

A Parent Guide to the  
Hillsdale Public Schools  
2018 — 2019



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**A LETTER FROM THE SUPERINTENDENT**

Dear Parents/Guardians,

Welcome to the Hillsdale Public School District! Hillsdale is a place where critical thinking, collaboration, kindness and creativity will create a culture of lifelong learning in each child. It is the mission of the Hillsdale School District to empower each learner with an exceptional education foundation to help that child reach his or her full potential.

The presence of a safe and engaging learning environment remains a paramount goal in Hillsdale. My wish is for our students to be excited about learning on a daily basis. A learning environment rich in content that allows students to interact with one another and make connections to the real-world will foster an interest and love of learning. The resources of our district and the expertise of the staff have allowed for children of all ages to interact with technology in their classroom or on a 1:1 basis. This exposure will help them to hone their digital skills while preparing them for the tasks and challenges of tomorrow.

We are preparing our students for the next level of learning and beyond. The partnerships that we have are essential to the success of our children. The commitment of the schools, parents, Board of Education and community groups all foster success and opportunity in the leaders and innovators of the future.

As the new school year opens, I look forward to meeting the students, seeing them love learning and watching as they achieve. I want each learner to feel connected to the schools in Hillsdale, to be excited about coming to school each day, to exercise kindness and compassion and to work their hardest. I look forward to celebrating their growth in learning and character throughout the school year.

Sincerely,

Robert V. Lombardy Jr., Ed.S.  
Superintendent of Schools



**OUR BOARD OF EDUCATION**

Members of the Board of Education:		Terms Expire:
PRESIDENT:	Mrs. Kathleen O'Flynn	2018
VICE PRESIDENT:	Mrs. Krista Flinn	2020
TRUSTEES:	Mrs. Shane Svorec	2018
	Mr. Salvatore Sileo	2019
	Mrs. Christina Jennings	2020

All Board meetings are open to the public except those portions permitted by law to be discussed in Executive Session. Board meetings are generally held on either the second or fourth Monday of each month. Meeting agendas are posted at the three schools, on the district website, in local newspapers, and at Borough Hall forty eight hours prior to a meeting.

**PHONE NUMBERS**

The central office of the Hillsdale Public Schools is located at 32 Ruckman Road.

**Superintendent of Schools**

Robert Lombardy..... 664-4512

**Supervisor of Curriculum, Instruction, and Assessment**

Dominique Vetrano..... 664-4512

**Supervisor of Special Services**

Annemarie Oliveri..... 664-0504

**Business Administrator**

Lirca R. Garcia..... 664-4512

**Building Administrators/Guidance**

**A.B. Smith School - Hillsdale Avenue**

Angela Iskenderian, Principal..... 664-1188

Allen Saslowsky, Guidance Counselor..... 664-1188

**Meadowbrook School - Piermont Avenue**

Christopher Bell, Principal..... 664-8088

Deanna Nelsen-DeFalco, School Counselor..... 664-8088

**George G. White School - Magnolia Avenue**

Donald Bergamini, Principal..... 664-0286

Charles Giordano, Assistant Principal..... 664-0286

Jenna Pizzo, School Counselor..... 664-0286

Jennifer Reese, School Counselor..... 664-0286

Others you may wish to call at times:

Rose Catton, Smith School Nurse..... 664-1188

Barbara Reineke, Meadowbrook School Nurse..... 664-8088

Christina Fanelli, White School Nurse..... 664-0286

Special Education, Region II..... 358-7003

Pascack Valley Regional High School Superintendent..... 358-7004

Pascack Valley High School Principal..... 358-7060

Pascack Hills High School Principal..... 358-7020

David Franz, Director, Public Library..... 358-5072

**SCHOOL HOURS**

**Morning Session**

**Afternoon Session**

**ANN BLANCHE SMITH**

Kindergarten 9:00 – 11:40 AM  
Grades 1-4 9:00 AM – 12:20 PM

12:30 - 3:10 PM  
1:05 – 3:10 PM

**MEADOWBROOK**

Pre-School AM Class 9:00 - 11:30 AM  
Pre-School PM Class  
Kindergarten – Grade 4 9:00 AM - 12:20 PM

12:40 – 3:10 PM  
1:05 - 3:10 PM

**GEORGE G. WHITE**

Grades 5 & 6 8:05 – 10:48 AM  
Grade 7 & 8 8:05 – 11:42 AM

11:32 AM – 2:44 PM  
12:26 – 2:44PM

**EARLY DISMISSALS**

Early dismissal days are scheduled on the following dates: November 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 21<sup>st</sup>; December 21<sup>st</sup> and at the end of the school year. School dismissal times are as follows:

**Ann Blanche Smith**

**Meadowbrook**

**George G. White**

Grades K-4: 1:00 PM  
Pre-School AM: 9:00 – 10:30 AM  
Pre-School PM: 11:00 AM – 12:30 PM  
Grades K-4: 1:00 PM  
Grades 5-8: 12:29 PM

**ARRIVAL AND DEPARTURE TIMES OF STUDENTS**

The following recommendations are made as safety measures for your children: Parents are requested not to send their children to school early. Children should not arrive more than (10) minutes before bell time in both the mornings and the afternoons. Children should return to their homes promptly after dismissal time.

The school laws of New Jersey require every parent, guardian, or other person having control or charge of a child or children, between the ages of six and sixteen, to send such a child or children to school. Once a parent elects to send his/her child to school, the child must attend continuously until he/she becomes sixteen years of age.



