

**Hillcrest School
and
Home and School Association**

Parent Handbook



2009-2010

160 Hillcrest Avenue
Morristown, NJ 07960
973-292-2240
www.hillcrestschoolnj.org

2009/2010 Phone Directory

Hillcrest School main number	973-292-2240	
Hillcrest School nurse	973-292-2240 ext 5152	Marilyn Lenat
Hillcrest Principal	973-292-2240 ext 5150	Kelly Harte
School directory (staff only)	973-292-2240 option 1	
Secretary	973-292-2240 ext 5150	Carol Hoeg
Secretary	973-292-2240 ext 5151	Patti Noll

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

HSA President	Lynn Livingston	973-455-7009
HSA Treasurer	Susan Minehan-Kevis	973-539-6182
HSA Secretary	Ali DeLargy	973-538-5411

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

Food Services	973-292-2000 ext 2270
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Morris School District Central Administration	31 Hazel Street, Morristown
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Transportation Dept.	973-292-2066 or 2067
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Sunrise/Sunset Program	973-292-2063
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Superintendent of Schools	973-292-2300 ext. 2010	Dr. Thomas Ficarra
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Welcome to Hillcrest!

Dear Parents and Students,

The teachers, staff and I would like to welcome you to our school!

Some of you are returning to Hillcrest after a great summer vacation and some of you are brand new to Hillcrest!! We are so excited to have each and every one of you at Hillcrest this year!

There are so many exciting activities planned for this year! We know you'll enjoy the Winter Carnival, great assemblies and especially all the learning that will be taking place. We hope you have a fantastic experience at Hillcrest!! We are looking forward to a wonderful year with you and your families!

Mrs. Harte
Principal

Arrival Procedures

School begins at 8:55 a.m.

Students arriving by bus (about 8:40) will be greeted by staff members and escorted into the building. Once inside, staff guidance is provided until children know where to go.

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

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

Children arriving after 8:55 a.m. must report to the nurse's office for a late pass. The child should then go directly to class and give the late pass to his/her teacher.

Attendance

In accordance with Morris School District attendance policy, children must be in attendance no less than 164 days to complete the instructional program requirements of his/her grade. A letter will be mailed home when a student's absences total 8, 12, and 17 days. A waiver of the attendance requirement may be granted for good cause by the principal upon recommendation of a review committee. Parents and guardians are responsible for providing documentation of the causes of all absences to the review committee in order for them to consider the waiver. Please see the attendance policy File Codes 5113 and 5113-R. These policies can be obtained on the Morris School District website, <http://www.morrisschooldistrict.org>.

If your child is going to be absent, call the nurse by 9:30 a.m. at 973-292-2240 ext 5152, and tell her why your child will not be in school. If a child is expected at school but does not arrive, the school will attempt to call the parent or guardian.

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

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

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

Birthday Celebrations

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

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

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

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

Party invitations cannot be distributed in school. Please honor this policy as it helps us to avoid hurt feelings. Also, the school can only release class lists but not addresses. The Home and School Association Directory is the best resource for student addresses. Thank you for your cooperation.

Code of Conduct

Getting Along with Others

School is the most fun when students learn how to get along well with other students and teachers. At Hillcrest, we want everyone to understand how important it is to be responsible for their own behavior and actions. We expect every student to show good character and concern for other people at our school.

At Hillcrest, "GIVE ME FIVE" are the universal rules of the school. This means that no matter where a student is - inside the school, in the lunchroom, on the bus, or on the playground, students are expected to follow these five rules. Students will see "GIVE ME FIVE" posted around the school in case they need a reminder of what is expected of them.

Hillcrest - GIVE ME FIVE

1. LISTEN to trusted adults.
2. TREAT others fairly and how you want to be treated.
3. KEEP hands, feet and objects to yourself.
4. BEHAVE in a safe and responsible way.
5. RESPECT others and their property.

If students do not follow the rules, there are consequences.

First time - The teacher will give the student a warning.

Second time - The teacher will contact the student's parents and send a report to the Principal.

Third Time - Student will be sent to talk with the Principal. The Principal will contact the parents.

*NOTE: Any physical fighting will mean an automatic suspension from school.

Working Through Conflicts

All of the adults at Hillcrest will help students solve conflicts that they may have with other students and sometimes even with teachers. Some of the supports we will offer are:

- Teachers will read books with their class that will help facilitate discussion about behavior related topics and highlight the process to use to solve problems.
- Each class will have at least one class meeting a month. The meetings will help students understand the way to treat classmates, work out problems using strategies like "Walking the Peace Path," and who students can go to for assistance when they need it.
- Each classroom will have a peace path or table that will help guide students through the process of conflict resolution.
- After school conflict resolution, classes with the principal will be scheduled for students who are in need of extra support.

