

Milton School



Parent-Student Handbook

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1. Getting Organized for School

1.1 Finding Out Your Child's Teacher

Your child's assigned homeroom teacher will be posted on the PowerSchool Parent Portal a week or two prior to school opening. Shortly after, you will receive a welcome letter from the teacher.

1.2 School Supplies

School supply lists are posted on the "Families & Students" section of the Milton School website every June. The PTO has initiated a program through which students in all grades can pre-order their supplies in the spring for the following school year through a designated supplier. Supplies are then distributed to the students' classrooms prior to the first day of school.

1.3 Summer Reading

Students entering grades K-5 will have suggested summer reading. Reading lists will be posted on the Milton School website by clicking on the "Families & Students" section.

1.4 Clothing/Personal Belongings

Please be sure to label coats, sweatshirts, lunchboxes, water bottles, and cold-weather items with your child's name. This will allow the items to be more easily returned or recovered from the Lost and Found. If an item is lost, please check the school's Lost and Found located in the ES wing.

1.5 The First Day of School

Prior to the start of school, the building principal will send an email to the registered families indicating the arrival and dismissal locations for each homeroom. On the first day of school, you should bring your child to their designated lineup location between 8:30-8:40 a.m.

2. Communicating with Milton

2.1 Phone

Key phone extensions are published yearly on the school website in the Milton Directory. Some numbers to keep handy include:

- Rye City School District Main Number: 914-967-6100
- Milton Main Office: 914-967-6100 x6002 or x6003
- Principal's Office: 914-967-6100 x6000
- Assistant Principal's Office: 914-967-6100 x6001
- Attendance Line: 914-967-6100 x6003
- Nurse's Office: 914-967-6100 x6050
- Absence and/or Tardy notification email: absence.milton@ryeschools.org

**This is the preferred method of communication for absences*

2.2 E-Mail

All email addresses in the Rye City School District follow the same format: lastname.firstname@ryeschools.org. The principal's email address would be: piekarski.annemarie@ryeschools.org. All faculty and staff email addresses are published each year on the Milton School website, located by clicking on "About Us > Staff Directory".

2.3 Contact with Teachers

If you need to speak with your child's teacher at any time, you are encouraged to send an email to your child's teacher. While it can be difficult to connect with your child's teacher during the school day, he/she welcomes your interest and concern and would be available to meet or speak with you at a mutually convenient time. Teachers are not monitoring email throughout the day since they are working directly with students. It may take up to 48 hours for a teacher to reply to an email. We ask that all communications begin with the teachers prior to speaking with the building administrators.

2.4 Websites

The Rye City School District operates a website with a great deal of useful information about the school district. Through the District website, Milton School and the Milton PTO have web pages that allow faculty, staff, and the PTO to connect with Milton families and the community. The District website is a useful tool for calendar, cafeteria, health, and Board of Education information. The school district calendar is in a printable or downloadable format where parents can customize their family calendar according to which school(s) their children attend within the Rye City School District.

To access this calendar feature:

- Log on to Milton School's website or the District's website:
<http://ryeschools.org>
- Click on the "Calendar" icon located on the red toolbar on the page

The Milton School website includes grade-level pages, health office information, the school handbook, and more. PTO pages include contact information for the PTO executive board and committees, information on upcoming PTO events and ways to get involved.

- Rye City School District website: <http://ryeschools.org>
- Milton School homepage: <https://www.ryeschools.org/miltonschool>
- Milton PTO homepage: <https://miltonpto.membershiptoolkit.com/>

2.5 School Directory

Each year, the Milton PTO gathers information through their website in order to create an online directory with contact information for all Milton families. The directory is only available to Milton families, faculty, and staff. Families have the option of making their home address, phone number, cell number, and e-mail address available to other families in the Milton School. In addition, the directory includes class lists and e-mail contact information for faculty, staff, and PTO committee members. A family fee to join the PTO grants you access to the Milton Directory, and the information is populated and maintained by each individual family. Milton Parent/Student directory can be accessed via this link: <https://miltonpto.membershiptoolkit.com/directory>

2.6 Milton Bugle

The Milton Bugle Newsletter is a PTO communication sent via email each week, and it is a great source of information regarding what's happening at Milton School. New families are added to the list regularly; however, if you find you are not receiving the Milton Bugle or your email address has changed, please send a note to the PTO. Several times throughout the year, class parents will also send class-specific or grade-specific messages through personal email.

2.7 Rye City School District E-Newsletter

At the District level, the Superintendent's Bulletin is sent monthly to all RCSD families.

