

Milltown School



Parent & Student
Handbook
2019-2020

Message from Our Principal

Welcome to Milltown School, home of the Mountain Lions! Milltown School is our newest elementary school in the district and I am proud to serve as your child's principal.

As partners in your child's education, our staff and I hope to work together to create a place for learning which will develop your son or daughter's academic ability to their peak potential. We believe that your child's academic ability will develop to its' fullest by having access to:

- *a strong home/school partnership,*
- *a strong, coherent curriculum,*
- *an enriched learning climate,*
- *a commitment to the care of our students' character and sense of self.*

In order to foster these goals, we have developed this handbook of procedures and practices that we feel will help us accomplish our vision for Milltown School.

We are looking forward to working with your family this upcoming school year. By working together, we can assure that the Milltown School Community will continue to grow and flourish.

Sincerely,

Matthew J. Lembo
Principal, Milltown School

MORNING DROP OFF PROCEDURES

- ✓ Drive Slowly
- ✓ Follow the One-Way Signs
- ✓ Please line up in your car in the front of the school – PLEASE DO NOT PARK AND WALK YOUR CHILD IN
- ✓ Staff members will be on DUTY and will start helping the children into the building
- ✓ Please do not allow children out of the vehicle before 8:25am and/or until you see a staff member outside
- ✓ Please be mindful of the buses that are in the front of the school. We will try and have the buses unloaded and moved before 8:25.
- ✓ To ensure contiguity at the start of your child's school day we would prefer they ride the bus so they have time to enter, unpack, and prepare for the day.
- ✓ Students are expected to be **in the classroom no later than 8:35am**. All children arriving late (after 8:35am) **MUST** be signed in at the Main Office and will be marked TARDY.

DISMISSAL PROCEDURES

- ✓ Parents wishing to pick up their children at (or before) dismissal time must send a note/email to their child's teacher PLUS the Main Office including the child's full name, teacher and dismissal instructions
- ✓ Parents who decide to change dismissal procedures **MUST EMAIL THE MAIN OFFICE PRIOR to 1:30pm**
- ✓ Parents must sign their children out in the Main Office
- ✓ If an adult other than the child's parent or guardian is coming to pick up the student, we must have written permission from the parent – ID will be checked
- ✓ Please send a note and/or legal documentation to the office indicating if your child is NOT to be released to other parents or persons

SCHOOL HOURS:

AM PREK & Kindergarten: 8:35am-11:15am

PM PREK & Kindergarten: 12:15pm-2:55pm

Grades 1-4: 8:35am-2:55pm

On special occasions, Milltown will employ the following schedule:

HALF DAY SESSIONS (4 HOUR SESSIONS)

LUNCH SERVED

AM PREK & Kindergarten: 8:35am-10:40am

PM PREK & Kindergarten: 10:45am-12:50pm

Grades 1-4: 8:35am-12:50pm

ATTENDANCE REQUIREMENTS

PLEASE REPORT YOUR CHILD ABSENT VIA THE [ONLINE FORM](#) BEFORE 8:00AM. YOU MAY ALSO REPORT YOUR CHILD ABSENT BY CALLING 908-927-9510 AND CHOOSING OPTION #2. PLEASE STATE THE CHILD'S FULL NAME, TEACHER AND GRADE PLUS REASON FOR ABSENCE AND EXPECTED RETURN DATE.

Please see Policy 5121 for the most updated attendance requirements. Student illnesses must be verified by a parent note for a day missed. Otherwise, it is unexcused. After 3 days missed, they must be accompanied by a doctor's note in order to be excused. A student may make up schoolwork due to excused absences; however, it is the responsibility of the parents to initiate a make-up procedure with the teacher.

Children must be in school to learn. The most successful students have low absentee rates. Absences from school should be due to illness or emergencies. Family vacations during school should be avoided, as valuable instruction and learning time is missed. Family vacations must be reported to the Main Office, Attendance Email and your child's teacher at least one week before

leaving or as soon as travel plans are confirmed. Homework requests for extended unexcused absences (e.g. family vacations) will not be honored prior to absences. The student is responsible for making up all work missed upon their return.

Unaccounted for or chronic absenteeism will be investigated by the District Attendance Officer. For absences in excess of ten (10) days, and in accordance of N.J. A. C. 6A:16-7.8, the school will make a mandatory referral to the court program required by the NJ Administrative Office of the Courts.