Communication between School and Home

At Hillcrest, most information travels home by way of "backpack mail". Please check your child's backpack daily for notes from the teacher, the principal, school nurse, or Home and School Association (HSA). If you want to send something to a parent, write on the envelope:

Parent's Name
c/o Child's Name
Child's Teacher

for example: Lynn Livingston
c/o Jake Livingston
Miss Ferrer

In the Fall, the Morris School District office mails a District Calendar to all Morristown and Morris Township residents who have children registered for school. The calendar contains important information, district phone numbers, and dates of events for all the district schools.

"Things Worth Noting" is distributed monthly to our Hillcrest families, outlining our monthly events and important notes.

If you have a question for a teacher, the principal, or staff member, write a note and send it in with your child via backpack, or call the office at 973-292-2240 and leave a message. You may also leave a message on teachers voicemail or email.

Attending HSA meetings is another way to learn what's happening at Hillcrest. The minutes of HSA meetings are sent home by backpack once a month.

You can also check the Hillcrest website at www.hillcrestschoolnj.org.

Cultural Arts

The Cultural Arts program is a volunteer effort run by a committee of the Home and School Association. The events are financed by HSA funds. Approximately six times a year, a professional troupe performs for students. The HSA also funds residencies for students.

Delayed School Openings

On bad weather days, parents will receive a phone call from the Honeywell Instant Alert system notifying them of information about delayed openings. You may also check radio stations WMTR 1250 am, WWOR 710 am and FOX TV channel 5.

The information you receive will let you know how long the delay of opening will be (i.e., 2 hour delayed opening). Students may not be dropped off earlier than our delayed opening time.

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

Dismissal Procedures

School ends at 3:10 p.m. When there is a scheduled early dismissal, the closing time is 1:15 p.m.

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

Most students ride the school bus home. Children are called to the bus loading area and school staff stays with the children until they are on the buses.

Pick-up at Dismissal

If you wish to pick up your child at dismissal, you must send a note with the child in the morning. The note should be addressed to your child's teacher and, in addition to the teacher's name, it should show your child's name, date and time of pick up, and the note must be signed by you. You must send a separate note for each daily occasion.

Children may be picked up after school in the all-purpose room. Enter the school through the back entrance at the lower parking lot area. You must sign the child out of the building even though you've sent a note and even if the child is picked up every day. Please pickup your child and go.

PLEASE NOTE: Except for emergencies only, pick-up arrangements may not be changed after 1:30pm.

Pick-Up During the School Day

If you wish to pick up your child at any other time during the day, send a note with the child in the morning. The note should be addressed to your child's teacher. When you arrive at school, go to the main office and the secretary will call the student to the office to meet you in the office.

If your child is enrolled in the Sunset program or an After School program, he/she will go to the all-purpose room where staff members will be waiting.

District Policies

Morris School District policies can be obtained by visiting the district's website at: <http://www.morris schooldistrict.org>.



Dress Code

- Label all clothing items clearly with the student's name.
- Send sneakers for gym and/or playground – this is important for the child's safety.
- Hats, scarves, or bandanas may not be worn in school.
- It is our expectation that clothing worn is suitable for school (example – shirts, skirts, and shorts are of an appropriate length).

Please feel free to call the main office if you have any questions.

Emergency Drills

In accordance with state law, emergency drills are held at least twice a month.

When students hear the fire drill bell, they are to line up quickly and quietly.

- There is no talking.
- The teacher will lead students out of the building where they will wait on a quiet line.
- When students hear the fire drill bell a second time, the teacher will bring students back into the building.
- Students should be just as quiet when they return to the building.

Crisis drills are also practiced on a monthly basis. More information about crisis drills will be shared with students and parents early in the school year.

Early Dismissal (4 hour 20 minute session)

When there is a scheduled early dismissal, the closing time is 1:15 p.m. Please make sure to have someone at the bus stop and/or at home to meet your child.

Emergency Phone Numbers

The first week of school, you will be asked to fill in and return an emergency card. Phone numbers requested will be important in case of an accident, illness, or emergency closing. People listed should be local, available during the day, and should be notified that you are depending on them. You are responsible for updating the information on this card as necessary by sending a note to the attention of the school nurse.

Emergency School Closings

If it is necessary to close schools due to bad weather or other emergencies that may develop during the night, an announcement will be made on the Honeywell Instant Alert system.

If it is necessary to close schools due to bad weather or other emergencies that may develop during the school day, you will receive a call from the Honeywell Instant Alert system and the school will make calls to speak with someone about dismissal.

It is very important that you keep your Honeywell Instant Alert system information current. Please be sure to update contact information immediately if changes in phone numbers or contact preferences are made.

Evacuation

In the event of a weather or building related emergency during the school day, Hillcrest students and faculty may evacuate to Alexander Hamilton School or to the Amory. There are detailed evacuation procedures in place for both locations. You will be notified by the Honeywell Instant Alert system if an evacuation will take place.

Field Trips

Field trips are an important addition to the school curriculum and you may expect your child to participate in about four trips per year. All precautions for the safety and health of our children are taken during these events. As most trips require a parent or two to accompany the class, room parents and teachers seek volunteers throughout the year to act as chaperones. Money for field trips is collected at the start of the school year.