2.8 PTO Meetings

The PTO has meetings throughout the school year. These meetings are a great way to meet new people and catch up with what's happening at Milton School. Upcoming meetings are always announced through the Milton Bugle, and a complete listing of dates is on the PTO website.

2.9 Back-to-School-Night

Each year, in September or early October, Milton School hosts Back-to-School-Night for parents of Milton students. Parents are invited to their child's classroom to meet the teacher and learn about the school day and curriculum. This is not the time to speak about individual concerns with your child's teacher. A separate, private meeting would be a more appropriate time to discuss child-specific concerns. (See 2.3)

Please note: There is a delayed start the morning after Back-to-School-Night.

2.10 Parent/Teacher Conferences

Report cards are issued two times a year – in the winter and at the end of the school year. Parents schedule individual parent/teacher conferences to discuss children's progress in the fall and spring through an online scheduling system. This is an opportunity for the parents and teachers to discuss progress, as well as specific issues and concerns related to their child(ren)'s learning. The report cards and parent/teacher conferences are scheduled at different times so that parents may get feedback at least 4 times a year.

Before the conference:

- **Talk with your child.** Find out his/her favorite subjects and activities. Ask if there are any concerns that he/she would like you to discuss with the teacher.
- **Decide in advance the questions you will want to ask.** Write them down and do your best to pinpoint specific areas of concern.
- **Review assignments.** Inquire with the teacher if there are areas where your child is successful or other areas where he/she might need extra support.

At the conference:

- **Be on time.** The conference schedule is tight, so teachers need all parents to be on time. If something comes up, notify the teacher as soon as possible. Try to reschedule even if it must be a telephone conference.
- **Remember that conferences are brief.** A typical meeting lasts about 15 minutes. In addition, the teacher may have some items to discuss with you. If you need additional time, ask for a follow-up session.
- **Keep an open mind.** These conferences are meant to help you understand your child's school performance. Be ready to discuss your child's strengths and weaknesses with the teacher.
- **Make plans.** Take notes and record tips or suggestions that are given. Working together with the teacher will help your child succeed.
- **Be positive and specific.** The more information that you can give your child's teacher, the easier it will be to develop a plan of action to address any needs or causes for concern.

After the conference:

- **Tell your child.** Meet with your child and discuss the teacher's comments. Remember to praise all the things your child is doing well and pass along the teacher's compliments. If you need to, talk about the areas that you and the teacher will be working on with your child to help him/her improve. After the conference is an excellent time to set goals for the remainder of the school year.
- **Follow up.** Let your child's teacher know that you are following through on what was discussed and that you'd like some feedback on how things are progressing in the classroom.

The teachers of special subjects such as art, music, physical education, library, and FLES are available to meet for a parent/teacher conference as well.

3. Drop-Off / Pick-Up Procedures

3.1 Playground Supervision

The playground is supervised by aides and assistants during the following times:

- Morning arrival, starting at 8:15 a.m.
- Recess

3.2 Drop-Off Procedure

Children should be entering their designated entrance door at 8:40 a.m. At 8:50 a.m. the doors will be locked and no longer monitored. For late arrival, students must enter through the front of the school and be checked in by the security guard. Any students who arrive at their classroom after 8:50 a.m. are considered tardy.

The front of the building is used for drive-by drop-off. Please do not exit your vehicle while in the drop-off line. Your child should exit the vehicle on the curbside. Due to very limited parking, we encourage all families to walk to school.

3.3 Inclement Weather

During inclement weather, students will be able to gather in the cafeteria between 8:15-8:40 a.m. A staff member will direct students where to go when they arrive. Kindergarten students who come early on inclement weather days should enter the building through the side entrance near the large playground.

3.4 Arriving Late to School

Any child who arrives after 8:50 a.m. will be marked tardy. You may not escort your child to class if he/she is late.

3.5 Pick-Up Procedure

Kindergarten dismisses from the back classroom door on the Kindergarten playground.

First grade and second grade classes dismiss from the half-circle driveway in the front of the building. Teachers dismiss the students directly to their adult.

Third through fifth grade classes dismiss from the side door near the playground. Students are allowed to walk home.

3.6 Arriving Late to Pick Up Your Child

When you arrive more than five minutes after your child's dismissal, your child will be waiting for you on the bench in the front lobby. Please call the office, if possible, so your child knows you are on the way.

