

Millington School

Parent/Student Handbook



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Millington, NJ 07946

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Important Contact Information:

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Ms. Miranda Dambrot, Counselor

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Mrs. Colleen Pepe, Secretary

cpepe@longhill.org 908-647-2312 X. 2114

Mrs. Stephanie Mathews, Secretary

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Message from the Principal

Dear Parents/Guardians,

Welcome to Millington School! We hope this handbook provides you with the information you need regarding our daily procedures at Millington School. However if you need to speak to someone, please feel free to reach out to your child's teacher or the main office with any questions.

We are committed to creating a positive and nurturing learning environment for all of our students. Teachers have developed classrooms where all students are part of a community of learning. Students take an active role as learners and are given many opportunities to engage in discussions or work cooperatively to solve problems. We also provide social and emotional learning opportunities. Every month or so, we have Tiger Team Assemblies. These assemblies bring the entire school together where our 2nd-5th graders engage in learning about the pillars of character education. It is our goal that all students gain an understanding of citizenship and practice these kindness skills outside of the classroom and school day.

We appreciate our parent organizations and volunteers. Please see that information included in the General Information section of the handbook and consider joining the PTO and/or LHEF.

Please do not hesitate to reach out to me with any questions.

Sincerely,

Mrs. Dawson
Principal
jdawson@longhill.org

I. The School Day

The doors open at 8:45 for students to report to their homeroom class. Since supervision begins outside at 8:40, students should not plan on arriving at school until 8:40.

Students in grades 2 & 3 enter through the main front doors. They will line up by grade level outside the front door area. Students in grades 4 & 5 will enter through the side gym doors.

Students who are not in class by **9:00 are marked tardy**. Students who enter the school at 9:00 need to report to the main office for a late pass. We expect all buses to drop off prior to 9:00. On the few occasions that a bus may run late, those students would not be considered late.

Students should arrive at school on time so they are prepared to learn on a consistent basis.

Regular Day Schedule:

Grades 2-5 8:45-9:00 Homeroom time
9:00-3:07 Students not in the HR by 9:00 are considered tardy

Single Session Day Schedule:

Grades 2-5 8:45-9:00 Homeroom time
9:00-1:25 Students not in the HR by 9:00 are considered tardy
🍽️ There is a 25 minute lunch. Please send your child in with lunch.

Delayed Opening Schedule:

Grades 2-5 10:45-11:00 Homeroom time
11:00-3:07 Students not in by 11:00 are considered tardy
🍽️ Students may need a hearty snack. Please send your child in with a small lunch/hearty snack. There is no recess on a delayed opening.

Millington Elementary School
Drop Off & Pick Up Procedures

Arrival:

Morning Car Drop Off- Parents may pull up on Northfield for a quick drop off. This means that parents do not park. Students **exit the car on the sidewalk side** and not into the street. Traffic needs to flow so please help us by making this a quick drop off. Do not stop in the crosswalk on Northfield. Parents also have the option of pulling into the side lot where staff members park. There may be some available spots. Please assist your student with crossing the lot. Parents may also enter the parking lot for a quick drop off. Parents should drive all the way into the back turn around, follow that around towards the exit and drop off their child before the crosswalk. This should be a quick drop off as well. Students **exit the car on the sidewalk side** and not into the lot.

Dismissal:

Walkers – Students will be dismissed at 3:10. They will exit out of the **gym doors** and walk down the sidewalk to the crossing guard. She will then cross them in a group to travel south down Northfield Rd. or to walk over to the Crescent where another crossing guard will cross them over Northfield Rd. The children heading north on Northfield should follow along the school sidewalk and proceed in that direction.

**If you have a bicycle on school grounds, you must walk it and follow the above procedures.*

Bus Riders – Students riding the first set of buses will be dismissed at 3:10. They will exit the front doors to board their assigned bus. If their bus has not arrived, they will be instructed to stand in line to wait for their bus. Students who ride the second set of buses will be dismissed to the gym at 3:12. They will sit with their bus line until called to walk to the front of the school for dismissal.