Health Records

The nurse maintains health records on each child. All new students must have documentation of required immunizations before starting school. Documentation of recent physical exams must be submitted within 30 days of entering school. From kindergarten to grade two, height, weight, blood pressure and vision are checked annually. If a concern in any of these areas is identified during a screening, you will be notified. Any questions should be directed to the School Nurse at 973-292-2240 ext. 5152.

Homework

Homework will be given as reinforcement and/or extension of what is learned in school and should not require the "teaching" of new material by parents.

Homework assignments will be designed by the teachers at each grade level and should take about 10 minutes per grade level (1st grade = 10 mins., 2nd grade=20 mins.). Kindergarten students will get homework on some school nights. Teachers will review the homework requirements with students and parents at the beginning of the school year. Parents are encouraged to help their children become independent learners by allowing them to assume homework responsibility as much as possible.

If you are concerned about a homework situation that your child has not been able to resolve, call the teacher to discuss the issue.

In cases where a student is absent for a day or two, he or she should attempt to keep up with homework. Be sure your child has classroom contacts or "buddies" who can supply them with assignments. You may also call the school's secretary to make arrangements for you to pick up your child's assignments.

Please note that teachers are not required to prepare homework packets for students in advance of the days they will be absent (i.e., vacations or family events).

Home and School Association (HSA)

The Home and School Association is a volunteer organization made up of parents of Hillcrest School students, and it is commonly referred to as the HSA. The purpose of the HSA is to promote the welfare of children in the home, school and community. The HSA hosts many enriching social and curriculum related events. These include Hillcrest Carnival, cultural arts assemblies, residency programs, Spring book fair, and many special events throughout the school year. In addition, HSA volunteers support the staff and teachers at Hillcrest, by running the emergent readers program (Kindergarten), helping with stations at Pumpkin Science Day (First Grade), and organizing Wee Deliver (2nd Grade). HSA also helps in the library, hosts teacher appreciation luncheons, and is a liaison to room parents. HSA keeps parents informed of issues, upcoming events, volunteer opportunities, and children's accomplishments through meeting minutes and "Hillcrest Highlights" newsletter.

We hold meetings once a month on a Tuesday, alternating between mornings and evenings. We urge every family to join the HSA and become active members to keep our association strong and productive.

Illness and Accidents at School

There is a full-time nurse assigned to Hillcrest. The nurse is responsible for caring for students who get injured or don't feel well while they are at school. Children visit the nurses office as needed. If a child does not feel well they should tell their teacher and they will send the student to the nurse with another student and a Nurse's pass. The nurse will call parents as necessary.

Library

Our full-time librarian teaches multi-media skills using computers, CD-ROMS, audio and video cassettes, as well as written materials, resource gathering skills, facets of multi-culturalism (holidays, games, stories, and celebrations from around the world), and environmental responsibility. Of course, our librarian also teaches a love of reading.

All students have library class once in a six-day cycle. After a library lesson, children may select and borrow books. Books must be returned the following week or any morning during period one. A child cannot borrow another book until he/she has returned the previous book. Parents are responsible for lost or damaged books.

Teachers have access to the library's professional collection of books, cassettes, and teaching materials.

Lost and Found

There is a Lost and Found box in the nurse's office. Please label your child's belongings clearly with their name - especially jackets, etc.

Lunch/Breakfast

Lunch periods are 20 minutes and are preceded or followed by 20 minutes of recess. Lunchroom aides and faculty supervise and assist the children in the cafeteria.

Applications for the Free/Reduced lunch program are sent home on the first day of school. Fill out, sign and return the form if you are interested in applying for the program.

A school cafeteria lunch provides a nutritionally balanced meal for children. Lunches may be purchased daily or lunch tickets can be purchased to cover several days worth of lunches (multiply the single day cost by the number of days you wish to pay for). Lunch tickets are not dated and are valid throughout the school year until they are used.

Prices for school lunch are as follows:

\$2.75 = single day lunch

\$.40 = single day reduced cost lunch

\$13.75 = 5 day lunch ticket

\$ 2.00 = 5 day reduced cost lunch ticket

\$55.00 = 20 day lunch ticket (\$2.75 x 20 days)

Send your lunch ticket payment to school with your child or drop it off at the office. Be sure to put it in an envelope addressed to the teacher and showing your child's name, classroom, total amount enclosed, and what it covers. If you pay by check, make your check payable to *Hillcrest Food Service*.

Any student, even those bringing lunch from home, may buy milk separately for 65 cents. If your child forgets lunch or lunch money, a meal voucher will be provided. The cashier will send home a note with your child so that you can return the amount borrowed promptly.

Lunch/Breakfast (cont'd)

Breakfast is also available daily. Breakfast must be ordered and paid for by Friday. Prices are as follows:

\$1.25 = single day breakfast

\$.30 = single day reduced breakfast

Medication Procedures

If your child needs medication during school hours, you must provide a completed Medication Authorization signed by the parent and the physician, as well as the medication itself in its original labeled container. This includes both prescription and non-prescription medications.