3.7 Picking Your Child Up Early

When your child needs to leave school before regular dismissal, please send a handwritten note to your child's teacher that morning (no emails since there is

no guarantee a teacher will read the email). If it is a late change of plan, please call the main office who will relay the message. When you arrive at school, go to the main entrance and see security. You will be asked to sign your child out, and the office will alert the teacher of your arrival. While it may not always be possible, please try to schedule appointments after the school day. If an unexpected circumstance arises, please notify the main office.

3.8 Absences and/or Tardies

Please report your child's absence and/or tardiness on the absence email (absence.milton@ryeschools.org) or the attendance line at 914-967-6100 x6003. If your child is out sick or your child has a contagious illness, such as strep throat, please leave a message for the school nurse. Homework and classwork can be picked up after 3 p.m. on the second day of an absence or sent home with a neighbor, friend, or sibling. Please email homework requests to the teacher or leave a request on the attendance line. The school must be given 24 hours' notice when making a homework request. If your child arrives at school after 11:50 a.m. he/she will be marked absent. If your child leaves school before 11:50 a.m. and does not return, he/she will be marked absent.

4. Security, Parking, Traffic, and Safety

For the safety of all children, the school doors are locked at all times. Entrance to the school is through the main doors only. At the main entrance, you will be required to check in with the security guard. Please have your photo ID available for security to scan through the Raptor System.

4.1 Visiting the School

All visitors must show a photo ID to the Milton School security guard when asking to enter the school. The security guard will enter the information on the photo ID into the Raptor System for safety clearance. A name tag will be provided by the security guard once the visitor has been cleared and it must be worn the entire time the visitor is on the campus. Parents cannot visit classrooms during the course of the instructional day unless they are volunteering or attending a scheduled function. If you have an appointment with a teacher before, during, or after school hours, you must sign in and wear your nametag during your visit. The teacher will leave your name at the front desk. Forgotten lunches and homework are to be dropped off with the security guard at the front desk, who in turn will have the item(s) delivered to your child. Please be supportive of the aides and faculty enforcing these rules.

4.2 Parking

We do not have visitor parking spaces. Please park on Hewlett Avenue. Please do not park in the "Fire" lanes or any of the numbered spaces. Parking spaces are for faculty and staff. Please do not block any parked cars.

4.3 Student Procedures

We ask that parents remind their children of the following:

- Wait on the sidewalk until a car or parent/caregiver arrives
- Do not cross into the parking lot or between cars

4.4 Bicycles and Scooters

Any student biking or riding a scooter to school must wear a helmet. There is a bike rack where children can lock up their bicycles and scooters for the day. Please remember that bicycles and scooters should be walked on school grounds.

4.5 Walking to School

When the weather is nice, we encourage children to walk to school with their parent/caregiver. Please be sure to follow the safety guidelines listed in section 4.4.

4.6 Dog Policy

RCSD policy is that dogs (unless a service dog) are not permitted on school property. If you walk your child(ren) to school with your dog, please do not bring the dog on campus or tie them to the lamppost. This is for the safety of all of our students.

5. Emergency Preparedness and School Closings

5.1 Emergency Drills

Milton School has fire and various emergency drills each year. Directions for exiting the building are posted near the door in each classroom, and the teachers review the different emergency procedures on the first day of school. Students should always follow their teacher's directions. The practiced drills include: Shelter In-Place, Lock Down, Lock Out, and Evacuation.

5.2 Emergency Notification System

If school must be closed early because of emergency situations or inclement weather during the school day, the district's automated emergency notification system known as "Blackboard" will be used to place a telephone call to every school family using the telephone numbers provided through yearly online registration. If outdated and/or incorrect telephone numbers are in the system, families will not receive the automated emergency notification message. It is each family's responsibility to make sure that their current contact information is accurately communicated to the district through the online registration system.

5.3 Weather-Related Closing and Delays

The emergency notification system will be activated for school closings or delays due to the weather. Information regarding delays or closings for RCSD is available from the following sources:

- The district website will post delay or closing information at www.ryeschools.org
- In addition, you will receive an automated call from the superintendent of schools

6. Health Office Policies

6.1 Contacting the Health Office

The Health Office is open daily from 8:00 a.m.-3:00 p.m. If the school nurse can help you in any way, please call 914-967-6100 x 6050.

6.2 Immunizations

Proof of New York State required immunizations must be on file in the Health Office *before* a child enters school. In addition, the nurse will require physicals at certain points in your child(ren)'s time in school.