### **ABSENCE AND TARDINESS**

Please call the school attendance line if your child is going to be absent or tardy on a given day. In addition, all students who are tardy or who have been absent are required to bring a note from a parent, stating the reason for the tardiness or absence. According to the school laws of New Jersey, all absences are unexcused except those caused by illness of the pupil, quarantine, death in the immediate family or religious observances.

Every effort should be made to have your child attend school regularly. Frequent absences can be detrimental to your child's progress. We ask that you try not to schedule vacations or trips that may necessitate taking your child out of school during the regular school year. However, if it becomes necessary for you to do so, it will be the responsibility of the parent and child to see that all missed class work is made up.

You are requested not to ask to have your child excused early except in the case of an emergency. Such a request should be written, giving the reason for it. Parents are urged to plan eye, dental and other medical examinations after school hours or during school recess whenever possible.

As a safety precaution, children excused from school must be called for at the school office by a parent or guardian.

### **EMERGENCY SCHOOL DISMISSAL PROCEDURE**

All parents are asked to complete the Emergency Information form and to update their information utilizing the [Parent Portal](#). If the information becomes outdated during the school year, we ask that you update your information in the Parent Portal as soon as possible.

From time to time it may become necessary to disperse the school population for reasons of natural disasters, Civil Defense emergencies, or the more common emergencies, such as power or heat failure. Parents will be notified through the Realtime Emergency Outreach System.





### **SCHOOL CLOSING - INCLEMENT WEATHER**

The Hillsdale School closings are coordinated with St. John's Academy and the Pascack Valley Special Education Region II Schools.

School closings are considered only when weather conditions are extremely hazardous. You should use your own judgment based on the age of your child, neighborhood conditions, and other pertinent factors to determine whether your child may safely leave for school in adverse weather.

Our Emergency Outreach System will be used by the schools to notify parents of snow closings, grade level emergency notices, and other important school information. Parents have the option to be notified via home or cell phone, email, or text message. In addition, parents can check the district website ([www.hillsdaleschools.com](http://www.hillsdaleschools.com)) for information regarding school closings.

### **DELAYED SCHOOL OPENING**

A delayed school opening will be initiated by the school district when weather and road conditions make such a school opening possible. This procedure will only be used when it is clear that road conditions will significantly improve for travel, one and one-half hours later than the normal school opening.

The starting times for students on delayed opening days are:

**A.B. Smith  
and  
Meadowbrook Schools  
10:30 AM**

**Meadowbrook  
AM Preschool – 10:30 AM– 12:30 PM**

**PM Preschool – 1:10 – 3:10 PM**

**George G. White School  
9:45 AM**

*\*Bus pick-up times will also be delayed 90 minutes\**



### PARENT TEACHER AND FAMILY FACULTY ASSOCIATIONS

Our Parent Teacher and Family Faculty Associations play an important role in the education of our children. They serve as a direct link between our parent population, teaching staff and administration.

Through funds raised by our PTA and FFAs we provide programs which include special science, historical and cultural performances. There have been equipment purchases such as video cameras, computers, and Interactive Boards. Educational goals have been enhanced through contributions to scholarships at both high schools. Many parents supply our Media Centers and classrooms with volunteer personnel.

Your participation and input are important to us. We hope you will join us in our worthwhile efforts. Please feel free to contact any of the listed officers for additional information.

### MEADOWBROOK SCHOOL FAMILY FACULTY ASSOCIATION OFFICERS – 2018-2019

CO-PRESIDENTS .....	Jamie Bozzo Samantha Gallucci
VICE PRESIDENT - Ways & Means.....	Kristen Kardell
VICE PRESIDENT - Programs .....	Jessica Woods
RECORDING SECRETARY .....	Kate LaFontaine
CORRESPONDING SECRETARY/WEBSITE .....	Jenny Pourakis Nicole Vanderhoof
TREASURER .....	Danielle DeVincenzo
PUBLICITY .....	Kristen Kardell
FACEBOOK.....	Sharon Guggino

Please visit us at the [Meadowbrook FFA website](#) for more information.

If you have any questions, please contact us at: [MFFApres@gmail.com](mailto:MFFApres@gmail.com) and we will have the appropriate person get back with you.

### A.B. SMITH SCHOOL PARENT TEACHER ASSOCIATION OFFICERS - 2018-2019

CO-PRESIDENTS:	Bob Cinek .....	973-220-0329
	Lydia Pranke.....	201-456-0412
TREASURER:	Angela Salamone.....	201-988-4945
RECORDING AND CORRESPONDING SECRETARY:	Andrea Napolitano.....	201-913-5551
CO-VICE PRESIDENTS - Programs:	Yvette Gucciardi .....	201-759-5774
	Christina Stein.....	201-321-8168
VICE PRESIDENT:	Fundraising Joyce Martin .....	917-691-7294
VICE PRESIDENT:	Standing Committees Jennifer Rilli.....	201-722-3688
CO-VICE PRESIDENTS - Special Events :	Rama Ginde.....	917-449-2459
	Jackie Pieszchata.....	914-522-7129

### GEORGE G. WHITE SCHOOL FAMILY FACULTY ASSOCIATION OFFICERS - 2018-2019

CO-PRESIDENTS .....	Pam Harmke Rashella Rozintsky
TREASURER .....	Patty Schmoyer
RECORDING SECRETARY .....	Grace Bosede
CORRESPONDING SECRETARY .....	Rose Ottomanelli
MEMBERSHIP/DIRECTORY .....	Victoria Wallace
VICE PRESIDENT - Fundraising.....	Jennifer Rilli
CO-VICE PRESIDENTS - Special Events.....	Jennifer Harris Patrice Zurbuch