If you have health concerns about your child or need Medication Authorizations or other health forms, please call the nurse at 973-292-2240 x5152.

Nutrition Policy

The following Party Nutrition Guidelines for the Morris School District need to be followed at all parties and celebrations held at school. This includes holidays and any school-wide or classroom celebrations, except for birthday celebrations which are foodless.

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

Please do not send:

- 1) Foods and drinks with high sugar content or sugar listed as the first ingredient, including: cookies, cakes, cupcakes, candy of any kind, and soda (regular or diet);
- 2) Peanuts or foods containing peanuts;
- 3) Foods with more than 6 grams of fat per serving.

Here are some ideas for healthier party foods:

- 1) **Fresh fruit:** You may bring whole fruit from home. Cut fruit must come from a store. It can be served with yogurt dip.
- 2) **Dried fruit**
- 3) **Fruit leathers:** No Fruit Rollups or other brands with added sugar. Look for brands that are all natural, with no added sugar.
- 4) **Fruit popsicles:** Made with real fruit and/or 100% fruit juice only.
- 5) **Veggies and dip:** Cut up vegetables must be purchased from a store, not prepared at home.
- 6) **Whole grain muffins:** Fruit may be added. Baked goods can be prepared at home.
- 7) **Mini rice cakes**
- 8) **Baked tortilla, pita, potato or bagel chips** with salsa or other dip, such as hummus (under 7 grams of fat/serving)
- 9) **Low fat popcorn**
- 10) **Pumpkin seeds or Sunflower seeds**
- 11) **Pretzels**-plain or maybe with mustard
- 12) **Whole grain English muffin pizzas** made with part skim mozzarella cheese
- 13) **Yogurt** (low fat)
- 14) **Granola bars**
- 15) **Cereal bars**
- 16) **Drinks: 100% fruit juice or water**

Parking at Hillcrest School

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

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

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

Programs for Students

Wee Deliver - Students can write letters to friends in their own or different classrooms in the school. Those letters are deposited into the Hillcrest Mailbox located at the main entrance to the school. Two days a week, mail is delivered to each classroom by our Hillcrest postal workers.

Bank@Hillcrest - Students earn coins for behavior that shows good character! Two days a week, the Bank@Hillcrest is open to take deposits. Coins can be "cashed in" for prizes, lunch with teachers and principal!

Publishing Teas – If you write and illustrate a book, our volunteer parents will type it, bind it, and you and your parents will be invited to a "Publishing Tea."

Student Assemblies – Throughout the school year you will be invited to attend student assemblies. The Home and School Association arranges some GREAT shows and activities for all of us to enjoy. There will be assemblies that focus on science, literature, dance, music and more!

Report Cards/Teacher Conferences

Reports are sent home twice a year, in February and June. These are supplemented with Parent/Teacher Conferences twice a year, in November and April. Specific dates are noted on the District Calendar. We encourage parents to arrange for an informal conference with the teacher any time they feel a need to discuss their child's progress.

Room Parents

During the first month of school, volunteers are needed to become room parents (two per classroom). Room parents help the classroom teacher organize parties and events, and coordinate volunteers for field trips as needed.

School Colors

The school colors are green and white. Students are encouraged to wear these colors during Hillcrest spirit week, as indicated on calendars. Tee shirts in the school colors and with our Hound Dog mascot logo are available for sale through the HSA.

School Hours

School is in session from 8:55 a.m. to 3:10 p.m., Monday through Friday. Students may arrive at school beginning at 8:40. Refer to the District Calendar for holiday breaks and early dismissal days.

School Photos

Photos will be taken in September. You will be notified of the date via backpack mail.

School Suspension Guidelines

In the unlikely event that a student's behavior requires an Out of School Suspension (OSS), the following steps will be taken to ensure the district's compliance with the law and the protection of the student's rights under the law:

- A student hearing will be conducted prior to the suspension.
- The parent/guardian will be notified, as will the Superintendent, and the Case Manager, if the child is a student with disabilities.
- A suspended student may not come to school for any reason during the suspension and may not take part in any school activities, during or after school, until reinstated.
- Educational services will be provided within five days of the initial date of the suspension, as required by N.J.A.C. 6A:16-7.2 and N.J.A.C. 6A:14-2.8(a).

Specials

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

Special Events

The HSA runs a number of special events through the school year for our students. These may include a second grade picnic, annual Book Fair, Cultural Festival, Author's Day, and assemblies.

Student Records

Your child's student records are available to you. Contact the Principal to schedule an appointment if you wish to see them.

Sunrise/Sunset Programs

The Sunrise/Sunset program provides a safe, supportive, supervised environment for children to work and play while their parents are at work. It is offered through the Morris School District Community School. The district houses this program in various schools - Hillcrest School is a site.

