENCES**

Parents are welcomed and encouraged to come to school to meet with teachers. Appointments must be made to coincide with teachers' schedules. This can be done via a note from the home, an email or calling the school office at (908) 352-7664 ext. 2400 . You can also email the teacher to set up an appointment.

## **PHYSICAL EDUCATION**

Physical education contributes to the growth and development of children. Activities afford opportunities for personal satisfaction and achievement, as well as providing avenues for physical, mental, emotional, and social growth. Students, by law, are required to participate in physical education. A student will be excused from activities **ONLY** if a parent/guardian or doctor writes a request. Children must wear sneakers on Physical Education days to be able to participate in class. It will be considered an "unexcused" if they are not prepared.

# ACADEMICS

## **Grading Scale**

Assessment and evaluation are essential pieces of the learning process. At DTA, we view assessments as opportunities for all school community members (students, parents/guardians, and staff) to learn how students are progressing toward mastery of the material. Evaluations are used to determine ultimate levels of expertise. Student progress will be reported to parents/guardians at the conclusion of each marking period.

A numerical grading system of 1 through 5 will be used for grades 2 & 3. A Numerical grading system will be used for grades 4, 5, 6.

<b>5</b>	90-100%	Excellent
<b>4</b>	80-89%	Above Average
<b>3</b>	70-79%	Average
<b>2</b>	60-69%	Below Average
<b>1</b>	Below 60%	Failing

The school year is divided into 4 marking periods. Report cards are on-line through Parent Portal.

## **Honor Roll**

In grades 2 & 3 if a student obtains a 4 or 5 on all academic areas and an S for Work Habits and Social Development he/she will be eligible for Honor Roll for that marking period.

In grades 4, 5, 6, if a student obtains a score of 85 or above in all academic areas and receives all satisfactory status (S) in all social / behavioral categories. Students achieving Honor Roll status will be recognized each cycle.

## **Homework**

Homework is an important aspect of the overall program of instruction at Deanna Taylor Academy. It is planned as an extension of classroom learning experiences and does have a significant impact on a child's learning and academic performance. It aids in the continued development of organizational skills, promotes student responsibility and reinforces previously taught subject matter.

***Stress the importance of homework with your child and encourage consistent effort.*** The teachers will make students aware of the method for checking/monitoring these assignments. Parents can do their part to improve the quality of student performance when they cooperate with the school to make homework productive. Reserve time for homework and provide your child with suitable studying conditions. Encourage your child by showing an interest in what he/she is doing, but do not do the work for him/her. As a parent, you have an opportunity to make an enormous difference in how much and how well your child learns.

### Recommended time limits:

<b>Grade 2</b>	20 Minutes
<b>Grade 3</b>	30 minutes
<b>Grade 4</b>	40 minutes
<b>Grade 5</b>	50 minutes
<b>Grade 6</b>	60+ minutes

For students who are absent, homework requests should be made by 9:00 AM and picked up at 2:50 PM.

***Consequences for missing homework assignments and/or not handing in signed tests may result in a telephone call to parent/guardian, may have some or all time eliminated from recess, field day or field trips.***

**Cheating/Academic dishonesty is *NOT* an option.**

There are many forms of cheating, and **none of them will be tolerated**. Cheating in any form is a serious offense. Cheating will result in a grade of zero for the assignment in addition to other consequences. This policy includes both **the giver and the receiver** of the work, since we are not in a position to determine students' intent when it comes to cheating. Cheating involves giving or receiving inappropriate aid on a graded assignment. Students should check in with their individual teacher if they are not sure if a particular act is considered cheating. The following is a partial list of acts that are considered academic dishonesty.

***Plagiarism:***

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying/stealing/borrowing a paper and handing it in as your own.

***Cheating:***

- Obtaining a copy of tests or scoring devices.
- Copying off another student on a test, quiz, or homework assignment.
- Allowing a student to copy off your work/Providing another student questions or answers to, or copies of, test questions.
- Using notes, cheat sheets, or other reference materials during a quiz or exam without the instructor's permission.
- Students in an early class that tells students in a later section of the same class what is on a quiz or exam.
- Improperly obtaining, distributing, or receiving advanced copies of an assignment.

**Study Skills**

Students should bring pencils and a backpack to class. It is imperative that each student actively participates in the classroom, listens well, engages in discussions and asks questions when he/she does not understand. It is equally important that the student understands the assignment before he/she leaves class in order to eliminate problems that may arise when homework is being completed at home. Homework assignments for each class will be posted on the class page for our school website at [www.hillsidek12.org](http://www.hillsidek12.org)

**Health Curriculum**

The Hillside Public Schools provide students with a Health Curriculum that focuses on mental health, family and social health, growth and development, nutrition, exercise and fitness, drugs, diseases and disorders, consumer and personal health, safety and first aid and community and environmental health.

If you do not want your child to participate, please present the principal with a signed statement of the topics of which you do not approve. If any part of the instructions in health, family life education, or sex education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, your child will be excused from that portion of the course where such instruction is being given. No penalties as to subject credit shall result there from. Board of Education Policy #2422

## **Technology**

The Board of Education recognizes the use of technology in the educational process as an essential part of the schooling experience. Technology is to be viewed as a resource to enhance the learning process.

## **Reporting of Student Progress**

“Back to School Night” serves as an orientation to your child’s educational experiences for the year. The evening’s activities are designed to introduce the professional staff and to provide a general description of the school’s program. It is a first and important step in establishing effective home-school communication. In addition to the “Back to School Night” meeting, teachers use the following to report student progress throughout the year:

- Gradebook is an online component that provides parents with continuous updates of students’ grades and completion of assignments.
- Report cards inform parents of student progress in relation to grade level benchmarks as well as effort made by the student. Report cards are available through the on-line *Parent Portal*. You must register for the Parent Portal via an email request to [pgallo@hillsidek12.org](mailto:pgallo@hillsidek12.org) . Please include your child’s name and your first and last name. If you do not have access to a computer, you may request a hard copy of the report card. You will not be able to access your child’s report card if he/she has outstanding cafeteria fines or other school fines.
- Parent/Teacher Conferences: Parent/Teacher conferences are scheduled for students in November and in February. Notices will be sent home informing you of a scheduled day and time. Please make every effort to adjust your schedule to attend the scheduled conference.
- E-mail/Telephone Calls: Teachers will contact parents to discuss particular concerns or and/ to arrange for a parent-teacher conference.
- Other conferences: may be scheduled at the request of the parent.