6.3 Medical Care in School

Medical care is available throughout the school day. A child may receive medications while at school (daily or for shorter periods of time) if they are received in their original container and are accompanied by a medication administration form completed by you and your child's doctor. Forms are available in the Health Office or with your doctor. If your child gets sick while he/she is in school, the teacher will send him/her to the school nurse. The nurse will call the parent or emergency contact if the child needs to go home. If your child feels sick during lunch or recess, he/she should let the aide on duty know; the child will then be sent to the school nurse.

6.4 Fever

If your child has a temperature over 100F, please keep your child home until they are fever-free for 24 hours (without the help of medication).

Returning to School After a Fever:

- Students should remain at home if they have a temperature of 100.0°F or higher.
- Temperatures should be taken before administering any fever-reducing medication.
- If using an oral thermometer, please wait at least 10 minutes after the student eats or drinks.

Students may return to school when they have been fever-free for 24 hours without the use of fever-reducing medication. Some students may still need additional time at home even once the fever resolves.

6.5 Vomiting and Diarrhea

Students may return to school when 24 hours have passed without vomiting or diarrhea and once they can tolerate liquids and solid foods.

6.6 Strep Throat

Students diagnosed with strep throat may return to school when they have:

- Completed at least 24 hours of antibiotic treatment, and
- Been fever-free for 24 hours without the use of fever-reducing medication.

6.7 Additional Health Situations

Depending on the nature of the illness, families may be asked to keep their child home for a longer period than the times listed above. In certain circumstances, the school may require medical clearance from a licensed healthcare provider before the student returns to school.

6.8 Allergy Policy

We are an allergy-aware school. If your child brings a peanut/tree nut/sesame product in their lunch, they will sit at a nut table in the cafeteria. No nut or sesame products may be eaten in the classroom for snack.

6.6 Latex Products

No latex products are allowed in Milton School - this includes balloons and gloves.

6.7 Head Lice

Head lice are common among school-aged children. If there is a case of head lice in a class, the nurse will communicate with all of the families in the class. Please communicate with the school nurse if you have any questions.

6.8 Gym/Recess Participation

If your child is unable to participate in P.E. or recess, please alert the Health Office and Physical Education teacher with a note or email. The school nurse will follow up with you to gather more information.

7. Student Services

7.1 School Psychologist and Guidance Counselors

Milton School has 1 full-time psychologist and 1 full-time guidance counselor. They are available to provide support for students, parents, and teachers regarding non-academic issues. These staff members may be able to provide insight and answers to questions about behavioral, emotional, and social problems in the classroom as well as some guidance for any family issues that negatively impact your child's performance at school. The psychologist is also an active participant in the student screening and evaluation process, managing support services, and consulting with administrators.

7.2 Academic Intervention Services

Milton School offers a variety of academic programs to meet the needs of non-classified students based on the continuum of services. The services are in

addition to the instruction provided in the regular education classroom, and most often occur during the WIN (What I Need) period.

7.3 English Language Learning (ELL)

Milton's ELL (English Language Learners) program helps students with limited English proficiency to acquire the English skills necessary to be successful in school. English language instruction occurs through 2 models: stand-alone (pull-out instruction in a separate ELL classroom with 1 certified teacher and no more than 6 students) and integrated (push-in instruction in the homeroom classroom with 2 certified teachers).

All students who have another language spoken in their home will be screened and possibly assessed to determine whether or not these services are needed.

7.4 Special Education Services

Students are considered disabled under the law when the Committee on Special Education or Committee on Preschool Special Education (CPSE) determines a child's learning difficulties are the result of a disability that adversely affects their educational progress and academic performance. A possible disability is discerned through a multi-disciplinary evaluation, conducted by a range of specialists including a psychologist, a special educator, as well as other specialists when appropriate.

Eligibility for special education services is determined by the CSE or the CPSE. Children who are classified are placed in the least restrictive support program based on their individual needs.

All families with students receiving special education services are automatically part of Rye's All Inclusive Special Education (RAISE) organization. RAISE provides families with another source of information and support in managing their special education child in the school system. More information about RAISE can be found here: <https://raise.membershiptoolkit.com/>

8. The School Day

8.1 School Day

The school day begins at 8:40 a.m. and ends at 3:00 p.m. Grade levels have the following time allocated for the different components of the day:

	Kindergarten	1st	2nd	3rd-5th
Reading	45 minutes	45 minutes	45 minutes	45 minutes
Writing	45 minutes	45 minutes	45 minutes	45 minutes
Word Study	30 minutes	30 minutes	30 minutes	20 minutes