Before school care is offered from 7:00 a.m. to start of school. It includes breakfast and quiet games. After school care runs from 3:10 p.m. to 6:30 p.m. It includes healthy snacks, physical activities, homework, study, relaxation time, and occasional trips. You can enroll your child on a full-time, part-time, or daily basis. However, students must be enrolled in advance. This is not a drop in program. All fees are payable to the Community School. More information on schedules and fees is available from Morris School District Community School at 973-292-2063.

Support Services

Hillcrest School offers a variety of programs to provide extra help and individualized attention to children when and if they need it.

Basic Skills Instruction

Classroom teachers provide extra help and individual attention for all students. But, this program provides extra help for children who regularly need additional help in specific skill areas such as reading and math. Based on class work, parent input and some test scores, teachers may recommend children for BSI, the summer Basic Skills program and/or English as a Second Language (ESL) program.

Counseling

If you wish to contact the counselor, please call the office.

I&RS

The Intervention and Referral Services team uses a multidisciplinary approach to provide support that facilitates academic, social, and emotional growth of all students.

Child Study Team (CST)

The Child Study Team is comprised of a social worker, psychologist, and learning disability specialist. Each has a role to play in the referral and evaluation process. Referrals to the CST come from teachers, the counselor, or parents.

Support Services

If you suspect that your child has a significant disability that prevents him/her from making progress in the general education setting, you may request a meeting to discuss this possibility. You may obtain a request form from the Child Study Team case manager at Hillcrest or write a letter with your concerns and forward it to the principal, your child's teacher, or directly to the CST case manager. A full Child Study team will meet with you, within 20 days of receipt of your letter, to discuss your child's performance and progress, and determine if there is need for special education testing.

Child Find Statement

Some children have disabilities and need extra help to succeed. If you know of a preschool age child (age 3-5) who lives in our district and has trouble speaking, seeing, hearing, walking, running or manipulating small objects, he/she may be experiencing developmental delays. Chances are that with early detection such delays can be corrected. The Morris School District child study team can offer help in evaluating and providing, if eligible, a special education program. Call 973-292-2222 ext. 1100 for more information.

Technology Use Agreement

All parents and students must read and sign the Technology Use Agreement to be eligible to use the computers in the school.

Testing

All students, grades K – 2, will take The Naglieri Nonverbal Ability Test (NNAT). The NNAT is a brief, culture fair, non verbal measure of students' ability to use reasoning and problem solving skills. Students at the K-2 level are tested using Pattern Completion and Reasoning and Spatial items. Specific testing dates will be sent home.

Students in grade 2 are tested in the fall and spring using a standardized test to measure academic achievement. Specific information about testing and testing procedures will be sent home prior to the start of the testing time.

Transportation

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

***Fist fighting on the bus is an automatic suspension from the bus for one week. If a student ever has any problems on the bus, they should report it to their teacher as soon as they come to school in the morning or to their parents as soon as they arrive home in the afternoon.

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

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

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

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

Visitor Policy

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

Volunteer Opportunities

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

Parent's Resource Guide - Places to Go with Kids

Museums and Theater

The Morris Museum - The museum offers changing international exhibits and permanent exhibits in the arts, sciences and humanities; workshops, and theater performances for adults and children. The museum also offers a summer camp and arts & crafts programs. Normandy Parkway, Morristown 973-538-0454

Macculloch Hall Historical Museum and Gardens - Display of Thomas Nast drawings, decorative arts and paintings plus two acres of gardens planted for seasonal bloom. Morristown 973-538-2404

Washington's Headquarters Museum and Ford Mansion - Headquarters for George Washington during the winter of 1779 - 80. Morristown 973-539-2085

Museum of Early Trades and Crafts - The museum tells the history of 18th and 19th century artisans through interactive exhibits, demonstrations and workshops. Madison 973-377-2982

New Jersey Audubon Society - Learn about nature and enjoy family hiking, Sacherman-Hoffman Sanctuary. Hardscrabble Road, Bernardsville 908-766-5787

Paper Mill Playhouse - New Jersey's official state theater. Several productions per year plus children's theater and Summer Festival. Millburn 973-376-4343

Community Theater of Morristown - Northwest New Jersey's premier performing arts center for music, dance, comedy and both children and adult theater. 100 South Street, Morristown, 973-539-8008, communitytheatrenj.com

Libraries

In addition to books, media and computers, the Morristown area libraries offer children's programs throughout the year.