## **Home Instruction**

In order to be eligible for this service, the student must be incapacitated and require home instruction for a period of at least ten school days or more. This service must be requested in writing by the student’s parent/guardian. The required request form is available at the school nurse’s office. A written medical statement from the student’s physician stating the nature of the incapacitation, date of examination and duration of required absence must also be provided by the student’s parent/guardian. The home instructor will prepare a Monthly Academic Report, which documents the student’s academic assignments and grades. This report will be included as part of the student’s report card grades.

## **Student Records**

Student records are kept in the school office and may be reviewed by the parent/guardian. Call the office for an appointment if you wish to review your child’s permanent records.

## **Retention**

### **Criteria**

Retention of a pupil at a grade level shall be considered when one or more of the following conditions prevail:

1. The pupil has failed to give evidence of achieving the essential grade-level benchmark in language arts literacy and/or mathematics and skills designated in the district curriculum.
2. The pupil has failed to develop sufficient intellectual and social skills to be able to function effectively in the succeeding grade.
3. The pupil has a record of twenty or more absences from school. (Policy # 5410)

### **Procedures**

1. If retention is considered a possibility, a letter shall be sent by the principal to the parent/guardian at the end of the second marking period documenting the fact that the pupil may be retained.
2. The principal or designee will schedule a conference with the teacher and parent/guardian. The parent/guardian will be kept apprised of any significant developments beyond the second marking period that would influence placement for the succeeding year. Child study team members will be consulted for additional information, as needed.
3. The principal/teacher will meet with parent/guardian and other appropriate staff by early June for final determination relative to the pupil's retention.
4. In those cases where there might be a difference of opinion between the parent/guardian and the principal as to the value of retention, the principal should retain a pupil when he/she feels that it is in the best interest of the child. The parent has the right to appeal to the chief school administrator following a conference with the principal and teacher. (Board of Education Policy #5410)

## **Attendance**

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education, the district provides a minimum of 180 days in the school calendar. Cooperation of parents/guardians and pupils is essential to ensure good attendance. The principal will recognize exemplary pupil attendance.

### **Parent's Role**

1. Alert school of the absence of a child. The reason for the absence should be given. Call (908) 352-7664 ext. 2400
2. Send a note or doctor's statement to the classroom teacher with the child, upon his/her return to school.

### **Teacher's Role**

1. Assist the child with make-up work.
2. Communicate with parents, tutor, etc. al. if the absence is of a long duration
3. Collect notes from children who return to school.

### **Nurse/Secretary's Role**

1. Genesis System will contact parents if child is absent from school, and we have not been notified.
2. Keep the principal and attendance officer informed of parents who have not been reached.

## **Student's Role**

1. Upon return to school, obtain make-up work from the classroom teacher.

If a pupil is absent from school 20 days or more, this excessive absence may affect his/her promotion (Board of Education Policy #5200)

## **Tardiness**

Parents/guardians should ensure that their children are not late for school. If the child is late for school the following is needed:

### Parent's Role

1. **If your child is late: You must accompany your child into the office and sign the late book.**
2. **PLEASE DO NOT DROP YOUR CHILD OFF.**

### Teacher's Role

1. Confer with parents regarding habitual tardiness of child.

### Nurse/Secretary's Role

1. Record names of all tardy children.
2. Keep the principal and attendance officer informed.
3. Notification letters of absences and lateness will be sent home after the 5, 10, 15-day mark.  
Administration may schedule a conference to address the attendance concern.

### Student's Role

1. Help your child(ren) develop the habit of being punctual by having backpacks, clothes and lunch ready the night before.
2. Know expected time of arrival at school.
3. Develop personal habits that would help ensure punctuality.

## **Behavioral Expectations**

### **General School Rules**

#### **Leaving the school building**

No student may leave the school premises during the school day without the permission of an administrator. Any student who leaves without permission will be subject to suspension.

### **Conduct/Discipline Policy**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is influenced by the behavior of pupils. The best discipline is self-imposed and pupils should learn to assume responsibility for their own behavior and the consequences of their misbehavior. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules (Board of Education Policy #5600).

## **Disabled**

Educationally disabled pupils are subject to the same disciplinary procedures as non-disabled pupils and may be disciplined in accordance with their Individual Educational Plan.

## **General Behavior**

We believe all students can behave appropriately in school. This positive behavior must carry through on buses, the playground and throughout the building. We will not tolerate any student who interferes with the teaching and learning process.

Students will:

- enter and leave the building in an orderly manner.
- be prepared for class by having homework, textbook and supplies.
- follow directions in and out of class, in assemblies, in the cafeteria.
- raise their hands for permission to leave their seat, speak, leave the room and ask a question.
- move through the halls in an orderly and quiet manner.
- show respect for all adults and fellow students without exception.
- refrain from fighting, pushing, pinching, kicking, teasing and throwing objects.
- use proper language at all times.
- not be permitted to bring in sporting equipment, toys, games, electronic devices or trading cards to school.
- keep all cell phones shut off in their bookbags. Students may not use cell phones during the school day or on the bus. Urgent matters should be reported to the adult in charge.
- be held accountable for the care and condition of their textbooks, workbooks and materials from the Media Center. In the event a book is lost or badly damaged, fines will be assessed in accordance with an established district-wide book fine schedule.

## **District Policies**

### **Civility**

The Hillside Public School District believes that a positive learning environment must be maintained in all of its schools. The education of the students, who are enrolled in the Hillside Public Schools, cannot operate properly with disruptive or difficult transactions during the school day.

Therefore, all parties conducting business or education in the schools are asked to conduct themselves with civility and professionalism toward a mutual understanding. The parties will include parents, community members, staff members, and students.

Civility will be defined as courtesy, respect and productive interaction. Any unmannerly action will be regarded as negatively impacting on the students' learning. The district will take action to ensure the continuation of a safe and productive learning environment. All parties are expected to follow the Board of Education policies, school regulations and the legal restrictions.



The Hillside School District will assure the students that they will not have their school day disrupted by:

- loud, abusive or foul language
- verbal or physical threats
- uncontrollable behavior

In the event, there is uncivil interaction between parties; the school administration will discontinue the scheduled meetings or conferences. If the termination of the communication results in disorderly behavior (or becomes detrimental to the students in the school), the school administration will call the appropriate officials, including the Hillside Police Department. All incidents will be reported to the Office of the Superintendent of Schools.