BUS TRANSPORTATION

Each student is assigned a designated bus route and bus stop. In order to ensure safe transportation of our students, the Board of Education has created the following policy regarding transporting children to and from childcare providers:

The request may be any of the below options, **but must be for five days a week**

- Home to School – School to Childcare
- Childcare to School – School to Home
- Childcare to School – School to Childcare

To make the above changes, a **Busing to Babysitter** form must be filled out annually. Once completed, it must be returned to the school for the Principal's signature. The school will forward to Transportation. **The deadline for submissions is August 1st for the opening of school. Any changes during the school year must be submitted 14 calendar days prior to change.** Students are only allowed one bus assignment. No additional stops will be made.

A special ONE DAY pass can be granted for a compelling reason, such as death in the family, sudden family emergency, etc. A written request from the parent/guardian must be submitted and approved by the Main Office. Passes will NOT be granted for play dates.

Please remember that riding the school bus is a privilege, not a right. If this privilege is not respected by a student, they may be excluded from the bus by the principal for a period of time.

Please direct any other questions regarding Transportation to 908-722-1820.

VISITS TO SCHOOL

Parents are encouraged to visit school periodically and to confer with the teacher regularly regarding their children. This visit needs to be pre-arranged and should never impact the class time.

During school hours, all visitors must be buzzed in at the Main Entrance, sign in, leave their keys with the Main Office and obtain a Visitor's Lanyard before proceeding to the classroom. This is a requirement of the Board of Education and helps us ensure the safety and security of our building and students. We appreciate your attention to this particular policy.

EMERGENCY SCHOOL CLOSINGS

In the event of a delayed opening or early closing due to severe weather or other emergency, parents will receive a phone call at their Home Phone number from the **SCHOOL MESSENGER** Alert System. If you wish to update your contact information, please go to the District website to update your **SCHOOL MESSENGER** account. Special announcements will also be made over the radio (see below), school message systems (908-927-9510) and district website (www.brrsd.org).

Please listen to one of the listed radio stations:

WCTC (1450AM) – WMGQ (98.3FM) – WERA (1590AM) – NJ (101.15FM) – WLEV (96FM)

EARLY CLOSING PROCEDURES

- ✓ AM Kindergarten will be dismissed at its regular time (11:15am)
- ✓ PM Kindergarten will be CANCELED and made up at a later date
- ✓ Grades 1-4 will be dismissed at 12:50pm
- ✓ Parents will be contacted by the **SCHOOL MESSENGER** Alert Systems
- ✓ All after school activities (including AFTER CARE) will be CANCELED

DELAYED OPENINGS

School will begin 2 hours later than regular starting time: 10:35am
(Grades 1-4 & AM PREK & Kindergarten)

PM PREK & Kindergarten will start at 1:15pm (1 hour start delay)

STUDENT CONDUCT

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

Introduction (see N.J.A.C. 6A:16-7.6. and Board Policy #5310):

The Board prohibits acts of harassment, intimidation, or bullying of a student on school property, at any school-sponsored function, on school buses and, as appropriate, in other instances away from school grounds Active or passive support for acts of harassment, intimidation, and bullying is also prohibited.

Definition (see N.J. Public Law 2010, Chapter 122):

Harassment, Intimidation or Bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics that takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a reasonable person should know, under the circumstances will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- has the effect of insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with, the orderly operation of the school; or
- creates a hostile educational environment for the students; or
- infringes on the rights of the student at school by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Expected Behavior (see Board Policy #5310):

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report acts to the building principal or designee. Each building principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship, and academic success.

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for student behavior must be based on parent/guardian, student, and community involvement producing an environment that encourages students to grow in self discipline.

Please see Board Policy 5310: Prohibiting Harassment, Intimidation and Bullying, for full text.

VALUABLES

Parents are asked to clearly label all student valuables such as backpacks, lunch boxes, coats, etc. We have established a Lost and Found in Miltie's Café. Any unclaimed items will be donated to a local shelter every few months, so please make sure your child checks in periodically if they have lost an item.

Students are discouraged from bringing in toys, gadgets, Game Boys, and other expensive items to school. The school is NOT RESPONSIBLE for such items if lost or broken. The school reserves the right to confiscate any inappropriate items from a student and the parent will need to pick up the item from the Main Office.

STUDENT ALLERGIES

In an effort to provide an environment in which students are safe, we have asked parents to not send any peanuts, peanut butter or food containing peanuts or peanut butter or any nut products to be eaten as snacks in the classroom when students have been identified as having life-threatening allergies. A note will be sent home to any classroom that has a student with an allergy in it.