Pick Up- Parents will be entering the side lot to travel around the school to the pick up area. You will meet with a staff member by the back fire lane. You will have to stay in line until 3:10. The staff member will instruct you to form **two alternating lines**. At that time, he/she will instruct you to proceed slowly around the building. **Each family will need to write the last name of the student(s) on a piece of paper. It should be large enough for our staff to see the name.** This needs to be placed on the driver's side dashboard for our staff to see. **We ask that you do this everyday.** We do not remember everyone's last name (we do remember friendly faces). We may also have various staff members assisting or substituting. Please help us with this effort. Cars will not be allowed around the back of the building until a staff member indicates that they may proceed. If your child is not ready for you when you get to the front of the line, you will have to exit the lot, re-enter and then wait in line. We encourage you to stagger the pick-up time. **The line is open until 3:30.**

You will pass 3 exits along the way. We ask that you proceed slowly and follow the stop patterns at these doors. We need to ensure the safety of all students, parents and staff that are part of the Millington School family.

We encourage you to follow the same dismissal routine everyday. This will ensure that your child will not be in the wrong dismissal location.

II.

**The Long Hill Township
School District**

**Student Code of Conduct & Parent
Compact Gillette and Millington Schools
Grades Pre K-5**

The Long Hill Township School District strives to create a nurturing, caring and safe environment for all of our students. Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow academically and socially. In addition to academic development, Gillette and Millington Schools are responsible for fostering behaviors that are necessary for students to develop into good citizens to sustain society. The Code of Conduct is aligned with Board of Education policies 5131, 5131.1, 5132, 5114, and 5145.6, and sets the foundation for developmentally appropriate guidelines and consequences for all students.

PARENTS AS PARTNERS

Parents are our students' first and most important teachers. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist in solving issues that may negatively impact the learning environment of their child. Understanding discipline as a "teachable moment" is essential to a positive approach to solving issues when they arise at the elementary level. The District recognizes differentiated consequences or outcomes based on the developmental appropriateness of our students. A one-size fits all approach to consequences at the elementary level limits the effectiveness of the concept of a teachable moment. **Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question.** Lastly, we encourage parents to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact your building Principal so that she may look into the matter further and assist you accordingly. On page five of this document, you will find more information on the grievance procedure for parents.

DRESS CODE GUIDELINES

Each school requires that students follow a dress code which adheres to Board Policy 5132. Students should come to school looking neat, and well-dressed. Students will wear clothing that does not pose a distraction to the learning environment. Clothing that promotes violence, profanity, or is offensive is not permitted. Shorts and skirts must be an appropriate length. Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed. If students violate these guidelines, parents will be telephoned and asked to bring a change of clothes for their children. Subsequent offenses will require a parent teacher conference and/or sending the child home to change their clothing.

CELL PHONE/SMART WATCHES GUIDELINES

According to Board Policy 3515.1, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school busses unless it is part of an instructional activity and supervised by the classroom teacher or building Principal. Also, cell phone cameras on school busses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to pick up the device from the main office. Subsequent offenses will require a parent teacher conference, an after school detention, or in-school suspension.

DISCIPLINE GUIDELINES

The goal of this code of conduct is to help students recognize negative behaviors and understand why certain behaviors are unacceptable, and the harm such behaviors may cause to others. We aim to assist students in taking responsibility for their actions, to help them learn social strategies and skills to use in the future. Additionally, our staff will encourage positive behaviors through praise, recognition and will from time to time communicate this to parents.

Procedure/ Rules:

1. Be kind, safe and show respect to other people and for property inside and outside the school buildings at all times. Kindness, safety and respect will be discussed and reviewed within the classrooms and within the school all year long. Please continue these conversations at home.
2. All teachers are responsible for creating a safe learning environment for our students. Teachers will develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher.
3. Classroom rules and consequences or outcomes should be age appropriate, fair and consistent. No child should be humiliated because of inappropriate behavior. Students should be warned if a rule is broken so that the student is alerted to the problem. If the behavior persists, teachers may request a parent conference.
4. Teachers are encouraged to implement their own classroom rules and seek advice from colleagues and administrators if needed.
5. If a student displays severe disruptive behavior, the teacher may contact the main office and send the student to meet with the Principal. The parents will be notified.
6. In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, or on the bus, the supervising adult will report the behavior to the main office. Furthermore, bus drivers will complete an incident report which will be shared with the building principal. Depending on the infraction committed, students may lose bus privileges for a determined amount of time or have their seats changed on the bus.