To provide students with continuous instruction, the district requests that meetings or conferences be scheduled at a time that is mutually convenient.

### **Respect for self**

Belief in oneself and one's own potential for successful participation in our society contributes to self-respect. Building a sense of personal power and responsibility provides an important foundation for the development of self-esteem. This foundation permits a person to feel capable and confident. Having personal power means that people have control over themselves and are aware that their own actions contribute to what happens in their lives.

### **Consequences of Disruptive Behavior**

While the Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Disruptive behavior includes but is not limited to:

1. continued and willful disobedience.
2. open defiance of the authority of a teacher or person having authority over a pupil.
3. actions that constitute a danger to the physical well-being of other pupils;
4. assault, as defined by NJSA2C:12-1. upon a board member or any employee of the Board of Education-BOE Policy 5612.
5. physical assault on another student.
6. assault with a weapon.
7. taking or attempting to take, personal property or money from another pupil whether by force or fear.
8. willful causing or attempting to cause substantial damage to school property.
9. leaving school property without permission.
10. use of profanity or abusive language.
11. calling in a false alarm or pulling a fire alarm.
12. tampering with or damaging property of other pupils or staff members.
13. sexual harassment, inappropriate touching.
14. use or possession of unsafe or illegal articles.
15. harassment, intimidation and bullying.
16. arson-BOE Policy 2415.06 and 5615.

Pupils who engage in disruptive behavior may be suspended or expelled.

All school personnel will work with parents to help each child meet the expected behavioral standards explained in this handbook. However, in the case of an individual student who does not comply with the expectations outlined herein, appropriate disciplinary actions will be taken. These may include:

1. Loss of privileges.
2. Exclusion from special activities (i.e. trips, assemblies, seasonal parties, etc.)
3. Detention – Children may be detained after school. If this action is taken, parents will be informed the day before the detention is served. It will be the parents’ responsibility to pick the child up at school or provide written permission for the child to walk home after detention is served.
4. An individual can receive lunch detention, whereby a child can eat lunch in a supervised room.
5. Suspension – A child may be suspended in compliance with the established Board of Education Policy 5600 governing student discipline as follows.

**Out-of-school Suspension** – the local police will be involved, where appropriate.

- a. Actions that constitute a danger to the physical well-being of pupils or staff (i.e.-matches, firecrackers, throwing objects, etc.)
  1. 1<sup>st</sup> offense- up to 1-3 days
  2. 2<sup>nd</sup> offense- up to 5 days
  3. 3<sup>rd</sup> offense- up to 10 days
- b. Arson-crime of intentionally starting a fire or causing an explosion in or on school grounds-BOE Policy 2415.06 and 5615.
  1. 1st offense-Parent notification.
  2. 1st offense-Possible expulsion.
  3. 1st offense-Police complaint.
- c. Malicious damage to school property or school personnel’s property
  1. 1<sup>st</sup> offense- up to 5 days
  2. 2<sup>nd</sup> offense- up to 10 days
  3. 3<sup>rd</sup> or more- 10 days-possible expulsionNOTE: Police intervention
- d. Possession of a weapon
  1. 1<sup>st</sup> offense- 10 days- possible expulsion

**NOTE: To ensure that the Hillside Public Schools will continue its goals for a safe learning environment for all students, the district has adopted “Zero Tolerance” for any weapon.**

- e. Assault with a weapon-crime of violence against a person with a weapon-BOE Policy 5613 and 8467.
  1. 1st offense-Parent notification.
  2. 1st offense-Police notification.
  3. 1st offense-45 day interim placement out of district.
  4. 1st offense-Counseling.

- f. False alarms/Bomb Threats-crime of initiation or accomplice to the execution of bomb threats on school grounds-BOE Policy 8420.
  - 1. 1<sup>st</sup> offense- 10 days  
Reported to police and referral for Intervention and Referral Services (I&RS). Possible expulsion from the Hillside Public Schools.
  - 2. 1<sup>st</sup> offense-Parent notification, long term suspension, police complaint and meeting with counselor.
  - 3. 2<sup>nd</sup> offense-Parent notification, police complaint and 45 day interim placement out of district.
- g. Stealing/Extortion-taking or attempting to take property or money from another individual by force or intimidation-BOE Policy 5615.
  - 1. 1<sup>st</sup> offense- 3 day suspension, parent notification, counseling/intervention, conference with a juvenile officer and police notification.
  - 2. 2<sup>nd</sup> offense- 5 day suspension, parent notification, counseling/intervention, conference with a juvenile officer, detention, police notification and short term suspension.
  - 3. 3<sup>rd</sup> or more – 10 day suspension-possible expulsion, parent notification, counseling/intervention, long term suspension, police complaint and 45 day interim placement out of district.
- h. *Fighting/physical confrontation-initiating or responding to physical confrontation-*  
*BOE Policy 5600 and 5560.*
  - 1. 1<sup>st</sup> offense- 1-3 day suspension, parent notification, counseling/intervention and detention or short term suspension.
  - 2. 2<sup>nd</sup> offense-3- 5 day suspension, parent notification, counseling/intervention and short term suspension.
  - 3. 3<sup>rd</sup> offense-10 day suspension, referral to the Intervention and Referral Services, parent notification, counseling/intervention and long term suspension.
- i. Insubordination, Disrespect and Use of Obscenities-bold resistance, disrespect and disregard for authority-BOE Policy 5610 and 5560.
  - 1. 1<sup>st</sup> offense-parent notification, counseling/intervention and detention.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and short term suspension.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and long term suspension.
- j. Disorderly Conduct/Disruption of School-any act or behavior that disrupts the orderly conduct of the school function, learning environment, poses a threat to health, safety and/or welfare of students, staff or others-BOE Policy 5520 and 5560.
  - 1. 1<sup>st</sup> offense-parent notification, counseling/intervention and detention.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and short term suspension.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and long term suspension.
- k. Bus Conduct-causing any disruption while traveling on school transportation which is against the school and student transportation guidelines-BOE Policy 8631. (See School Bus Rules and Safety guidelines listed on the district's website).
  - 1. 1<sup>st</sup> offense-parent notification and warning.
  - 2. 2<sup>nd</sup> offense-parent notification, assigned seat and short term removal from bus.
  - 3. 3<sup>rd</sup> offense-parent notification and indefinite removal from the bus.