Math	45 minutes	45 minutes	60 minutes	60 minutes
Science	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle
Social Studies	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle	30 minutes 3x/6-day cycle
WIN	30 minutes	60 minutes	60 minutes	60 minutes

8.2 Homework

Homework helps to develop a child's sense of responsibility, organization, and work habits. It may be assigned Monday through Thursday but is always purposeful or necessary. We ask that all students put their best effort into their homework. General guidelines for the amount of time needed to complete homework are as follows:

Grade	Homework Guidelines
Kindergarten	No regularly assigned homework
1 st Grade	15-20 minutes
2 nd Grade	20-30 minutes
3 rd Grade	30-45 minutes
4 th Grade	45-60 minutes
5 th Grade	45-60 minutes

Students are responsible for knowing the assignment and bringing home all materials needed to complete the assignment. In addition, students should read or be read to for 20-30 minutes every night.

If there is difficulty with an assignment or the amount of time involved, please notify the teacher so he or she can work with your child. Please do not complete the homework for your child or spend tremendous time trying to teach a skill or concept.

8.3 Specials

Specials are classes that the entire class attends together outside of their own classroom such as physical education, FLES (foreign language), library, art, and music. At the beginning of the year, your child's teacher will give you the "specials" schedule for the year. It is very important to remember the "specials" days to ensure that your child is prepared.

8.4 Physical Education (P.E.)

On P.E. days, sneakers and comfortable clothing must be worn.

8.5 Library Media Center

Milton's Library Media Center provides students with opportunities to select from a large variety of books, and it serves as the Librarian's instructional teaching environment for all kindergarten Milton students. Children may borrow books each week, and the books should be treated with respect and be kept in a special place at home so they are not lost or misplaced. You must pay the replacement cost of a lost library book.

8.6 Foreign Language

Through the Foreign Language in Elementary Schools (FLES) program, students in grades 1-5 will receive Spanish language instruction twice in a 6-day cycle while grade-level content is reinforced.

8.7 Music

All students participate in general music instruction. Kindergarten students attend music twice in a 6-day cycle and grades 1-5 attend once in a 6-day cycle. In addition, fourth and fifth grade students have the opportunity to participate in band, orchestra, or chorus. These groups participate in collective performances for the Milton parent community twice a year - once during holiday time and again during the spring. The groups may also participate in other performances as scheduled.

8.8 Instrumental Music and Band

Students in fourth and fifth grade are encouraged to learn to play a musical instrument. Small group lessons are given once a week during the WIN (What I Need) period. The band and orchestra practice once each week before school at 8:00 a.m. If your child is interested in playing a musical instrument, you will get information from the music teacher at the end of third grade.

8.9 Chorus

Students in fourth and fifth grade are encouraged to join Milton School's vocal music group. This group meets for rehearsal once a week at 8 a.m.

9. Snack, Lunch, and Recess

9.1 Snack

Children are provided the opportunity to have a snack during the school day. The classroom teacher will determine the time of snack and provide information regarding snacks to the family. No nut or sesame products may be eaten in the classroom, and it is recommended that parents choose a healthy snack. It is also helpful to send your child with a reusable water bottle, particularly when the weather is hot.

9.2 Birthdays

Younger children may celebrate their birthdays in school, but it may not be with food items. Please communicate with your child(ren)'s teacher if you would like your child's birthday recognized in school. We ask that children do not hand out private birthday party invitations in school unless the entire class is invited.

9.3 Lunch

Children have 25 minutes for lunch each day. They may bring lunch from home or buy lunch in the cafeteria. School aides supervise the children in the cafeteria and on the playground. When your child is ready to buy lunch, please review the lunch menu at home and help them choose what day(s) they would like to buy. The monthly lunch menu, as well as My School Bucks account information can be found on the Milton School Website under "About Us > Food Service".

9.4 Recess

Weather permitting, all children have outdoor recess. Children are permitted in the snow when wearing appropriate outerwear. In inclement and subfreezing weather, there is indoor recess.