DISCIPLINE LEVELS:

At the elementary level, our schools recognize three levels of discipline. The following list is a guideline in identifying appropriate behaviors.

LEVEL ONE

- Teasing, inappropriate behavior towards another child
- Throwing food or playing inappropriately with food
- Conflict-teasing, name calling, or other inappropriate behavior directed toward a specific child
- Spreading gossip/rumors, spreading lies
- Excluding someone from playing or sitting at the lunch table
- Profanity

LEVEL TWO

- Disrespectful behavior (verbal and/or physical) toward a child/adult (For example punching, kicking, pinching, screaming, profanity)
- Verbal and/or written threats of harm
- Theft
- Physical assault of a student or adult
- Defacing school property (desk, wall, classroom, bathroom, student's belongings) ● Cheating/Plagiarism
- Inappropriate use of technology and social media (cell phones, e-mail, text messaging, creating false social media accounts, using other students login credentials, etc.)

LEVEL THREE

- Bringing a weapon to school (i.e. gun, knife)
- Bringing a banned substance to school (cigarettes, vaping, drugs, alcohol, prescription medication, etc.)
- Posting or texting derogatory or inflammatory images or comments about other students and/or staff
- Threatening to cause severe harm to self, others, or school property

OUTCOMES:

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the discipline issue. The following details must be considered prior to determining the appropriate disciplinary measures: 1. The student's age and maturity

2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable.

The following list includes possible actions taken in the case of inappropriate student behavior. Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out. 3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may complete Restorative Justice activities which are used to bring students together in peer-mediated small groups to talk, ask questions, and air their grievances as appropriate as outlined in New Jersey S-487, S-1114, and N.J.S.A. 18A 35-5.
5. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
6. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
7. If the situation falls under Harassment, Intimidation, and Bullying (Board Policy 5131.1), we will follow state-mandated HIB procedures and parents will be notified.

To grieve a disciplinary outcome, the procedures are as follows:

- **Step 1:** Within two (2) school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.
- **Step 2:** Within ten (10) school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.
- **Step 3:** Within ten (10) school days the building principal is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.
- **Step 4:** Within ten (10) school days, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.
- **Step 5:** Within ten (10) school days, the Superintendent of Schools is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter.
- **Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.

Potential outcomes for infractions according to the frequency of the offenses and discipline levels:

Number of Offenses	Level 1	Level 2	Level 3
1	<ul style="list-style-type: none"> ● Teacher, Administrator or Recess/Lunch Aide conferences with students and provides a verbal warning ● Reflection of Actions 	<ul style="list-style-type: none"> ● Lunch Detention - 1 Day ● After School Detention 	<ul style="list-style-type: none"> ● Crisis Team mobilized ● Parent Conference ● Out of School Suspension ● Superintendent contacted ● Referral to outside counseling or medical clearance
2	<ul style="list-style-type: none"> ● Lunch Detention ● Appropriate Remediation, (i.e. Reflection Activity, Peer Mediation) ● Restorative Justice activities as appropriate 	<ul style="list-style-type: none"> ● Lunch Detention ● After School Detention ● Parent Conference ● Appropriate Remediation (i.e., Reflection Activity, Peer Mediation) ● School Counselor meets with student ● Loss of bus privilege ● Restorative Justice activities as appropriate 	<ul style="list-style-type: none"> ● Crisis Team mobilized ● Parent Conference ● Out of School Suspension ● Superintendent contacted ● Medical clearance through St. Clare's Behavioral Health or other health provider
3 or more	<ul style="list-style-type: none"> ● After School Detention ● Parent conference and a potential behavior improvement plan ● In School Suspension ● School Counselor meets with student ● Loss of bus privilege 	<ul style="list-style-type: none"> ● After School Detention ● Parent conference and a potential behavior improvement plan ● In School Suspension ● School Counselor meets with student ● Loss of bus privilege ● Possible referral to the Child Study Team 	<ul style="list-style-type: none"> ● Crisis Team mobilized ● Parent Conference ● Out of School Suspension ● Superintendent contacted ● Medical clearance through St. Clare's Behavioral Health or other health provider



KINDNESS

Pass it on!