- l. Cheating-lying, deceiving, fraud, trickery, imposture or imposition to create an unfair advantage in one's own interest and often at the expense of others-BOE Policy 5701.
  1. 1<sup>st</sup> offense-parent notification, detention or short-term suspension, counseling/intervention and loss of academic credit.
  2. 2<sup>nd</sup> offense-parent notification, detention or short-term suspension, counseling/intervention and loss of academic credit.
  3. 3<sup>rd</sup> offense-parent notification, long term suspension, counseling/intervention and loss of academic credit.
- m. Cyber-Bullying-harassment by computer on school grounds or any off-campus activity that has adverse effect on the safety and well-being of a student while on school grounds. Consequences may be adjusted based on nature of message-BOE Policy 5512.02.
  1. 1<sup>st</sup> offense-parent notification, counseling/intervention, detention, possible suspension and HIB investigation.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, detention, short term suspension and HIB investigation.
  3. 3<sup>rd</sup> offense-parent notification, long term suspension, counseling/intervention, police complaint, possible prosecution and HIB investigation.
- n. Electronic Devices-open display or use of any electronic device not sanctioned by the school district-BOE Policy 5516.
  1. 1<sup>st</sup> offense-parent notification and silenced, confiscated until end of day.
  2. 2<sup>nd</sup> offense-parent notification, confiscate for parent pick up and detention.
  3. 3<sup>rd</sup> offense-parent notification, silenced and confiscated for parent pick up and detention.
- o. False Allegations-claim made from deliberate falsehood against another. The age and developmental maturity of the student should be considered-BOE Policy 5701.
  1. 1<sup>st</sup> offense-parent notification, counseling/intervention and conference with Juvenile Officer.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, detention and conference with Juvenile Officer.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, short term suspension and conference with Juvenile Officer.
- p. Weapons and Dangerous Instruments-criminal possession or transmitting of any kind of weapon on school grounds-BOE Policy 8467.
  1. 1<sup>st</sup> offense-parent notification, short term suspension, counseling/intervention and police notification.
  2. 2<sup>nd</sup> offense-parent notification, police notification, counseling/intervention and possible expulsion.

- q. Wrongful entry-any person presents in a school building on a school day during the hour school is in session, other than those persons whose presence is required by their enrollment in the school or employment by the Board and includes, but need not be limited to, parents or legal guardians, family members, district residents, guests, educational researchers and members of the Board-BOE Policy 9150.
  - 1. 1<sup>st</sup> offense-removal from premises, written warning and parent notification.
  - 2. 2<sup>nd</sup> offense-removal from premises, police complaint and persona non grata.
- r. Vandalism-deliberately damaging or defacing of school property or any individual's property-BOE Policy 5560 and 7610.
  - 1. 1<sup>st</sup> offense-parent notification, detention, counseling/intervention and short-term suspension.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and short-term suspension.
  - 3. 3<sup>rd</sup> offense-parent notification and long-term suspension.
- s. Truancy-being present on school grounds without signing in or being away from school or class without authorization-BOE Policy 5200.
  - 1. 1<sup>st</sup> offense-parent notification.
  - 2. 2<sup>nd</sup> offense-conference with Principal and Counselor and parent notification.
  - 3. 3<sup>rd</sup> offense-parent notification, conference with Principal and Counselor and referral to truant officer.
- t. Terrorist Threats-criminal threat to commit one of the following offenses, homicide, assault, sexual assault, robbery, kidnapping or arson with the purpose of placing others in imminent fear-BOE Policy 2415.06.
  - 1. 1<sup>st</sup> offense-parent notification, counseling/intervention, short term suspension, police complaint and possible prosecution.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, police notification and possible expulsion.
- u. Substance Abuse-criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation-BOE Policy 5530.
  - 1. 1<sup>st</sup> offense-parent notification, short term suspension, testing, counseling/intervention and police notification.
  - 2. 2<sup>nd</sup> offense-parent notification, short term suspension, testing, counseling/intervention and police notification.
  - 3. 3<sup>rd</sup> offense-parent notification, long term suspension, testing, counseling/intervention and police notification.
- v. Snowball Fighting-throwing of snowballs anywhere on school grounds-BOE Policy 5560.
  - 1. 1<sup>st</sup> offense-parent notification, lunch detention and counseling/intervention.
  - 2. 2<sup>nd</sup> offense-parent notification, short term suspension and counseling/intervention.
  - 3. 3<sup>rd</sup> offense-parent notification, long term suspension and counseling/intervention.

- w. Selling/Distributing of Alcohol or other Drugs-criminal possession, consumption or distribution of drugs or alcohol in any form anywhere on school grounds, while attending school sponsored activities or while traveling on school transportation-BOE Policy 5530 and 7435.
  - 1. 1<sup>st</sup> offense-parent notification, counseling/intervention, short term suspension and police notification.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, short term suspension and police complaint.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, long term suspension and police complaint.
- x. Sexual Harassment-any unwelcome sexual advances or suggestions, request for sexual favors and verbal or physical contacts of a sexual nature-BOE Policy 5751.
  - 1. 1<sup>st</sup> offense-parent notification, verbal warning, counseling/intervention and short-term ISS.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, detention and short-term suspension.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and long-term suspension.
- y. Smoking/Possession of Tobacco Products-criminal possession or use of tobacco products, electronic cigarettes or vaporizers on school grounds-BOE Policy 5533 and 7437.
  - 1. 1<sup>st</sup> offense-parent notification, short term suspension and counseling/intervention.
  - 2. 2<sup>nd</sup> offense-parent notification, short term suspension and counseling/intervention.
  - 3. 3<sup>rd</sup> offense-parent notification, long term suspension and counseling/intervention.
- z. Profanity/Inappropriate Language-use of obscene language, gesturing, profanity, suggestive comments, either written or verbal-BOE Policy 5610.
  - 1. 1<sup>st</sup> offense-parent notification, verbal warning, counseling/intervention and lunch detention.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and lunch detention.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, lunch detention and short-term suspension.
- aa. Plagiarism-representation of the words or ideas of another as one's own without their permission or knowledge-BOE Policy 5701.
  - 1. 1<sup>st</sup> offense-parent notification, counseling/intervention, detention and loss of academic credit.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, detention or short-term suspension and loss of academic credit.
  - 3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, long term suspension and loss of academic credit.
- bb. Inappropriate Dress-wearing clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others; materially interfere with school work, create disorder or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement-BOE Policy 5511.
  - 1. 1<sup>st</sup> offense-parent notification and written warning.
  - 2. 2<sup>nd</sup> offense-parent notification, counseling and parent conference.