Morristown & Morris Township Public Library - 1 Miller Road, Morristown 973-538-6161

Morris County Public Library - 30 East Hanover Avenue, Whippany 973-285-6930

Recreation Departments

Town of Morristown Recreation - Call for recreation programs and Burnham Park Pool information. 200 South Street, Morristown 973-292-6717

Township of Morris Recreation - Call for recreation programs and Streeter and Ginty Pool information. 50 Woodland Avenue, Convent Station 973-326-7371, Morristwp.com

Historical Sites and Parks

Fosterfields Living Historical Farm - A working farm with animals where turn-of-the century life is demonstrated. Enjoy hands-on-learning, displays, children's crafts, and a wagon ride. April - October, 73 Kahdena Road, Morris Township 973-326-7645

Cooper Gristmill - A restored and operating 19th century mill, where grains are ground using a waterwheel. Seasonal children's programs. May - October, Chester 908-879-5463

Morristown National Historical Park - Washington and his army wintered in these wooded hills. Visit the elegant Ford Mansion, once Washington's headquarters and now a museum, and the soldier huts at Jockey Hollow. Morristown 973-539-2085

Great Swamp National Wildlife Refuge - Approximately 7,500 acre sanctuary, including 8.5 miles of trails, observation blinds, boardwalks, and family events. Harding Township 973-425-1222

Frelinghuysen Arboretum - 127 acres offering walking tours of the gardens and historic mansion, children and adult classes, and an annual gingerbread wonderland. Hanover Avenue, Morristown 973-326-7600.

Lewis Morris Park - Athletic fields, Saturn playground, miles of hiking and mountain biking trails are available. The Sunrise Lake area provides fishing, swimming, paddle-boating, and picnic tables. 270 Mendham Road, Morris Township 973-326-7600, www.parks.morris.nj.us

Loantaka Brook Reservation - This natural woodland features miles of hiking, walking, bicycle and horseback riding trails and a Saturn playground. Morris Township 973-326-7600

Historic Speedwell Village - Site of the Speedwell Iron Works and restored 19th century ironmasters country estate. This national historic landmark includes part of the Vail Homestead Farm, and was the birthplace of the telegraph. April - October, 333 Speedwell Avenue, Morristown 973-285-6550

Sports, Fitness & Family Fun

Morris Center YMCA - 79 Horsehill Road, Cedar Knolls 973-267-0704

Madison Area YMCA - 1 Ralph Stoddard Drive, Madison 973-372-6200

Mennen Sports Arena - 161 East Hanover Avenue, Morris Township 973-326-7650

Hanover Bowling Lanes - State Highway No. 10, East Hanover 973-887-1400

Plaza Bowling Lanes - Main Street, Madison 973-377-8919

AMC Headquarters 10 Theaters - 72 Headquarters Plaza, Morristown 973-292-0606

Sony Theater - State Highway No. 10, East Hanover 973-515-1200

Madison Cinema 4 - Lincoln Place, Madison 973-377-2388

**Hillcrest Home and School Association
Executive Committee & Committee Chairpersons
2009/2010**

<u>Executive Committee</u>		<u>Phone</u>
Co-President	Lynn Livingston	455-7009
Co-President	open	
Vice President	Kelly Harte	292-2240 ext 5150
Treasurer	Susan Minehan-Kevis	539-6182
Secretary	Ali DeLargy	538-5411
<u>Committee</u>	<u>Chairperson</u>	
Art (spring art fair)	Susan Beavis	455-0579
Audit	Jennifer Smith	206-1732
Author's Day	Karen Weintraub	285-9583
	Kerry Harper	539-8856
	Lynn Livingston	455-7009
Bank at Hillcrest	Reebe Horan	538-1916
Birthday Buttons	JoAnn VanSciver	829-1978
Book Fair	Dawn Bertha	538-6372
	NancyLynne Alessio	267-8641
	Deborah Wild	455-1520
	open	
Book Publishing	Ali DeLargy	538-5411
	Susan Ezell	998-9204
Book Publishing Teas	Ali DeLargy	538-5411
	Kerry Harper	539-8856
Box Tops for Education	open	
Concert Videos	open	
Cultural Arts	Debra Broseker	998-0613
	Amy Familo	292-0108
Directory & Membership	Lyrissa O'Brien	219-7620
Emergent Reader	open	
Family Cultural Festival	Marisol Franco	993-0840
	Kelly Woods	998-6565
	open	
Front Hall Display	Christina Afonso	682-9689
	Jeanne Oplinger	267-8538
Fundraiser – Fall	JoAnn VanSciver	829-1978
	Susan Minehan-Kevis	539-6182
Fundraiser - Kid's Art Cards	Debra Broseker	998-0613
Gardening	Thora Scott	998-6087
	open	