Give a flower **Eat lunch with someone new**
Listen with your heart Visit a sick friend
Clean a neighbor's walk **Offer a hug**
Give an unexpected gift Make a new friend
Pick up litter **Say "hello"** Call a lonely student
Open a Door *Help carry a load* **Plant a tree**
Pass a kindness on **Share a snack**
Cheer up a friend Thank a Teacher Lend a hand
Read to a young child **Do a kind act daily**
Leave a thank you note Offer your seat
Cycle courteously BE TOLERANT *Let another go first*
Bake cookies for firefighters Give a compliment
Help a student make friends **Assist an adult**
Give a balloon away Lend a classmate a pencil
Celebrate something every day Encourage a friend
Respect others **Walk a dog** **Do a favor**
Forgive mistakes **Smile at someone new**

www.actsofkindness.org

the random acts
of kindness foundation

Parents

In order to promote the best learning environment for my child, I will:

1. Support the school's expectations for behavior and reinforce them at home.
2. Do my part to form a trusting and positive partnership with my child's teachers.
3. Always acknowledge and be supportive of the school expectations listed in this Code of Conduct, even if it is my child who has not met the expectations.

In return, Gillette/Millington Elementary Schools will:

1. Do our part to form a trusting and positive partnership with you by communicating about your child's progress.
2. Provide a caring and supportive environment for your child's learning and encourage your child to achieve.
3. Strive to be aware of your child's unique strengths and needs.
4. Maintain a safe and secure building.

We have read, discussed, and understand and support this Code of Conduct, school pledge, expectations of behavior, as well as the outcomes of not meeting expectations. "I promise to be kind, safe and show respect to other people and for property inside and outside the building at all times. I will not intentionally damage property or hurt another student with my words, my body or my actions."

Electronic Signature Via the Parent Portal: The Code of Conduct was reviewed by the parent/guardian in the parent portal and was electronically signed via the Genesis platform in order to receive the schedule for the school year.

Long Hill Attendance/Tardy Procedures

Attendance:

- Please review the district Attendance Policy 5113 for full details at www.longhill.org
- A student must be in attendance for 160 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. (no more than 20 absences)
- A student will be considered absent from school for participation in less than 4 instructional hours during the school day.
- Attendance and Extracurricular Activities: Students must participate in at least 4 hours of a school day (½ day) in order to participate in extracurricular activities or athletics on that date.

Excused Absences as per NJDOE:

Per the NJ Department of Education's Guidance for Reporting Student Absences and Calculating Chronic Absenteeism (Feb 2021),

The following are the five allowable reasons for a state-excused absence:

- Religious observance (N.J.A.C. 6A:32-8.3(h));
- A college visit (up to 3 days per school year for students in grades 11 and 12);
- “Take Our Children to Work Day” or other rule issued by the Commissioner;
- Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
- The closure of a busing district that prevents a student from having transportation to the receiving school."

Planned Absences:

- Parents are discouraged from removing children from school for vacation purposes. A planned absence of more than three (3) days requires that the student pick up a “planned absence” form from the main office.
- The student will be responsible for all material missed. Students will be expected to return work to their teacher upon their return back to school.