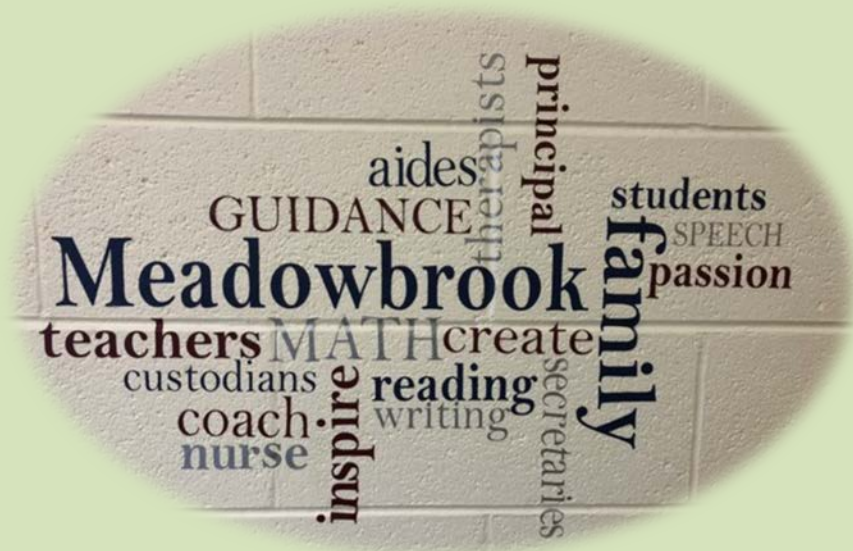
Please visit us at the [George White FFA website](#) for more information.

If you have any questions, please contact us at: [gwffacopresidents@gmail.com](mailto:gwffacopresidents@gmail.com) and we will have the appropriate person get back with you.



### ADMISSION TO KINDERGARTEN

To be admitted to kindergarten a child must be five on or before October 1 of the year he/she enters school.



### REGISTRATION OF CHILDREN

The registration process begins in February. Registration of kindergarten children is initiated on our [district website](#). Upon completion of the pre-registration process, you will be contacted by the District Registrar. The child's birth certificate must be presented at the time of registration along with available health and immunization records. In addition, two proofs of residency must be presented.

### TRANSFERS FROM OTHER SCHOOLS

Placement of pupils will be made on the basis of former grade placement. If considered advisable, after a period of observation and testing, changes may be made to adjust the child to the proper level of achievement.

### REPORT CARDS

In Hillsdale, the emphasis is on improving quality. You, as parents, have the right to know how your child is progressing in relation to objectives of the school system and in relation to his/her own ability. This is the purpose of report cards.

#### Report Card Dates

December 21, 2018

March 29, 2019

Final Day of School

#### Parent/Teacher Conferences

November 5, 6, and 7, 2018

#### DISTRICT TESTING PROGRAM

We believe a testing program is most valuable when it is used to help children learn better rather than as a means of judging them. In order that the capabilities of each child may be fully known and challenging work may be planned, a testing program is administered throughout the school year. Students in the Hillsdale Public Schools will be assessed throughout the school year to monitor progress. The results of these assessments are used to adjust schoolwork to a student's needs so that each child is able to realize his/her full scholastic potential. Students are screened for dyslexia in grades 1 and 2 as part of our early intervention program. Students in grades 3 and 5 will take the InView assessment, which provides an overall composite of each student's cognitive abilities. The New Jersey Department of Education administers the PARCC in English Language Arts/Literacy and Mathematics to students in grades 3-8, and NJSLA-Science in grades 5 and 8.

## STUDENT IMMUNIZATION RULES

The New Jersey Department of Health **mandates** Immunizations as required by Chapter 14 of the New Jersey State Sanitary Code **regulation**: no principal or person in charge of a school shall knowingly admit or retain any pupil who has not submitted acceptable evidence of the following immunizations:

1. A minimum of four (4) doses diphtheria, pertussis, and tetanus (with one dose administered on or after the fourth birthday).
2. Three (3) doses of oral polio (with one dose administered on or after the fourth birthday).
3. Two (2) live measles immunizations, the first given at one year of age or older.
4. Rubella immunization, given on or after the first birthday.
5. Mumps immunization, given on or after the first birthday.
6. Varicella given after first birthday.
7. Three (3) doses of Hepatitis B.
8. Pre-K students need one (1) dose of Influenza to be given between September 1<sup>st</sup> and December 31<sup>st</sup> of each year.
9. Pre-K students need three (3) doses of Haemophilus Influenza B (HIB) and three (3) doses of Pneumococcal.
10. One dose each of Tdap, and Meningitis vaccine for students entering sixth grade.



## EXEMPTIONS

1. Written statement from parent or guardian stating that the immunization interferes with the free exercise of pupil's religious rights.
2. Written statement from a physician stating reason for medical contraindication.

These regulations are presently in effect in the Hillsdale Public Schools. We request that you have the above information available in September should your child's immunization record be incomplete.