3. 3<sup>rd</sup> offense-parent notification, counseling, detention and parent conference.
- cc. High Tech Tampering-willful and deliberate access and tampering with district databases including any violations to the Acceptable Use Policy-BOE Policy 7523.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention and supervised computer usage.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, supervised computer usage and short-term suspension.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, supervised computer usage, long term suspension, police notification and possible prosecution.
- dd. Gang/Group Fighting-a group of loosely organized individuals controlling a territory or turf with the readiness to use violence against others-BOE Policy 5615.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention and detention or short-term suspension.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and long-term suspension.
- ee. Forgery-alterations made on any type of school material, e.g. passes, notes grades, etc.-BOE Policy 5701.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention and lunch detention.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and lunch detention.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and short-term suspension.
- ff. Gambling-wagering of money or something of material value with the primary intent of winning additional money or material goods-BOE Policy 5600 and 5560.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention and lunch detention.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and short-term suspension.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and long-term suspension.
- gg. Food Fighting-inappropriate handling of food anywhere on school grounds-BOE Policy 5513.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention and detention.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention and short-term suspension.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention and long-term suspension.
- hh. Fire Alarms-tampering of district fire alarms-BOE Policy 5600 and 5560.
1. 1<sup>st</sup> offense-parent notification, counseling/intervention, short term suspension and police complaint.
  2. 2<sup>nd</sup> offense-parent notification, counseling/intervention, long term suspension and police complaint.
  3. 3<sup>rd</sup> offense-parent notification, counseling/intervention, police complaint and 45-day interim placement out of district.
- ii. Fireworks/Chemicals-criminal possession or activation of explosives or chemicals on school grounds-BOE Policy 5560.
1. 1<sup>st</sup> offense-parent notification, short term suspension, police complaint and possible prosecution.

2. 2<sup>nd</sup> offense-parent notification, long term suspension, police complaint, 45-day interim placement out of district and possible prosecution.

#### Legal References

<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A: 11-1	General mandatory powers and Duties
<u>N.J.S.A.</u> 18A: 25-2	Authority over pupils
<u>N.J.S.A.</u> 18A: 37	Discipline of pupils
<u>N.J.S.A.</u> 18A: 40A	Substance Abuse
<u>N.J.S.A.</u> 6:8-4.3(a) 3vi, 3vii	Evaluation of elements and standards (curriculum and Instruction)
<u>N.J.S.A.</u> 6:28-2.8	Disciplinary action
<u>N.J.S.A.</u> 6:29-6	Substance abuse
See particularly:	
<u>N.J.A.C.</u> 6:29-6.3©	

Adopted: October 2017

SCHOOL DISTRICT OF HILLSIDE  
TOWNSHIP, County of Union  
New Jersey

#### Procedures

The administration shall establish, and the board shall approve, specific procedures regarding suspension cases. Regulations ensuring due process to all pupils before a suspension is imposed shall include at least:

- Informing the pupil of the charges against him/her.
- Giving the pupil a chance to respond to the charges.
- Calling for a conference with parents/guardians.

#### **Out-of- school suspension**

Pupils under suspension are prohibited from participating in or attending any school regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the principal. Any pupil under suspension who enters the school buildings or grounds without the permission of the principal may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration.



## **Expulsion**

The board will consider expulsion only if:

1. the chief school administrator with his/her staff have exhausted all means of bringing about a correction of repeated misconduct or
2. the nature of a single act presents a clear possibility of danger to others so that immediate definitive action is indicated.

The parent/guardian of the pupil shall be interviewed, if possible, and advised: of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing that will afford him/her procedural due process, and of the right of the parent/guardian to appeal to the chief school administrator.

Before expulsion proceedings are started, the pupil must have a full evaluation by the district's child study team, observing all due process required by **N.J.A.C.** 6:28.

Should the evaluation reveal that there is no handicapping condition causing the misbehavior, the pupil shall remain out of school until either:

1. an appeal made to the chief school administrator is decided in the pupil's favor or
2. the appeal, if made, has been denied and the board has yet to hear the chief school administrator's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

Legal References:

<u>N.J.S.A.</u> 2C: 12-1	Definition of assault
<u>N.J.S.A.</u> 2C: 33-19	Remotely activated paging device
<u>N.J.S.A.</u> 18A: 11-1	General mandatory powers and duties
<u>N.J.S.A.</u> 18A: 37	Discipline of pupils
<u>N.J.S.A.</u> 18A: 40A	Substance abuse

See particularly:

<u>N.J.S.A.</u> 18A: 40A-9,-10,-11,-12	
<u>N.J.S.A.</u> 6:8-1.1	Words and phrases defined
<u>N.J.S.A.</u> 6:8-4.3(a)3v1	Evaluation of elements and standards (curriculum and instruction)
<u>N.J.S.A.</u> 6:28-2.8	Disciplinary action
<u>N.J.S.A.</u> 6:29	Substance abuse

See particularly

N.J.S.A. 6:29-6.3(c)2,6.4(b)

## **Violence and Vandalism Policy**

In an effort to prevent vandalism, the importance of respect for property and a sense of pride in the schools will be stressed.

If vandalism occurs, the local police department will be notified to obtain assistance relative to the investigation of the incident in an effort to identify the vandals.

If a student has committed willful and malicious damage to Board of Education property, including graffiti, the student or parent/guardian will be held liable for the damage and the district will seek appropriate restitution.

Sanctions will be based on the severity of the offense. Disciplinary action may include suspension and/or expulsion in accordance with Policy #5600 (Suspension and Expulsion/Conduct/Discipline). The student may be prosecuted in accordance with the law.

Physical violence against another pupil or staff member will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline.

## **Harassment, Intimidation and Bullying Policy 5512.01**

The Hillside Board Of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards.

“Harassment, intimidation or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated 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
2. By any other distinguishing characteristics; and
3. A reasonable person should know, under the circumstances, that the acts will have the effect of harming a pupil or damaging the pupil’s property or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property.
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying, Harassment and Intimidation/Hazing-any gesture or written, verbal or physical act perceived as motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap or by any other distinguishing characteristic that takes place on school grounds, at any school sponsored function or while traveling on school transportation-BOE Policy 5512.