Procedure for Persistent Absences:

Five to nine absences	<p>Follow up communication with parents/guardian</p> <p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Identify cause of the absences and identify any patterns</p> <p>Recommend supports and/or interventions for student based on specific needs.</p> <p>Monitor supports and attendance in consultation with student’s parents/guardians</p>
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Ten to 17 absences	<p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Inform parents/guardians of potential need for court referral at 20 absences</p> <p>Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p>
Eighteen or more absences	<p>Attendance letter sent to parents/guardians informing them of number of student absences</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Continue to consult with parents and any involved agencies/supports to promote students return and improvement</p> <p>Student may be denied participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Potential referral for student to repeat grade level and/or grade appropriate coursework</p>

Tardy Students:

As per BOE Policy 5113 we encourage regular on time student attendance. When a student is late for school, the parent or guardian of that child must “sign-in” the student at the Main Office. Students who are late to school five (5) or more days may need to meet with the Principal for administrative review. Students are marked tardy if they are not in their 1st period class at 8:11am. If their tardies continue to increase additional interventions and consequences will be assigned as appropriate.

Students at Gillette and Millington Schools are considered tardy if they are not in their classroom and ready to begin at 9:00 a.m. Instruction begins promptly at 9:00. Unavoidable exceptions, however, caused by weather or transportation, will be excused at the discretion of the school principal. When a student arrives tardy to school, they must visit the Main Office to obtain a late pass before going to their classroom. Parents of elementary students are asked to sign their students in at the main office when they are late.

Procedure for Excessive Tardies:

5 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p>
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10 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Communication with parent/guardians to identify any concerns and how school and or appropriate services can support.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
15 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>
20 tardies	<p>Letter sent to parent/guardian identifying concern and importance of attending school regularly on time.</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p>
Over Twenty Tardies	<p>Attendance letter sent to parents/guardians informing them of student attendance</p> <p>Student may not be eligible for participation in co-curricular and/or athletic activities</p> <p>Potential referral made for students to attend and complete extended services over the summer.</p> <p>Make determination regarding the need for court referral for truancy</p> <p>Inform parents/guardians of potential need for court referral</p> <p>Accumulated tardies may result in detention and/or consequences due to missed time from school. Detention or consequences may increase based on increased tardies.</p>

Early Dismissal

Early dismissal should be arranged through the main office in writing. We ask that parents be mindful of instructional time missed if taken out of school early more than a couple of times a year. Thank you for your understanding.

III. General Information

A. Visitors and Volunteers

- **All Visitors must sign in with the main office.** First time visitors will need to present a Driver's License or State Issued ID to be vetted through our Raptor Safety System. You will be given a sticker to wear to access the building. We ask that you only report to the room that you are visiting. We use the raptor system for all visitors including: vendors, volunteers, parents, etc.
- Volunteers
 - We are so happy that many of our parents volunteer in our school for various reasons and thank them for supporting our students
 - Please refer to BOE policy 1200R for further guidelines regarding volunteering in our school:
■ 1200R - Participation by the Public - Regulation

B. Health Office - Mrs. Freeman, School Nurse

- Mrs. Freeman is the Millington School nurse. She can be contacted at kfreeman@longhill.org or by calling 908-647-2312 ext. 2119.
- **School Absences** - Please include Mrs. Freeman on all emails if your child will be absent and include the reason why.
- When to keep students home:
 - Students must stay home if they have a fever. They must be fever free for 24 hours before returning back to school
 - Students with Diarrhea and Vomiting may be contagious and should remain at home. Students can return to school when those symptoms have not been present for 24 hours
 - Please notify the nurse if your child has tested positive for a communicable disease for guidelines on returning to school

C. I&RS (Intervention and Referral Services)

- I&RS is an interdisciplinary committee of professional staff members created to provide students with a systematic approach for receiving help with school related difficulties. Areas of concern may include academics, as well as behavioral, medical or social issues. The purpose of I&RS is to identify, intervene, and monitor the progress of students determined to be "at risk" and to provide a series of actions and recommendations designed to help those students succeed in both school and life.
- Any staff member or parent may refer to the I&RS team. Please email the Assistant Principal with concerns for a referral.
- Once a student has been referred, the I&RS team and parents will meet to review the referral to discuss interventions and or services that might be provided. Each student is seen as an individual situation with needs that are particular to that student. Strategies are put into place for a period of approximately six weeks. If the student's academic performance and/or behavior seem to merit a formal evaluation and intervention after the six week period, the I&RS team may refer the student to the district Child Study Team.