## DISPENSING MEDICATION

Pupils requiring medication at school must have the written directions and/or school medication form completed by the family health care provider identifying the type of medication, the dosage, the purpose of the medication, and directing the school nurse to administer the medication. The form must be signed and dated by a parent and a new form must be completed for each school year. Medication must be sent in the original bottle with the name and telephone number of the pharmacy, ordering health care provider's name, name and does of medication, imprinted on the bottle label.

The school nurse should be advised of any drug being taken by a child (in school or at home), particularly those which might cause a change in behavior.

Board policy does not permit administration of medicine, including ibuprofen, acetaminophen or any other medication without proper authorization from a licensed health care provider and written permission from the parent or guardian.

Pupils with asthma or another potentially life-threatening illness may self-administer medication. Strict guidelines apply and parents should contact the school nurse for further information.

## COMMUNICABLE DISEASES

Suspicion of any communicable disease requires the student to be sent home. All communicable diseases should be reported to the school nurse within 24 hours by the parents. Generally, the recovery time is as follows, but each case should be cleared by the family health care provider.

Chicken Pox.....	5 days
Streptococcal Infections .....	until the child is fever free for 24 hours <b>and</b> has been on medication for at least 24 hours
Head Lice (Pediculosis) .....	may attend once the school nurse confirms there are no active lice
Impetigo.....	may attend after the lesions are dry and covered and the child is on medication
Conjunctivitis .....	if bacterial, may attend 24 hours after medication has begun if viral, students may need to be cleared by a health care provider or school nurse

### **PHYSICAL EXAMINATION**

Height, weight, and blood pressure are measured every year at school. Complete examinations by your family health care provider every year are most desirable.

The school requires complete examinations of pupils at Kindergarten and recommends physicals at third and sixth grade levels. We recommend that these examinations be done by your family health care provider who is more familiar with the growth and development pattern of your child. Transfer students require an up to date physical with proof of immunization.

Sixth, seventh, and eighth grade students participating in interscholastic/intramural sports are required to have a comprehensive athletic physical examination within 12 months of the date of the try-out or practice. Completion of the appropriate medical forms along with a Health History Update Questionnaire and the Parental Permit/Student Enrollment Form are necessary for participation. Students wishing to participate in another interscholastic/intramural sport later in the year are not required to have another examination. The school physician will be available for sports update physicals when necessary.

### **SCOLIOSIS SCREENING**

New Jersey State Law requires biennial screening for curvature of the spine for students in grades five (5) and seven (7). Parents who do not wish the school nurse to screen their child must present a current written statement from the child's health care provider of examination and findings.

### **TUBERCULOSIS SCREENING**

All teachers, employees and volunteers of the school are required to have the Mantoux Tuberculin Skin Test. Students who are entering the school from a high TB incidence country are also required to receive a Mantoux Tuberculin Skin test within six months. A physician's note describing the medical contraindications and/or results of a chest x-ray are required by those seeking to be excused from testing.

### **STATE AND FEDERAL PROGRAMS/BASIC SKILLS**

The Basic Skills Improvement Program provides instruction to students who fall below the district's and state's levels of achievement in the areas of reading, mathematics and writing. English as a Second Language is available to students with limited English skills. Federal funds are received to help the district carry out these programs which reach all grade levels. Funds are used to purchase materials and equipment for programs listed among the District's curriculum objectives.

### **SPECIAL EDUCATION**

The Hillsdale School District provides a continuum of comprehensive services for children with special needs between the ages of 3 and 14. Every effort is made to educate each child within our community in the least restrictive environment.

In order to insure the availability of a comprehensive education and a continuum of services, the district has pooled its resources with neighboring communities. Emerson, Park Ridge, Pascack Valley Regional, Montvale, and River Vale are combined to form a Special Education Consortium: Region II.

A complete Child Study Team, consisting of a psychologist, social worker and learning disabilities teacher/consultant, is available to assist parents and teachers who may feel a child is in need of such services.

For more information regarding special education services for your child, contact your building principal or Ms. Annemarie Oliveri, Supervisor of Special Services.

Students are referred to the Child Study Team through the Intervention and Referral Services Committee. Each school has an Intervention and Referral Services Committee. The committee refers a student to the CST if it is determined that interventions in the general education program are not effective in alleviating any educational difficulties that the student is experiencing. A parent may also initiate a referral to the CST by submitting such a request in writing to the Supervisor of Special Services. If a student is eligible for special education services, a program to meet the student's individual needs is then designed. Upon receipt of a referral, the CST, within twenty calendar days, holds a referral/identification meeting with the parent(s) and appropriate staff. If warranted, a comprehensive CST evaluation is designed at the identification meeting. The evaluation is completed to determine the student's eligibility for special education services. If a student is eligible for special education services, a program to meet the student's individual needs is then designed.

### **HOME INSTRUCTION**

If your child becomes ill or disabled and must be confined at home, a teacher may be sent to your home to teach him/her privately. Parents must notify the appropriate school administrator that such confinement is expected to extend for a period of at least two weeks. Each request for home instruction must be accompanied by a doctor's note. This service is available to students in order to allow their education to continue without interruption.