1. 1<sup>st</sup> offense-investigation as applicable, parent notification, counseling/intervention, detention and possible suspension.
2. 2<sup>nd</sup> offense-parent notification, counseling/intervention possible and suspension.
3. 3<sup>rd</sup> offense-parent notification, short term suspension, counseling/intervention, possible school transfer and police complaint.

## **HIB LAW**

To determine if an incident is HIB is must meet Part 1. The critical determining factor in Part 1 is that the incident substantially disrupts school operation. **THEN** it must meet any one of the three items in Part 2.

### **Part1**

Any gesture, any written, verbal or physical act, or any electronic communication, single or series of incidents motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, gender identification and expression, or a mental, physical or sensory disability or any other distinguishing characteristics on school property or out of school if it substantially disrupts school operation.

### **Part 2**

- a. Reasonable person should know incident will physically or emotional harm students or damage property, place students in reasonable fear or harm or damage of property.
- b. Has effect of insulting or demeaning any student or group of students
- c. Creates a hostile educational environment that interferes with student's education or causes physical or emotional harm to a student.

District Coordinator: Pat Zuber- [Pzuber@hillsidek12.org](mailto:Pzuber@hillsidek12.org) 908-352-7664 x 6405

School Specialist: Jeanie Ruban- [jruban@hillsidek12.org](mailto:jruban@hillsidek12.org) 908-352-7664 x 2400

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, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1

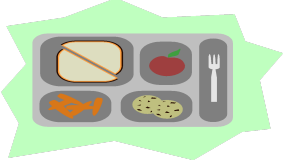
### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved
2. Degree of harm
3. Surrounding circumstances
4. Nature of severity of the behavior(s)
5. Incidences of past or continuing patterns of behavior
6. Relationships between parties involved
7. Context in which the alleged incidents occurred

For access to the complete Hillside HIB Policy, please go to [www.hillsidek12.org](http://www.hillsidek12.org), click on “District Harassment, Intimidation and Bullying (HIB) Information”, then click “Hillside HIB Policy.”

Deanna Taylor Academy has an anonymous box to report HIB incidents. It is located in the office to the left of the main entrance.

If you would like to receive a printout of the Hillside HIB Policy, please contact your school’s principal. Also contact the Board Office if rules of pupil conduct are required in language other than English.



## **CAFETERIA SERVICES**

### **Breakfast/Lunch Program**

**Food Service:** Machio’s

The school cafeteria serves breakfast and lunch on a daily basis. In September, each child brings home an application for free or reduced lunch eligibility. The applications are to be completed by the parent/guardian for each student, whether or not you wish to apply for the program. A free small breakfast is provided to all students who are interested. Prices for lunch are \$2.90 regular, \$.40 reduced, \$.55 milk only. All children will be required to remain in school for lunch. Any child who owes money will be given a peanut butter or cheese sandwich until all monies are paid. Parents may pre-pay lunches for the week or by the month by going to the cafeteria and establishing a credit system with Machio’s Food Service. Payments and questions about outstanding fines should be directed to cafeteria staff. School secretaries do not have access to cafeteria records.

### **Cafeteria rules**

Teachers will walk the class to their assigned tables in the cafeteria. Lunch aides and teachers are there to help the students if needed. Children need to adhere to the following rules while in the cafeteria.

- Stay in your seats while you eat your lunch.
- Raise your hand before getting out of your seat.
- Use inside voices.
- Clean up your area before lining up.
- Remember to enter and exit the cafeteria in a quiet fashion.

### **Money**

Lunches can be prepaid weekly or monthly. It works similar to a debit system. If you are interested in setting up a prepaid system you would get a visitors’ pass to the cafeteria and speak to the manager.

Any money brought to the school by students should be placed in a sealed envelope labeled with the child’s name, purpose for the money and the teacher’s name. The school is not responsible for any lost money.

**\*When Lunch money fines are owed, access to Parent Portal is automatically blocked. Any student owing over \$5.00 will not be allowed to receive a lunch on credit until the fine is paid.**

# Emergency Drills



## **Fire Drills**

Fire drills are held for the purpose of practicing orderly exits in the case of any emergency. Students must follow the directions of the teachers in charge and remain quiet at all times during drills. A bell will indicate an “all clear” signal, at which time students will return to class. The fire laws of the State mandate that all occupants must leave the building during these drills. Classroom teachers will give complete drill and emergency instructions. One fire drill a month is mandated by the state of New Jersey.

*A STUDENT WHO PULLS A “FALSE” ALARM IS SUBJECT TO ARREST AND/OR SUSPENSION.*

## **Lockdowns**

A “lock down” is a safety precaution we take in the event of an intruder in the building or an outside threat. The faculty and staff have been instructed in the proper procedures indicated in the emergency management plan developed by the district. One “lock down” drill a month is mandated by the state of New Jersey.

## **Evacuation Drill**

A minimum of two evacuation drills will be conducted during the school year. During an evacuation drill students are required by state law to be 1000 ft from the building.

## **FIRE DRILL Procedures**

Procedures for fire drills are:

1. Post the evacuation instruction sheet near the door in clear view.
2. Discuss drill rules with your class, especially the need for listening to directions.
3. When the fire alarm sounds, all students rise and move as rapidly as possible, **without crowding or running**, into the hall and out the exit nearest their room according to instructions given. Someone should be responsible for closing windows and turning off lights. Teachers will direct their students and see that all students are out of the room BEFORE they leave the area. The last person out of the room should close the door. **DO NOT STOP FOR COATS**. It is imperative to move students as quickly as possible, since the building must be evacuated in a timely manner. When outside the building students should stay on designated walk areas, if possible.
4. **Bring your attendance/grade record book**, and check attendance when safely outside the building. Maintain silence outside the building and throughout the fire drill. Remain with your class.
5. IMMEDIATELY report any student missing or any staff member assigned to you that are missing to the principal or designee.
6. If an exit is blocked, tell students to move to the nearest clear exit.
7. Instruct students that in case they are out of the classroom when the fire alarm sounds, they are to join the nearest group of students and report to the teacher in charge of the group.
8. The last teacher exiting the building should close the outside doors. Students are not to stand by the doors to keep the doors open.
9. Keep students in the assembly area until further instructions are received. No one should reenter building or return to classrooms for any reason until the official all clear signal is given.
10. A signal ending the drill will notify teachers to bring their students back into the classroom and once inside, teacher should check attendance.
11. Submit an Incident Report on a student who violates the fire drill regulations.

