



**PROSPECT
HILL
SCHOOL**

Student Handbook

Prospect Hill School
1000 Washington Avenue
Pelham Manor, New York 10803

Telephone 914 738-6690
Fax 914 738-8258

Ms. Jeannine Carr, Principal

My Teacher's Name is _____

My Name is _____

My Homework Buddy _____

If this book is lost, please return it to Prospect Hill School at the address listed above.

Vision Statement

Prospect Hill is a community whose members are always learning and growing. We set high standards for ourselves and challenge each other to achieve our best.

We believe in working hard at everything we do, sharing our knowledge and skills for our own and the community's good.

We are a caring community where everyone is treated with fairness, kindness, and respect.

Each member of our community is valued for his or her own unique abilities, efforts, and contributions.

We recognize that learning involves struggle and taking risks, and we support and encourage each other's progress.

We envision Prospect Hill as a community that produces joyful, independent and life-long learners; and adaptable, productive compassionate human beings.

At Prospect Hill:

1. We commit to **creating** a safe school environment in which children are encouraged to persist and to work hard and where they are comfortable taking the risks necessary to learning.
2. We commit to **making** whatever accommodations and modifications are necessary in order to assist students to reach their academic and social potential. We feel a particular responsibility to illuminate the strengths we see in each child and to build upon those strengths.
3. We commit to **providing** a strong system of communication that will connect our district, school, classroom and home communities. Good communication implies good listening in which we try hard to understand and empathize with the perspectives and experiences of others.
4. We commit to **demonstrating** to our students, that we too, are on a journey of learning that extends beyond formal education, and that we share with them the triumphs, joys and difficulties such a journey entails.

Code of Behavior

At Prospect Hill School, the principal, teachers, staff, parents, and students partner to create a community where everyone takes pride in learning. We know the importance of striving for academic success and for accepting responsibility for our words and actions. The following Code of Behavior will help all members of our school community to achieve their personal best, to be good school citizens, and to attain the standard expressed in our Vision Statement.

Student's Rights

All Prospect Hill Students have the right to:

- A safe, secure, and happy learning environment
- Be treated fairly with respect and not be treated differently because of who they are
- Feel important and feel a sense of belonging
- Learn to the best of their ability
- A school environment that is clean and attractive

Students are expected to accept responsibility in the following areas:

I. Respect for Themselves and Each Other by:

- Not participating in bullying of any kind
- Treating all students with respect and acceptance
- Showing a positive attitude
- Allowing others to speak without interruption or comment
- Listening carefully to others
- Treating personal property, school property, and the property of others with respect
- Using appropriate language with peers and adults

II. Good School Citizenship by:

- Being polite, respectful, and supportive of each member of our school family
- Following established school and classroom rules
- Understanding and accepting the consequences for not following school rules

III. Academic Achievement by:

- Listening attentively during instruction
- Understanding all directions and expectations
- Completing home and class assignments to the best of their ability and on time
- Seeking help and asking appropriate questions when they don't understand
- Looking over all work and checking it carefully
- Handing in work that they are proud of and reflects their best work
- Finding out about work that was missed due to absence, lateness, or for any reason

General School Rules

1. Fighting, hurtful words, inappropriate language will not be accepted
2. Roller blades, skateboards, "rollers" of any type, and scooters may not be used on school grounds before, during, after school, or on weekends
3. Bicycles may be used when students complete the safety program in third grade
4. Toys, gadgets and trading cards are discouraged and are not allowed during Instructional time
5. Invitations to parties may only be issued when the whole class is invited
6. Hats are removed when in the building
7. Students must have permission from an adult to leave a classroom, the play areas, lunchroom, and all other areas of the school
8. Students are expected to solve problems with words and to ask for adult help when it is needed
9. Students must walk in the hallways and use inside voices while in the building
10. Clubs or groups that exclude others are not permitted
11. "STOP, LOOK AND LISTEN," means BECOME QUIET!
12. Cell phones and other electronic devices may not be used without permission.
13. **We reserve the right to restrict any play items that might be deemed unsafe on school property.**

General Classroom Rules

1. A classroom belongs to everyone. All students are expected to respect the rights and property of everyone
2. Students are expected to listen while others speak
3. All students are expected to speak in a polite and respectful manner
4. Students are expected to be prepared for learning with assignment and supplies
5. All school notices should be brought home promptly
6. Textbooks, and learning materials are to be used respectfully
7. Students are expected to solve problems with words and to ask for adult help when it is needed
- 8. The classroom code of behavior must be followed at ALL TIMES!**

Arriving at School

1. Students are not permitted in the building without adult supervision
2. Students should not arrive at school before 8:15am because there is no supervision
3. On days when the weather is pleasant, students meet in the area outside of the main entrance. On inclement days, Grade 1 – 3 students report to the auditorium, while K, 4 and 5 students report to their classrooms.
4. The field near Grade 1-5 assembly area may be used in the morning
5. Running and ball play on the grass area only, not the morning blacktop assembly area
6. Students may not sit on the steps, the ledges, or wait inside the building
7. Students may not leave the school grounds without permission
8. Students may not report to a classroom or remain in a classroom without adult supervision
9. If a student reports to a classroom and an adult is not present, the student should report to the auditorium or to the school office
10. Students are expected to arrive at school on time. The morning line up bell (8:18 am) is the official start of the school day. If you are not ready for instruction at 8:30, you are late.
11. Notes are needed after an absence or to leave school early.

Rules for Special Events

Walk into the auditorium or the assembly area quietly, sit down and wait patiently for the program to begin.