## OUR SCHOOLS AND ENROLLMENTS

Hillsdale's public school system is made up of three schools:

Schools	Year Constructed	Approx. Enrollment In September 2018
<b>GEORGE G. WHITE SCHOOL</b>	1922	<b>528</b>
Grades 5-8		
Auditorium and North Wing	1938	
Addition - 4 Rooms	1950	
South Wing and Cafeteria	1951	
Gymnasium, Library,		
2 Science and 3 Rooms	1973	
1 Science and 1 ½ Rooms	2004	
<b>ANN BLANCHE SMITH SCHOOL</b>	1955	<b>287</b>
Addition - 3 Rooms	1962	
Library, 3 Rooms	1973	
Addition - 2 Rooms	1999	
Addition – 5 Classrooms	2004	
<b>MEADOWBROOK SCHOOL</b>	1963	<b>309</b>
Grades Pre K-4		
Art, 3 Rooms	1973	
Addition - 3 Rooms	1999	
Addition – 6 Classrooms	2004	

## OUR TEACHERS

The Hillsdale School system employs a professional staff of 138 in full and part-time positions. The staff is fully certified and over 65% have a Master's Degree or beyond. Many of our staff members are active in professional as well as community activities.

## NON-TEACHING PERSONNEL

The secretarial and clerical staff number fourteen. Our buildings and grounds are maintained, prepared and renovated by the Supervisor of Maintenance, Buildings, and Grounds, the School Facility Supervisors, and one maintenance person. Our mid-shift and evening custodians are managed by Aramark.

## OUR MEDICAL STAFF

To supervise the health of its school children, the Board of Education employs a medical examiner, three full-time certified school nurses, and one part-time permanent substitute nurse.

## ACCESS TO PUPIL RECORDS

Pursuant to the New Jersey Administrative Code, Title IV, parents, adult pupils, and, with written permission, pupils themselves, are permitted access to pupil records. The mode of access is described in the Board of Education publication: Guidelines for the Inspection of Pupil Records, a copy of which is available from your school principal or Child Study Team office.

If you have any questions regarding the types of records maintained in your child's folder, please call your child's principal, the CST office, or the Superintendent's office.

## AFFIRMATIVE ACTION

The Hillsdale Board of Education reaffirms responsibility to ensure all students in the public schools of Hillsdale equal educational opportunity and all employees equal opportunity regardless of race, creed, handicap or social or economic status. To fulfill this responsibility, the Board has established a program to review, and modify, as may be necessary, its present school and classroom programs and employment/contract practices in accordance with the New Jersey Constitution, laws and regulations developed by the Commissioner of Education and the State Board of Education, specifically N.J.S.A. 18A:36-20, and the State Board of Education Resolution concerning sex equality in educational programs, and other relevant Federal and State statutes concerning discriminatory conduct.

An employee or student who is of the opinion that a discriminatory practice exists in the school district or feels that an employee or a student has been discriminated against on the basis of race, creed, perceived handicap, handicap, or social or economic status as detailed by Title IX or the Educational Amendments of 1972 and the N.J.A.C. 6:4-1 et seq., may inquire about compliance and/or file a grievance through the district's Affirmative Action Officer. Disabled students can inquire about compliance and/or file a grievance through the Child Study Team Supervisor.

## **AFFIRMATIVE ACTION OFFICER**

Dominique Vetrano  
Office of Curriculum, Instruction, and Assessment  
32 Ruckman Road  
Hillsdale, NJ 07642

## CURRICULUM COMPONENTS

The Hillsdale Public Schools endeavors to provide a safe and challenging learning environment that will develop a love of learning and enable every child to reach their full potential. We also hope our teachers' love of learning will be contagious and assist in the development of knowledge, skills, and academic achievement. We feel this approach will instill a passion for learning in all children for many years to come.

In the area of curriculum, administrators and teachers work together with our Supervisor of Curriculum, Instruction, and Assessment, and Regional Curriculum Director to update district curriculum and programs to remain on the cutting edge of educational issues. To this end, the Hillsdale School District is currently progressing in its development of a comprehensive balanced literacy program for students at all grade levels. Staff Development plays an important role in our success and is extensive and ongoing in the Hillsdale Schools. We continue to provide learning opportunities and training for our faculty throughout the school year.

As technology continues to be a priority in the Hillsdale Schools, our professional dialogues include the topic of technology infusion in the elementary and middle school classrooms. The use of laptops, Chromebooks, SMART boards, and Interactive Projectors are frequently incorporated into classroom lessons to enhance instruction. All students in grades 2 through 8 have consistent access to a district-issued Chromebook as part of the district's 1:1 digital learning initiative. In addition, there is a videography studio in the George G. White Middle School and Computer Labs for students in all three schools.

Special Teachers in world language (Spanish & Italian), science, computers, reading, art, vocal music, instrumental music, STEAM program, consumer life skills, physical education, and academically gifted supplement and enrich the work of the classroom teachers. Our students are also served by media specialists, and counselors, psychologist, social worker, learning disability consultant, and speech specialists. Certified special education teachers instruct students with learning disabilities in our resource programs.

Finally, students are given opportunities to develop positive character traits through interaction with extracurricular activities such as: chorus, band, pit band, basketball, volleyball, track, and soccer. After school intramural programs offer team participation, and all schools are involved in Academic Fitness Programs.

We encourage parents and community members to explore our [website](#) to learn more about our school district.

## PHYSICAL EDUCATION

All students are required to participate in physical education classes unless they have a written excuse from a physician or parents. Students who are required to wear impact resistant glasses during class must have written permission to do so.

## HEALTH

The health curriculum was developed by teachers, staff, and school administrators. Copies of the curriculum and all instructional materials are available for review in each school, as well as on our district website. Parents and guardians are given a list of concepts related to: human growth and development, interpersonal relationships, and responsible personal behavior.

Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the health instruction is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course in which such instruction is being given.