## MEDICAL INFORMATION

### **Immunization Policy and Medications**

The State and the Board of Education requires that every child who enters school produce a certificate of immunization for the following:

- Diphtheria, Pertussis, and Tetanus Vaccine – 3 in a series. Booster must be given not less than 6 months from the last dose.
- Polio Vaccine – A series of 3 doses must be given but not before 6 months has elapsed since last dose.
- Measles Vaccine
- Rubella and Mumps Vaccine
- Varicella Vaccine
- HIB and PCV Vaccines
- Hepatitis B Vaccine- A series of three doses is needed for entry into school for all students.
- Hepatitis A Vaccine- A series of 2 doses is recommended, but not required.
- TB screening (PPD or Mantoux)- Required for students born in another country or recently entering in from another country, not listed on the state's low incidence list.

### **Medical Administration**

It is a Board of Education Policy that any student who must take medicine in school, must complete a ***Request for Medication to Be Administered in School Form***. This form needs to be filled out each year by both the physician and the parent. The medication must be in the original container and labeled with the student's name as well as their grade and teacher name on it. It must be given by the school nurse and kept in her office. The school nurse will dispense the medication to the student. **Policy #5330**

### **Illnesses and Injuries**

The school nurse:

- administers first aid for injuries and illnesses that occur in school, contacting parents when needed.
- acts as a consultant to teachers regarding the medical needs of the children.
- does screening examinations in the appropriate grades for the hearing, scoliosis and immunizations.

- schedules the optometrist for vision screening and dentist for dental screening. Parents are notified of any problems and referred to their family practitioner.
- **cannot** administer medication without a doctor's note and school request form in accordance with **Policy # 5330**

Up to date, medical records which include immunizations, the screening test results, childhood diseases, chronic illnesses and operations and injuries are kept on each child. If a child's immunizations are not up to date the child will be excluded from school until all medical records are up to date.

**\*As per district doctor's orders: All children who are sent home with a fever (greater than 100), vomiting, or diarrhea must show no signs of illness for a minimum of 24 hrs. in order to return to school.**

### **Physicals**

A mandatory physical is to be completed on all students new to the district. It must be returned within 30 days of entry.

### **Physical Education Excusals**

When health reasons deem it necessary to restrict a child from Physical Education or recess, a medical form stating the reason and length of time the student is to be excused must be sent in to the school. The note must be from a student's private physician and given to the nurse to process.

### **Screening Examinations**

During school year, health services, supervised and performed by a school physician, dentist, optometrist and school nurse, are provided on a regular basis. These examinations ensure then become part of the student's health record. Routines school screenings should never take the place of a complete examination done by the family physician.

Screening examinations for every child are scheduled as follows:

1. Heights and weights
2. Blood Pressure screenings
3. Vision screenings provided by the school eye doctor.
4. Dental screenings are provided by the school dentist.
5. Audiometric (hearing) screening will be for every child.
6. State law requires that all students, age 10-18 be examined yearly for scoliosis.

If the school health provider(s) determines that a more thorough examination is required, a referral form will be sent home with the student. The form should be completed by the student's private provider of care and returned to the school nurse as soon as possible.

If the student's parents/guardians prefer to have all screening examination done by the student's private provider, please obtain the necessary forms including a physical examination form available through the nurse's office. **Forms must be returned before October 1<sup>st</sup> of each year.** If the forms are not returned, the screening will be completed by the school nurse or the school's medical providers as stated above.



# **Time Schedule**

## **2020/21 Time Schedule**

8:20 AM- Students allowed in the building

8:35 AM School begins

8:40 AM- **Students are late and must be signed in at the office**

8:50 AM- Classes begin

2:55 PM students are dismissed

## **EARLY DISMISSAL SCHEDULE:**

Grades 2-6 8:35 AM-12:45 PM

Dates of early dismissal are listed in the district calendar.

## **Dismissal**

Please pick up your child promptly at dismissal. If you are in need of child care, please contact The Stepping Stones.

## **Early Dismissal**

A student will not be permitted to leave the school building unless the parent/guardian signs the early dismissal form/principal's book (located in the office) at the time the student is dismissed. Only the parent or guardian will be allowed to pick up a child early unless a signed note by the parent/guardian is sent in prior to dismissal. Students will be expected to make up all assignments due to an early dismissal. **Students must be picked-up by a parent/guardian. Board of Education Policy #5230**

## **Delayed Openings**

On days in which the weather is not severe enough to close schools, the Superintendent may elect to designate a two-hour delayed opening. Please refer to the Delayed Opening Schedule below. There is NO Breakfast or early Morning Supervision on delayed opening days. Doors will not be open until 10:30 AM

Grade 2-6      Students are to arrive at 10:35 AM

## **Late Pick-Up**

As per Board of Education Policy, when children who are late being picked up, we will make a referral to the Hillside Police Department and to the **Division of Child Protection and Permanency (DCPP)**, as required by Board of Education Policy. In addition, you will be assessed a fine of \$100.



## **Birthdays/Class celebrations**

A child's birthday can be celebrated in school with cupcakes and ice cream cups **only**. No "goodie" bags, balloons, cake or bottles of soda/juice or cameras will be allowed. The teacher will distribute the cupcakes after lunch or at the end of the day. Cupcakes are to be dropped off in the office before noon, and the teacher will pick them up.

### **Class Party Food Information**

Due to new UJSDA regulations, none of the items listed below are to be given out for classroom celebrations

(a) Foods of minimal nutritional value--Foods of minimal nutritional value are:

(1) Soda Water--A class of beverages made by absorbing carbon dioxide in potable water. The amount of carbon dioxide used is not less than that which will be absorbed by the beverage at a pressure of one atmosphere and at a temperature of 60 deg. F. It either contains no alcohol or only such alcohol, not in excess of 0.5 percent by weight of the finished beverage, as is contributed by the flavoring ingredient used. No product shall be excluded from this definition because it contains artificial sweeteners or discrete nutrients added to the food such as vitamins, minerals and protein.

(2) Water Ices--As defined by 21 CFR 135.160 Food and Drug Administration Regulations except that water ices which contain fruit or fruit juices are not included in this definition.

(3) Chewing Gum--Flavored products from natural or synthetic gums and other ingredients which form an insoluble mass for chewing.