Hillcrest Carnival	Thora Scott – basket raffle	998-6087
	Diane Marum – cookie walk	539-3017
	Ali DeLargy – games	538-5411
	Kelly Woods – prizes	998-6565
	Alison Gaynor – food/lunch	984-1151
	Susan Minehan-Kevis - finance	539-6182
	Jennifer Smith – ticket sales	206-1732
	Jennifer DeLeon–activities/crafts	270-0218
	Katie Skilton – tshirt sale	829-0556
	Karen Weintraub – tshirt sale	285-9583
	open – volunteers	
	open – publicity – Lyrissa O'Brien	219-7620
Hillcrest Highlights	Lyrissa O'Brien	219-7620
Hillcrest T-shirts	Katie Skilton	829-0556
	Karen Weintraub	285-9583
Library Coordinator	open	
MAC Drug Coordinator	Danielle Hughes	886-3552
	Leigh Kolodny-Kraft	862-485-0328
	Tricia Rosenkilde	539-0353
	open	
	open	
Room Parent Coordinators	2 ND Grade - Diane Marum	539-3017
	1st Grade – Katie Skilton	829-0556
	Kindergarten – Deborah Wild	455-1520
School Store	Thora Scott	998-6087
	open	
2 ND Grade Picnic	open – 2 or 3 chairpeople	
2 ND Grade Event or Keepsake	open – October volunteer mtg.	
Staff Appreciation	Ali DeLargy	538-5411
	Kerry Harper	539-8856
	Karen Weintraub	285-9583
Things Worth Noting	Lyrissa O'Brien	219-7620
Transportation Rep	open	
Web Site Coordinator	open	
Wee Deliver	open	

Hillcrest Home and School Association Committee Descriptions

Art: This committee works with the art teacher to prepare for the Art Fair held in the spring. Volunteers are needed to hang the artwork up the day before the Art Fair.

Audit: A volunteer reviews the Treasurer's records as required by the HSA's bylaws in October. The time commitment is approximately 2 hours.

Author's Day: A children's author comes to Hillcrest to talk to the students about writing and literature. This committee selects an author and coordinates the day of their visit and coordinates a book sale. Volunteers are also needed to read samples of the author's work to the students a week prior to his/her visit.

Bank at Hillcrest: The children of Hillcrest are awarded coins for good character and acts of kindness. These coins are deposited into the Bank at Hillcrest, which can be withdrawn at a later date to purchase prizes such as lunch with the principal, books, and other items. This committee chairperson will coordinate volunteers to run the Bank every Tuesday and Thursday afternoon. It requires approximately 25 minutes of a volunteer's time to do this task.

Birthday Buttons: Every student receives an age specific button on his/her birthday. A parent volunteer is responsible for inventory and assembling the buttons at home throughout the year.

Book Fair: In May, this fundraiser is held the week of the Art/Science Fair. The chairperson selects a vendor, coordinates the event and schedules volunteers. Volunteers are needed for set-up, clean up and to work a shift the week of the event to assist the students.

Book Publishing: This program gives students the opportunity to become author/illustrators of their own books. The children are invited to a "Publishing Tea" where they read their stories for family and friends. The publishing chairperson coordinates volunteers, proofreads typing, and cuts pages for pasting. The tea chairperson schedules the students' teas, sends invitations to parents, and maintains the photo bulletin board. Volunteers are needed to type books (at home), paste books (at home) and host the teas (at school). This program begins in late September and runs throughout the year.

Box Tops For Education: Sponsored by the General Mills Company, this program pays our school 10 cents for each Box Top redeemed. A collection box is placed in each classroom in September. A volunteer collects, counts and bundles the box tops to be sent in to General Mills two times during the year. General Mills sends Hillcrest a check for the amount of the Box Tops, which is put towards school programs!

Concert Videos: Videotaped copies of the Winter Concerts are made and distributed to parents as a service and fundraiser. Volunteers are needed for videotaping the concerts, making copies and distributing the tapes.

Cultural Arts: This committee schedules educational and entertaining programs and presentations at Hillcrest throughout the year. The chairperson works closely with the principal to select age appropriate and curriculum based programs. Most of the selection process takes place in the spring for the following school year.

Directory: The HSA provides a directory of student addresses and phone numbers to all students and staff. A volunteer compiles the information from forms submitted by parents. It is then typed, photocopied and distributed in October.

Emergent Reader: Volunteers work with Kindergarten students who are just beginning to read. Committee members take groups of 4 or 5 students one day a week for ½ hour to work on reading skills. The program runs from mid-November through June in 4 week sessions, including a short training session.

Family Cultural Festival: On a Saturday afternoon in January we celebrate the diverse cultural backgrounds of the Hillcrest School community with participation from students, parents and staff featuring food and crafts. Volunteer families “host a country” by displaying items and food that represent their country. Other volunteer opportunities include assisting at the craft tables, set up and clean up of the event.

Front Hall Display: Parent volunteers create seasonal and fun displays in the front hall to reflect the seasons of the year. Creative flair a plus, but not necessary. (Display case, photo bulletin board, faculty board, and corner display.)

Fundraiser-Fall: This fundraiser takes place in September/October and is the major support of our HSA programs. It has traditionally been catalog sales of holiday wrapping paper, and small gift items and jewelry to students' families and friends. The chairperson helps in the selection of the vendor, distributes the catalogs and coordinates volunteers. Volunteers are needed to count and verify orders and then to help distribute the orders when delivered in November.

Fundraiser-Spring: “Kids Art” is a fundraiser that takes place in the spring. Students create original artwork with the assistance of our art teacher, which is turned into cards that can be purchased to use as note cards, thank you cards or gifts. The chairperson coordinates the completion of the students' work with the art teacher, sends information to parents, and coordinates volunteers. Volunteers are needed to count/verify orders and to distribute the orders when delivered.