## SUMMER SCHOOL

A four-week summer school program in Language Arts and Literacy and Mathematics is provided for students with special education needs in grades Pre-K through Eight. Students are referred to this program by their special education teachers, who select the skill areas to be addressed. Parents are notified in May that their children have been referred for summer services. Registration is done through the Child Study Team Office in early May.

Sixth, seventh, and eighth grade students who are failing two or more subjects are required to make up these deficiencies during the summer. Failure to attend a summer school or correct the deficiencies will result in the student being retained.

## GRADUATES

Hillsdale graduates enter the Pascack Valley Regional High School District. The Regional High School District is composed of Montvale, River Vale, Hillsdale, and Woodcliff Lake, and is governed by a separate Board, the Pascack Valley Regional Board of Education.

### STUDENT SAFETY

A number of programs are provided to insure student safety and welfare. Among them are: a DARE (Drug Abuse Resistance Education) program for our 5<sup>th</sup> grade students; child abuse and assault education programs; and suicide and drug awareness programs.

In addition, parents are requested to call their child's school office to report their child's absence the first thing in the morning.

### LOST & FOUND

Lost articles are returned to the school offices. If articles are not claimed they are eventually stored in a designated area. At the end of the school year, all unclaimed articles are discarded. Pupils should be urged to accept responsibility for their own belongings. They should be warned against keeping money and/or other valuables in school.



### SCHOOL SECURITY DRILLS

On January 11, 2010, Assembly Bill 3002 was signed into law and required all schools in New Jersey to hold one fire drill and one school security drill each month. The New Jersey Department of Education defines a school security drill as "an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation, and that is similar in duration to a fire drill". These drills are planned by the administration in each school and may be held in conjunction with the Hillsdale Police Department.

### LUNCH

The Hillsdale School District participates in the National School Lunch Program which allows those children of eligible parents to receive free or reduced price lunches. Applications for free or reduced price lunches are available online through the Parent Portal.

All three schools offer a highly nutritious hot lunch. Students may also select from a variety of weekly a la carte items such as soup, sandwiches, salad, fruit juices, milk and dessert. A complete listing of lunch items and prices is posted on the school bulletin boards, school websites, and on the monthly menus. Pupils in grades 5-8 operate under a "closed" campus policy. Pupils are not allowed to leave the school grounds during the lunch hour unless special arrangements have been made with parents for those pupils who live close to school to go home for lunch.

The lunch program goes into effect Wednesday, September 5. The price for a complete lunch, along with the monthly menu, is posted on each of our school's websites. Lunch will not be served on early dismissal days.

### ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA) COMPLIANCE NOTIFICATION

In accordance with the Environmental Protection Agency (EPA), the Hillsdale School District is required to notify parents, teachers, and other employees each year of the availability of the Asbestos Management Plan and the response action being taken to maintain the asbestos containing materials in our schools. You probably already know that "asbestos" is a generic term for six naturally-occurring fibrous minerals which have been widely used in construction and friction materials because of their excellent insulative and resilient qualities.

Semi-annual inspections are conducted throughout the year. A three-year inspection was conducted in October 2016. A semi-annual inspection was conducted in May 2017. The next inspections are scheduled for Fall 2017 and Spring 2018 (semi-annual inspection). Appropriate response actions are always taken to ensure that the asbestos is kept in good condition.

Custodians and maintenance staff continue to receive awareness training courses and have been instructed on the importance of periodically surveying and maintaining the asbestos materials during their normal day-to-day activities.

If you wish to review the asbestos management plans, copies are located in the Board of Education Office.

## A WORD TO PARENTS

The most important thing you can do to help your children with homework is to help them believe that the hours spent studying can and do make a difference.

One of the purposes of homework is to give students the opportunity to take charge of part of their learning. There are some specific ways you can help them do the best possible job on homework.

First, you can stress that homework is important. That means that you will help your child find a time and place for homework. Parents sometimes have to help young people learn how to schedule their time. For example, some families institute a rule: no television until homework is completed.

You can help your child learn to pay attention. With younger children, you can ask questions about the material being studied. You can also help them set appropriate study goals. Sometimes it is easier to review the main points of the study assignment by talking with someone. Let your child know you are available to listen.

Students do their best work when they believe they can be successful in school. When they have completed a study session, reinforce the idea that the study time will help them to do better in school.

What if your child is having problems? First, talk about your concerns. Ask why the problems are occurring, and then really listen to the answers you receive.

You may find that your child's attitude is part of the problem. At one time or another, many students have negative feelings toward classmates or teachers. Help your child see that while these feelings are normal, they are no excuse for mediocre performance. Sometimes young people feel they just "aren't smart enough" to succeed. They need to know that you and their school are confident that they can do well.

On the other hand, students sometimes have problems because of the situation beyond their control. For instance, classwork could be too hard or too easy. In either case, you may want to meet with the teacher to discuss your concern. Your child may also have a physical problem that makes learning difficult; sometimes a pair of glasses may be all that is needed. Emotional problems and certain learning disabilities can also prevent students from doing their best. Your child's teacher or school administrator can help you to resolve these problems.

## HOMEWORK GUIDELINES

Homework is given to extend and reinforce what is taught in the classroom, as well as to promote self-discipline in the sense of responsibility among students.