1. Be a polite member of the audience, sit properly, and enjoy the performance
2. Do not call out or speak to those around you
3. Be courteous to all performers

Rules for Field Trips

1. Listen carefully to the teacher's instructions and remain with the assigned group and chaperone
2. Remember that you are a guest and are representing yourself, your family, your school and your class
- 3. Behave in a safe and respectful manner**

Rules for Fire Drills/ Other Emergencies

1. Follow classroom rules for leaving the building
2. Remain with your class
3. Leave the building quietly and as quickly as possible
4. If in a bathroom or hallway, leave the building by the nearest exit and report to the nearest adult for instructions
- 5. In an emergency, follow the directions of the nearest adult or follow all procedures practiced during emergency drills**

Rules for the Lunch Program

1. Students in Grades 3-5 must know their lunch program ID number
2. Notes are needed when your regular lunch pattern changes

3. Remain seated (whenever possible)
4. Walk, do NOT run!
5. Speak using inside voices
6. Never waste food or lunch materials
7. Get permission to leave the room
8. Clean up after yourself
9. Enjoy lunch and your friends
10. Glass containers are not permitted
- 11. Follow all school rules for safe, responsible, and respectful behavior**

General Playground Rules

- Play it safe
- Play fair, have fun, be a good sport
- Be considerate, be cooperative
- Share with each other
- Be polite to students and adults
- Wait your turn
- Explain all rules before you begin a game
- Welcome newcomers to your game
- Do NOT exclude others – “you can’t say, you can’t play”
- Wear safe footwear for outdoor recess and equipment
- Balls on blacktop or grass fields only
- No sticks, no stones, no sand, no acorn/woodchip throwing
- Ask permission to leave the area and report back to the adult
- No game of “Keep Away” (hats, gloves, etc.)
- Cartwheels, tumbling and other gymnastics are not allowed
- If hurt or having a problem, tell the adult on duty
- Stay off wet equipment

- No “cat walking” on outside ledges of equipment
- Stay out of leaf piles
- Flag football only – no tackling, rough tagging or ball grabbing/hitting are permitted during any game
- No bats, lacrosse sticks, or hockey sticks allowed
- No climbing trees, fences, or fire escapes
- Be aware that dangling strings on clothing/shoes and chains are unsafe
- Leave games and discussions on the playground; when recess is over, so are the games and discussions

Playground Equipment

Swings

- One rider/one pusher only
- Take turns
- Do not jump off swings
- When pushing a swing, do not follow the swing, remain away from the swing
- Hold on with both hands
- Stay on swing until it stops
- No sideways swinging
- SITTING ONLY
- Do not swing or twist empty swings
- Stay clear of moving swings
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Slides

- Go down ONLY; do not walk up the slide
- Feet first, sitting up
- Do not put water, sand, woodchips, etc. on slides
- Slide straight down and walk off immediately at the bottom
- Wait your turn, only one person at a time on the slides

Tunnels

- No rocks/woodchips, etc. in tunnels
- Do not climb onto the tunnels

Monkey Bars

- Rungs are for hanging ONLY
- Do not sit or stand on rungs

Climber

- Take turns, walking across, no bouncing
- Use the bars to hold on

Jump Ropes

- Jumping only, nothing else

Pole

- One person at a time, take turns
- Go down ONLY
- Stay clear of bottom

All Behavior Expectations and Rules Stated in the Pelham Public Schools Code of Conduct apply and must be adhered to by all students.

Partnership Agreement

As Prospect Hill School, we the students, principal, teachers, staff, and parents commit to fostering a bully free and non - discriminatory environment through a proactive partnership to foster a safe, respectful and accepting school environment.

The Dignity for All Students Act

The Dignity for All Students Act (DASA) explicitly prohibits discrimination and harassment in schools as follows: No student shall be subjected to harassment by employees or students on school property or at a school function; nor shall any student be subjected to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex by school employees or students on school property or at a school function.

DASA defines harassment as: The creation of a hostile environment by conduct or verbal threats, intimidation or abuse that has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or conduct, verbal threats, intimidation or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; such conduct, verbal threats, intimidation or abuse includes but is not limited to conduct, verbal threats, intimidation or abuse based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

All reports concerning bullying and other violations of The Dignity for All Students Act should be reported immediately to Dr. Sarah DeSoye, School Psychologist and Dignity for All Students Coordinator, and Ms. Jeannine Carr, Principal. These reports will initiate a full investigation following our district protocols.

We pledge the following:

- *To create and foster* a school community where everyone takes pride in learning, and can achieve to the best of their ability
- *To treat* every person in our school with fairness, kindness, respect and acceptance
- *To work proactively to eliminate bullying of any form*
- *To help maintain* a clean and attractive learning environment
- *To help* all feel important and a sense of belonging
- *To resolve* our problems with words and to not use physical force
- *To strive* to learn to the best of our ability

We understand that the following progressive actions will help us to achieve our pledge:

- *Verbal* warnings and restatement of the reason for the warning by the adult
- *Counseling* with student verbal or written reflection on the behavior
- *Restitution*
- *Notification* of parents
- *Time Out* with student telling, writing, or drawing a plan of correction
- *Probation*
- *Detention*
- *Suspension* from school activities
- *In-school suspension*
- *Suspension* out of school
- *Superintendent's Hearing*

We acknowledge that we have read and reviewed the contents of the Student Handbook. We acknowledge our responsibility to follow the guidelines of the Code of Behavior.

Student Signature _____

Parent Signature _____