D. Special Services

- The Long Hill Township Special Services Department is housed at Millington School. This group is referred to as the **Child Study Team**. The CST members include a director, a learning consultant, a social worker and two school psychologists.
- The team identifies students who have learning disabilities and oversee specific cases. They also provide counseling services if needed.

E. Trimesters and Report Cards

- Students are graded in 3 trimesters. Parent teacher conferences are scheduled in early November to provide time for parents and teachers to discuss student progress. During the school year, parents can request a parent conference if needed to continue that partnership to support students.

F. Website and Communication

- The Long Hill School District is www.longhill.org. You may visit that site for important district and school information.
- Email is the preferred method of communication. Please note that during the school day, teachers may not respond immediately as they are teaching. If you have an urgent matter, please call the main office and we will do our best to assist you or connect you with the teacher.
- The district school calendar is posted on the main page of the website. Millington Updates are sent weekly on Fridays via eblast. You may visit the weekly update page throughout the week to see important dates and events.

G. Parent Teacher Organization

- The Long Hill Township Parent Teacher Organization (PTO) supports academic and other programs at Millington School. The PTO has a link to their information on the district website under the Parents tab.
- The PTO proudly sponsors the following grade level programs:
 - 2nd Grade Environmental Day
 - 3rd Grade International Day
 - 4th Grade Science Fair and Science Day
 - 5th Grade Colonial Day
- The PTO Cultural Arts Committee has sponsored the following programs:
 - Historical and Educational Assemblies
 - Social Emotional / Character Education Assemblies including the Seeing Eye Dog of Morristown
 - Science Programs such as the Rutgers Science Bus
 - Grade Level Author visits
 - Residencies focused on the arts

H. Long Hill Education Foundation (LHEF)

- LHEF provides grants to teachers to sponsor academic enrichment to our curriculum and programs. They have donated thousands of dollars to a variety of programs which impact student learning.
- FORCE - FORCE is part of the LHEF and they run the after school enrichment programs. Some but not all include: Chess, Variety of Sports programs, Roblox, Outside Adventures, Science Programs, Variety of Art Programs, etc.

PTO and LHEF are always looking for parent volunteers. Please consider being involved in these programs which support our schools.

Appendix A

Long Hill Township School District
Millington School
Planned Absence Form
Grades 2-4

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office at least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: _____ Grade: _____

Reason for Absence: _____

Date(s) of Absence: _____

Parent/Guardian Signature: _____

Homeroom Teacher: _____

Assignments Attached: _____ Yes _____ No work to be completed

LAL Teacher (if different from HR teacher):

Assignments Attached: _____ Yes _____ No work to be completed

Math Teacher (if different from HR teacher):

Assignments Attached: _____ Yes _____ No work to be completed

The Long Hill Township School District asks parents to make every effort not to plan vacations when school is in session.

Appendix B

**Long Hill Township Public Schools
Millington School
5th Grade Planned Absence Form**

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office at least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance Policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: _____ Grade: _____

Reason for Absence: _____

Dates of Absence: _____

Parent/Guardian Signature: _____

Parent/Guardian: Please complete the top portion of this form and have your child return it to the Main Office. The Office will make copies for each of the teachers.

Teachers: Please complete this form and return it directly to the student.

Teacher Period Teacher's Initial

(Academic Classes only)

Period 1 Teacher: _____ Assignments Attached (X) _____ No Assignments (X) _____

Period 2 Teacher: _____ Assignments Attached (X) _____ No Assignments (X) _____

Period 3 Teacher: _____ Assignments Attached (X) _____ No Assignments (X) _____

Period 8 Teacher: _____ Assignments Attached (X) _____ No Assignments (X) _____

Period 9 Teacher: _____ Assignments Attached (X) _____ No Assignments (X) _____

C: Health Office

(Office Use Only: Date Copied and sent to teachers: _____)

The Long Hill Township School District asks parents to make every effort not to plan vacations when school is in session.