CLASSROOM CELEBRATIONS

****PLEASE READ THIS IMPORTANT POLICY UPDATE BELOW****

Classroom Celebrations: Student Health and Allergies

In order to adhere to the district Wellness Policy, requirements of the State of New Jersey and the District Life Threatening Food Allergy Protocol, the BRRSD school district will not permit sugar-based food items (i.e. cupcakes, donuts, cakes, etc.) at any celebratory functions. As a district, our goal is to create a culture that promotes a balanced diet and healthy lifestyle. In doing so, our schools encourage celebrations where the distribution and sharing of food is not required. We, as a district, do not want to ostracize nor put any student with allergies at risk. For that reason, brief celebrations for students generally occur one time per month and adhere to the BRRSD Wellness Guidelines. These guidelines and policies can be found on the district website below.

https://www.brrsd.org/apps/pages/index.jsp?uREC_ID=317013&type=d&pREC_ID=596487

Celebrations may vary by grade level and building; however food is **not** permitted as part of the birthday celebrations. Parents should not distribute edible items to students. Furthermore, party goody bags are not permitted for class distribution.

Pending permission by class and/or school, birthday recognition **MAY BE ONE** of the following:

- Students may be recognized on their birthday in the daily announcements and awarded a birthday ribbon.
- The class may celebrate by arranging with the teacher a 10-15 minute read-aloud by a family member or special guest.
- The birthday celebration may include the designated student choosing a game to play on the playground.

Holiday celebrations may occur up to four times per school year. Food may be served at these celebrations, but cannot be sugar-based.

LUNCH PROGRAM

Milltown School has a Hot Lunch program for students Grade 1-4. Students may purchase lunch daily either by bringing in cash or by having their parents create an account for them through www.mypaymentsplus.com. To create the account you will need your child's student number, which can be accessed either via the PowerSchool Parent Portal (under DEMOGRAPHICS). Money can be put into student accounts either on-line or by bringing in a check made out to Bridgewater Raritan Board of Education (BR BOE). Menus can be accessed on-line at www.brrsd.org. Your child also has the option of bringing their own lunch from home.

Free and Reduced Lunch Application Forms are available online on the website.

HOME SCHOOL CONNECTION

Parents and Teachers

Formal parent/teacher conferences are scheduled for November. As needed, parents may request a conference to discuss their child's progress or welfare at school. Call the teacher directly through our voice mailbox system or send an email to them via their classroom website. A secretary is available to answer the phones from 8:00 a.m. – 3:30 p.m.

There are four reporting periods in the school year. In November, each parent will have a Parent Teacher Conference in which the teacher will discuss the child's progress. In grades PK-4, parents will receive a Report Card for the 2nd, 3rd, and 4th reporting periods. These report cards will be electronic and can be accessed through the PowerSchool Parent Portal. The dates that the Report Cards will be available are noted on the school calendar.

Discipline Philosophy

Teaching social skills is a main goal of the school. At school we reinforce what is, hopefully, taught at home: respect for self, respect for others, respect for society (school) rules, and respect for property. The Milltown School staff maintains a positive approach to discipline, by using an instructional model, and an emphasis on recognition and praise of appropriate behaviors. When necessary, teachers may use a time out procedure to allow a child to think and plan. When appropriate, parents will be informed of difficulties that arise with their child at school through phone calls or notes home.

Parents and Nurse

It is most important that parents inform the nurse whenever children are seriously ill or when ongoing medication is prescribed by the family physician. To reach the nurse's office, call the main school number (908) 927-9510, and press 3 to be connected to the nurse.

Whenever possible, medication should be taken at home rather than in school. However, we realize that from time to time your child's doctor may prescribe medication which must be taken during school hours. Your School Nurse will insure that such medications are taken at the proper time and in the proper amount. These medications must not be self-administered and cannot be administered by the classroom teacher.

Before your child may be given medication in school by the Nurse, please do the following:

- ✓ Provide the Nurse with a note from your child's doctor with the written order for the medication to be given
- ✓ Medication, fully labeled, in its original container, will be kept by the Nurse in her office to be dispensed by the authorized personnel
- ✓ Medicine prescribed by the family doctor should also be accompanied by dosage information and the time of day that the medication should be administered
- ✓ Please provide the Nurse with all necessary medication forms which can be found on our website

Community Communication

Parents will be informed about school happenings through various means. Communications most often will be via E-Blast, school website and teacher websites. To insure that you don't miss out on important information, please make sure that the Main Office has your most up-to-date contact information (i.e. e-mail addresses, home phone number, cell phone or emergency contact information, etc.)

Some other forms of communication may include: classroom newsletters, PTO information sheets, school or teachers' voicemails, and township newsletters.

Child Care Program

Mrs. Natalie Longua has been selected by the school district to independently operate a before and after school program at Milltown School. Parents interested in child care may learn more details and about registration procedures by calling Mrs. Longua at (908) 303-5684 or emailing her at adamsvilleprograminc@comcast.net. Registration forms can also be obtained from the Main Office.