Gardening: If you enjoy working outdoors, this committee focuses on keeping the outside of Hillcrest School looking beautiful. Upkeep of the entrance planters, the window gardens and Principal's garden to reflect the seasons of the year. Work can be done to fit your schedule.

Hillcrest Carnival: Held annually in March, this great Saturday event offers our students and their family an afternoon of fun with food, games, crafts and prizes. Planning begins in January for each area – food, games, prizes, crafts, tickets, volunteers, and the basket raffle. Many volunteers are needed to help with set up, clean up, and to work a shift (2 hours) the day of the event in one of the above activities.

Hillcrest Highlights: This publication highlights students' work, upcoming events and HSA news. The chairperson works closely with staff, committee chairpersons and the HSA presidents to publish a newsletter. Volunteer opportunity to work at home, computer skills helpful. Responsible for copying and distributing the newsletter.

Hillcrest School T-Shirts: This fundraiser held in the fall, offers t-shirts, sweatshirts and car magnets with the Hillcrest logo for sale to the school community to encourage school spirit. The chairperson is responsible for placing the order and distributing items when received.

Library: Volunteers on this committee come in at their convenience to reshelv books borrowed by the students and help the librarian as needed throughout the year.

MAC Drug Free Program: In cooperation with the Joint Municipal Alliance of Morristown/Morris Township, this volunteer coordinates the classroom presentations that are held in October (Drug Awareness Month) with room parent volunteers.

Photography: Parent volunteers photograph events and activities, students and staff throughout the year and maintain a bulletin board in the front hallway.

Public Relations: Chairperson works with the principal and Morris School District PR representative to publicize events at Hillcrest for the local papers and the MSD website.

Room Parent Coordinator/Room Parents: Three room parent coordinators (one per grade) enlist and assign parents/guardians as the room parents for each classroom. Room parents work closely with their child's teacher to coordinate volunteers for class parties, field trips, plays and other special activities.

School Store: Held during a computer period two or three times a year, the school store is a rolling cart inventory of inexpensive, fun and useful items that students may purchase. Chairperson is responsible for ordering the merchandise and coordinating the volunteers. Volunteers are needed to work shifts to assist the students with their purchases.

Second Grade Picnic: This committee plans an outdoor picnic for the second graders in June. The chairperson coordinates volunteers to help with this event. Parents are needed for set up, to supervise the games, prepare and serve food, and clean up.

Staff Appreciation: The chairperson plans and coordinates events such as "Soup, Salad and Bread" to express our thanks to the Hillcrest staff. Volunteer opportunities include baking or purchasing goodies, and help with set up or clean up at these events.

Things Worth Noting: Chairperson works with the school secretary to provide a monthly summary of upcoming activities, and distributes the flyer to all Hillcrest families.

Wee Deliver: This program encourages students to write letters for distribution by second graders to other students and staff within the school. The chairperson assigns the students shifts and coordinates parent volunteers. Volunteers supervise each Wednesday and Friday afternoon delivery shift (approximately ½ hour).

Hillcrest Staff 2009/2010

Kindergarten

Mrs. Stephan
Miss Chang
Mrs. Feeney
Mrs. Romano
Mrs. Medina - bilingual

Kindergarten Assistants

Mrs. Correa
Ms. Krieg
Mrs. Preziosi
Ms. Baker
Mrs. Celis

First Grade

Mrs. Araujo
Mrs. Correia
Mrs. Heimbach
Miss Krickus
Mrs. Leavy
Mrs. Yoser
Mrs. Lozaw – Bilingual

C.U. Students: Katie Halkitis & Susan Buttigieg

Mrs. Rae

Second Grade

Mrs. Catanzaro
Mrs. Hopcraft
Miss Joo
Mr. Lieberman
Mrs. LoChirco
Mrs. Lozaw – Bilingual

Christine Bedell, C.U. Student: Veneta White

Mrs. Weiss-Allen

Special Education

Miss Petescia Grades K-2
Miss Corwin CABAS K-2

Mrs. Damiano, Ms. Gibbs
Mrs. Alejo, Mrs. Collins, Mrs. Smith, & Miss Solaro
C.U. Students: Isabelle Ree & Yndira Acosta

Special Area Teachers

Art	Mrs. Brown	Physical Education	Miss Arnold
Library/Computers	Mrs. Sutton	Science	Mr. Cahill
Music	Miss Vogt	Spanish	Mrs. Reis
Educational Computer Specialist	Ms. Hardwick		

Support Staff

Counselor	Ms. Markovich	PAR	Mrs. Cahill
ESL	Ms. Spiegel	Reading Recovery	Miss Ferrer
Nurse	Mrs. Lenat	Speech	Miss Maloney
Resource Center	Mrs. Patten	Occupational Therapy	Ms. Laureano
Resource Center	Mrs. Anderson		