- Purpose:
- (a) improve the learning process
  - (b) aid in the mastery of skills
  - (c) create and stimulate independent research
  - (d) gain experience in budgeting time
  - (e) gain confidence and success in carrying out learning activities

## AMOUNT OF HOMEWORK

The amount of time which students in the same grade will spend on homework will vary due to individual differences. However, it is believed that students should be assigned homework on a daily basis, including some weekends. The following time allocations for homework and various grade levels are approximate. It is conceivable that there may be times when no homework will be assigned, and that there may be times when more homework will be necessary. Suggested guidelines for pupil, homework time expenditures for grade levels and subject areas are:

<u>Grade/Subject</u>	<u>Approximate Times</u>
Primary Grades - K-3	10-30 minutes
Intermediate Grades – 4 to 6	35-60 minutes
Grades 7 and 8	
Mathematics	30 minutes
Language Arts	40 minutes
Science	20 minutes
Social Studies	20 minutes
World Languages	15-20 minutes

In addition, it is recommended that parents of primary and elementary students set aside some time on a daily basis for their children to read for pleasure. The amount of time allotted for this purpose should equal about one-half the above homework assignment guide for each grade level.

## DISMISSAL PROCEDURES – ANN BLANCHE SMITH SCHOOL

The dismissal procedures for Ann Blanche Smith School shall be as follows:

1. Regular School Days: Students enter the building at 8:50 AM. Classes begin promptly at 9:00 AM. School is dismissed at 3:10 PM.
2. Early Dismissal Days: Students enter the building at 8:50 AM. Classes begin promptly at 9:00 AM. School is dismissed at 1:00 PM.
3. All Staff members will assist with dismissal. Homeroom teachers in grades K-4 will be responsible for dismissing their students. Approximately 6-7 Special Area Teachers will be assigned to various locations in the building from 3:10-3:20 PM: Main Entrances (front and rear doors), hallway, and library. Assigned teachers will assist with Bus Duty/Library Supervision until 3:15 PM.
4. Dismissal procedures and pickup are as follows:  
Upon dismissal at 3:10 PM, students take a school bus, attend ACE After Care Program, or leave school accompanied by a parent or their designee. Unless the school has on file, written permission for a child to leave school grounds unescorted by a parent/guardian or other authorized individual over the age of 16, the child will not be permitted to leave school at the regular 3:10 dismissal time.

Classroom teachers will dismiss their students at their assigned doors. Parents/Guardians or Designees are expected to meet their children at their assigned (exterior) doors.

Students who have written permission to leave the school grounds unaccompanied by an adult will be allowed to exit the building with a parent/guardian.

If a child does not have written permission to leave the school grounds unaccompanied by an adult and the parent/guardian or other authorized individual over the age of 16 is not present, the student will be escorted to the Main Office.

Once in the office, a phone call will be made in an attempt to contact the parent. If the parent/designee is unavailable or cannot make it to the school at a reasonable time, the Hillsdale Police Department will be contacted.

Children taking the early school bus will line up at the rear main entrance doors. Assigned staff members will supervise walk the students to the buses. The late bus students will line up in the hallway at the Media Center entrance.

This will be supervised by assigned staff members. The students will remain in the Media Center until the late buses arrive. The late buses arrive anywhere between 3:40 and 4:00 PM. Assigned staff members will walk the students to their assigned buses.

Students attending the ACE After Care Program will line up in the main hallway outside of the All-Purpose Room. They will be supervised by the ACE Staff. They will remain in the APR until they take attendance and eat their snacks. The ACE After Care Program hours are 3:00-7:00 PM, and it is available to students in grades K-6. The ACE program will once again offer the Tier Pricing option for Hillsdale families. To qualify, you must pick your child up no later than 4:30 PM each day your child attends the program.

5. A crossing guard will be located at the intersection of Hillsdale Avenue and the main entrance at the following times:

Morning: 7:15 - 9:00 AM

Afternoon: 2:15 - 3:45 PM

If the crossing guard is not available, the Hillsdale Police Department will cover crossing duty:

Morning: 7:30 - 9:00 AM

Afternoon: 2:45 - 3:30 PM

6. The dismissal procedures described above will also apply to early dismissal days.
7. The procedure that parents or legal guardians shall follow when notifying school officials of any change in his/her child's dismissal is as follows:

Parent/guardian must send a written, dated, and signed note to the office by 9:00 AM when there is a change in dismissal plans that are different from those indicated in the signed Dismissal Permission Form that is kept on file in the office. The note must be sent to school with the student and given to the homeroom teacher. Notes will be sent to the office at 9:00 AM, copied for office purposes, and sent back to the homeroom teacher. If the person indicated in the note is not present, the student will be escorted to the school Main Office. Once in the office, a phone call will be made in an attempt to contact the parent/guardian.

The same procedures described above will be implemented in the event of an unexpected early dismissal from school



## DISMISSAL PROCEDURES – MEADOWBROOK SCHOOL

The dismissal procedures for Meadowbrook School shall be as follows:

1. Regular School Days: Students enter the building at 8:50 AM. Classes begin promptly at 9:00 AM. School is dismissed at 3:10 PM.
2. Early Dismissal Days: Students enter the building at 8:50 AM. Classes begin promptly at 9:00 AM. School is dismissed at 1:00 PM.
3. All Staff members will assist with dismissal. Twenty homeroom teachers in grades Pre-K-4 will be responsible for dismissing their students. Approximately 6-7 Special Area Teachers will be assigned to various locations in the building from 3:10-3:20 PM: Main Entrances (front and rear doors), hallway, and gym.
4. Dismissal procedures and pickup are as follows:

Upon dismissal at 3:10 PM, students take a school bus, attend ACE After Care Program, or leave school accompanied by a parent or their designee. Unless the school has on file, written permission for a child to leave school grounds unescorted by a parent/guardian or other authorized individual over the age of 16, the child will not be permitted to leave school at the regular 3:10 dismissal time.