(4) Certain Candies--Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:

(i) Hard Candy--A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.

(ii) Jellies and Gums--A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.

(iii) Marshmallow Candies--An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.

(iv) Fondant--A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.

(v) Licorice--A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.

(vi) Spun Candy--A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.

(vii) Candy Coated Popcorn--Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.



## School Closings/Emergency notices

Inclement weather may force the closing of the Hillside Public Schools. In the event that schools have to close early or for the entire day, The *Global Connect* system will make automated calls to the telephones number listed in our system. All numbers must be updated and current.



## Cell Phone Policy

Pupils are not permitted to use cellular telephones while school is in session. They are to be **TURNED OFF** and remain in the student's book bag during school hours. The school is not responsible for stolen or lost cell phones.

Cellular phones that are taken out of a child's bookbag and/or turned on in violation of this policy may be confiscated by the building principal, and the pupil will be subjected to appropriate disciplinary action. **Cell phones that are taken away will not be returned until a parent/guardian comes in to pick it up. Policy #5516.**

## Computer Network and Resource Policy

Please refer to the attached **policy #2361** for standards for using computer Network

## Lost and Found

Check our *Lost and Found* periodically throughout the year, unclaimed clothing will be donated to Good Will.

## Transfers

For the safety and welfare of students being transferred out of the Hillside Public School, parents must come into the office and supply the secretary with the necessary information in order to be issued a transfer card.

Request for transfers will take 24 hrs. to process

## After School Care

Aftercare for Deanna Taylor Academy is provided by the Stepping Stones. For information on this program, please call 973-375-5437.



## Dismissal Time

It is imperative that you pick your child up promptly at dismissal time. If you are in need of child care, see the after school care noted above or make private arrangements. Students are promptly dismissed at 2:55 PM.

## **Extracurricular Activities**

Deanna Taylor Academy offers extra-curricular activities for the students. However, in order to participate or continue with the participation in these extra-curricular activities, students must maintain a satisfactory grade average in their academic classes. These activities are provided during the school day. Students are responsible for the work they miss in class while attending these sessions.

### **Student Groups**

Band  
Chorus  
Violins  
HEP  
Girls Rock Science  
Fantasy Football  
NEHS



## **Visitors**

We encourage parents to visit Deanna Taylor Academy. We request that parents and other visitors call the office to arrange school classroom visitations in advance of the actual visit. As per Hillside school procedures, **all visitors who enter a building are required to have a valid picture ID, sign in at the office/security guard's desk and secure a visitor's pass. This includes all parents and school volunteers.** The T- pass sticker must be worn where it is visible to school personnel during the visit. Upon completing your visit, you are to return the visitors' pass to the office, so you can be logged out.

While this process may seem inconvenient to some, all of these procedures are in place to protect our students. Adherence to these rules will ensure that all visitors and their whereabouts are known to the main offices during their visit.

## **Safety**

For the safety of all the children who attend Deanna Taylor Academy, the following procedures are to be adhered to:

- Parents may drop students off between 8:20-8:45 using the front circular driveway. Students must exit vehicles on the passenger side only. No double parking is allowed. Prior to 8:20, parents must drop students off on Leslie Street or Winans Avenue. The assigned crossing guard will cross them onto Winans Avenue to the assigned waiting area. **STUDENTS SHOULD ONLY BE CROSSED AT THE INTERSECTION OF WINANS AND LESLIE WHERE THE CROSSING GUARD IS STATIONED. DO NOT PULL INTO THE BACK-PARKING LOT.** This area is designated for faculty cars only. Parents are not to drive into the school parking lot.
- Please remind your child/ren, if walking, to cross the street at the corners or where a crossing guard is present. Do not have children cross in the middle of the street.

- Children are to enter cars on the curb side. They are not to go into the street to enter a car.
- Open back shoes are not permitted. Students who do not wear proper shoes will not be permitted to class until proper shoe attire is provided.

## **Uniforms**

As per Hillside Board of Education policy, uniforms are mandatory and must be worn daily to school. Uniforms promote pride in school and help students focus on their studies instead of fashion trends. Uniforms are also more affordable for parents than the current brand name clothing being sold. Uniforms must be worn on school field trips. (Board policy # 5511). Dress must be clean and neat. Belts are to be worn so pants are not falling down.

Girls Uniform: khaki pants, shorts or skirts and blue tops.

Boys uniform: Khaki pants or shorts and blue polo shirts.

Uniforms can be purchased at ***Kids Place*** 126 Board St. Elizabeth or any other dept. store.

In addition to the above uniform, students must also adhere to the dress code details below. School administrators reserve the right to contact parents/guardians and exclude any student who does not meet the dress code and uniform standard.

- Coats/hoodies should not be worn during the school day, including breakfast and lunch times. They should be stored in the student's locker/coat closet.
- No jewelry, watches, or bracelets are allowed, with the exception of small button earrings.
- Sneakers must be tied correctly with a bow on the outside of the shoe.
- The shirt and/or blouse must meet the pants and/or jeans, trousers, slacks, skirts.
- Excessively short shorts. Mid thigh to knee are acceptable. (Rule of thumb: bottom of shorts should reach fingertips when arms are at sides).
- Bare midriffs, halters, tank tops or any articles of clothing which display excessive nudity.
- Open-toe shoes, backless sandals, flip-flops, slippers, and bare feet are not acceptable.
- Clothing that is not clean or is excessively soiled is not acceptable.
- Any item which displays indecent writing, pictures, or slogans is not permitted.
- Any articles which could cause damage to self, other persons or property.
- Sunglasses without a prescription or medical excuse may not be worn in the school.
- No headgear (i.e., bandanas, large headbands or bows) is allowed. Hats, scarves, headbands, or any type of head covering are not to be worn in the school, with the exception of religious head coverings (and prior approval by the principal is needed). Hats worn in school will be confiscated and returned to a parent.

Students who do not comply with the uniform policy/dress code are ineligible to participate in school activities throughout the year. Students who publicly represent the school at any activity away from the school are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Students unwilling to comply with this requirement disqualify themselves from participation.

If there is a financial difficulty in purchasing uniforms, please contact the principal. All requests for assistance or grace will be kept confidential.

**Gym Days**

- a) Blue t-shirt may be worn.
- b) Blue sweatpants with an elastic waist may be worn on gym days ONLY.
- c) Sneakers must be worn.