Classroom teachers will dismiss their students at their assigned doors. Parents/Guardians or Designees are expected to meet their children at their assigned (exterior) doors.

Students who have written permission to leave the school grounds unaccompanied by an adult will be allowed to exit the building with a parent/guardian.

If a child does not have written permission to leave the school grounds unaccompanied by an adult and the parent/guardian or other authorized individual over the age of 16 is not present, the student will be escorted to the Main Office.

Once in the office, a phone call will be made in an attempt to contact the parent. If the parent/designee is unavailable or cannot make it to the school at a reasonable time, the Hillsdale Police Department will be contacted.

Children taking the early school bus will line up in the gym. Assigned staff members will supervise the students and they will remain in the gym until the buses

arrive. Upon arrival, the assigned teacher will walk the students to their assigned buses. Students attending the ACE After Care Program will meet in the music room. They will be supervised by the ACE Staff. They will remain in the music room until daily attendance is taken. The ACE After Care Program hours are 3:00-7:00 PM, and it is available to students in grades K-6. The ACE program will once again offer the Tier Pricing option for Hillsdale families. To qualify, you must pick your child up no later than 4:30 PM each day that your child attends the program.

5. A crossing guard will be located at the intersection of Piermont Avenue and Ruckman Road at the following times:

Morning:	7:15 - 9:00 AM
Afternoon:	2:30 - 3:45 PM

If the crossing guard is not available, the Hillsdale Police Department will cover crossing duty:

Morning:	8:30 - 9:00 AM
Afternoon:	2:45 - 3:30 PM

6. The dismissal procedures described above will also apply to early dismissal days.
7. The procedure that parents or legal guardians shall follow when notifying school officials of any change in his/her child's dismissal is as follows:

Parent/guardian must send a written, dated, and signed note to the office by 9:00 AM when there is a change in dismissal plans that are different from those indicated in the signed Dismissal Permission Form that is kept on file in the office. The note must be sent to school with the student and given to the homeroom teacher. Notes will be sent to the office at 9:00 AM, copied for office purposes, and sent back to the homeroom teacher. If the person indicated in the note is not present, the student will be escorted to the school Main Office. Once in the office, a phone call will be made in an attempt to contact the parent/guardian.

The same procedures described above will be implemented in the event of an unexpected early dismissal from school, due to an emergency situation or weather-related cause.

## DISMISSAL PROCEDURES – GEORGE G. WHITE SCHOOL

The dismissal procedures for George G. White School shall be as follows:

1. Student dismissal times are as follows: 2:44 PM on a regular school day schedule; 12:29 PM on early dismissal days that include before holidays or on inclement weather days.
2. Students in grades 5-8 are permitted to leave the school grounds on regular dismissal days or on early dismissal days before holidays unescorted. Many of these children are bus students. On inclement weather days, the school will follow the directives on which the parents have signed off regarding how their children should be dismissed or if their children should remain at school until their designees have come to pick them up. Students remaining at school because of parental instructions will be supervised by the Principal and Assistant Principal until they are picked up.
3. Teachers are assigned to student supervision duties at dismissal time. The Assistant Principal is also in charge of the buses and student supervision at dismissal time. One of the teachers attends to the location by the gym doors, and one teacher is located in the area of the buses; s/he is to assist the Assistant Principal to ensure that students get on the buses in an orderly fashion. One teacher is posted at the Liberty Avenue exit, the Trinity Place exit, and another teacher is located on the blacktop across the street from the school. An additional staff member is assigned to the after-school detention. Students at the George G. White School may leave the building using any door, and they are not walked out by teachers. All of these staff members' duties are completed at 3:10 PM each day.
4. There are two crossing guards directly visible at the George G. White School. One crossing guard is at the corner of Liberty Avenue and Magnolia Avenue, and the other on Magnolia Avenue and Hillsdale Avenue.
5. Many students remain after school for extra help, and they are dismissed at the conclusion of the help session. The students and parents have made arrangements for how those students will go home.
6. Many students remain after school for sporting activities. Staff members who are coaching the teams or who are in charge of the extracurricular activities are responsible to see that those students have been picked up at the conclusion of the activity.

## ACE BEFORE AND AFTER SCHOOL PROGRAMS

The Hillsdale Board Of Education is once again contracted with the ACE Before and After School Care Program sponsored by the River Vale Educational Fund for the 2018-2019 school year.



Before care will begin at 7:30 AM, and continue to opening of school. After school care will run from dismissal to 7:00 PM, under the supervision of a full-time director shared between River Vale and Hillsdale, as well as a site coordinator at each of our schools (Smith and Meadowbrook).

The ACE program will once again offer the Tier Pricing option for Hillsdale families. To qualify, you must pick your child up no later than 4:30 PM each day your child attends the program.

Enrichment programs are planned for students attending the Afterschool Program.

Registration forms are available on our district's website at:

[www.hillsdaleschools.com](http://www.hillsdaleschools.com)

Additional information is available from Ms. Alyssa Pulver, ACE Program Director, at 862-345-0477, or [director@rvedfund.org](mailto:director@rvedfund.org). We look forward to another successful year with the ACE program.