10. After School Activities

10.1 After School Clubs

The Milton PTO in partnership with after school clubs provider Rye After School, organizes three sessions of after school clubs for students in kindergarten through fifth grade. Club offerings include chess, STEAM activities, dance, sports, and crafts to name a few. Class listings and registration information are available on the Rye After School website: <https://www.ryeafterschool.com/>

10.2 Play dates

Play dates are a very popular and fun after school social activity. A play date is also an opportunity for children and parents to become better acquainted outside of the school setting. A play date should be arranged before the school day between both sets of parents. Do not email the teacher since they may not check their email during the day. On the morning of the play date, the child going to a friend's house must bring a note to his/her teacher indicating:

- Date of the play date
- Permission for your child to go home with the other parent
- Name of the child with whom your child is going home
- Name of parent or caregiver who will be picking up your child
- Your signature

10.3 Kids' S.P.A.C.E.

Kids' S.P.A.C.E. is a not-for-profit community organization that provides before and after school childcare at Osborn School and at the Rye YMCA. Kids' S.P.A.C.E. is open during the school year, September through June, from 7a.m.-6p.m. You can sign up for a regular schedule or call on an as-needed basis. Please go to <http://www.kidsspaceofrye.org> for more information. Participating students are dismissed to the multipurpose room at the end of the school day for their activities.

11. Code of Conduct/Policies

11.1 Rye City School District Mission Statement

The mission of the Rye City School District, in partnership with the community, is to ensure that our students become life-long learners and self-reliant, socially responsible, and respectful citizens by creating a personalized educational environment that challenges and inspires all students to reach their highest potential.

11.2 Milton School Code of Conduct

The Milton School Community, in an effort to support the District's goal, believes that a respectful and peaceful school environment is essential. Appropriate student behavior, one of the many factors important to the success of the learning process, must be clearly defined. The Milton School Team has prepared a framework that encourages mutual respect, socially responsible school citizens, and an environment that is conducive to learning. The Milton School Four Respects follows the District's Code of Conduct information to ensure that all faculty, parents, and students understand their responsibilities relative to student behavior. In addition, it has been developed to ensure the safety of all students. Copies of the Rye City School District Code of Conduct are available on the District website and at the District office. It is important that all parents are familiar with the Code of Conduct as there are specific consequences for students who are disrespectful, disruptive, or break school rules.

The Four Respects:

- Respect Yourself
- Respect Others
- Respect Learning
- Respect the Environment

11.3 Dress Code Policy

The responsibility for student dress, personal cleanliness, and general appearance rests with the individual students and their parents. However, students are not allowed to wear clothing that carries offensive messages, is unsafe, inappropriate, or in any way interferes with learning. The principal, the teachers, and other designated personnel have the authority to require a student to change his/her attire should it be deemed inappropriate.

11.4 Computer Use Policy

The students at Milton School are fortunate to have many computers available for their use. Our computer technology is very expensive and must be used with care. The use of computers is a privilege. Proper computer behavior is expected

of all students. Parents must also sign off on three permission slips in order for students to use the technology. These include the District's Acceptable Use Policy, Google Apps for Education, and Photograph consent forms. In addition, all students are responsible for knowing the following computer rules:

Use of Computers

- Log on using your name only
- Respect the privacy of others working on computers
- Log out of the computer when finished
- Student must adhere to District-wide Acceptable Use Policy and Google Apps Consent form
- Gently tap keys
- Have clean hands
- No food/drinks in computer area

11.5 Student Cell Phone / Smartwatch Policy

Cell phones and smartwatches are NOT permitted during the school day. If these devices are brought to school, they must be turned off and stored in their backpack in their locker. Any device that is brought to school and used during the school day will be confiscated and must be picked up by a parent or guardian.

12. Behavior and Consequences

There are consequences for students who are disrespectful or break our school rules. Depending on the severity of the behavior and frequency of occurrence, the following are some possible responses to inappropriate behaviors:

- Reflection time with teacher, school psychologist, and/or guidance counselor
- Student spends 15 minutes to reflect and may be asked to complete a student reflection form
- Student meets with assistant principal and/or principal
- Parental phone call or conference
- Student and parent meet with assistant principal and/or principal
- Student and parent meet with school psychologist and/or guidance counselor
- Student may be required to participate in peer mediation
- Student may be suspended (in school or home)

13. Parent Teacher Organization (PTO)

13.1 Mission

The Milton PTO is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of Milton School. The Milton PTO is a partnership between dedicated teachers, staff, administration, and parents. The PTO's fundraising efforts go to support many programs that enrich our children's experience in the classroom and on the playground, through field trips, and cultural events.

13.2 Membership

All Milton families are welcome to join the PTO. Parents can do this starting at the end of the summer each year by purchasing a family PTO membership on the PTO website. The PTO strives for 100% participation from families.

Active membership includes:

- Access to the Milton School PTO Website
- Access to the Milton School PTO Directory
- Subscription to the Milton Weekly Newsletter
- Access to register for School Activities and Events
- General membership voting rights

13.3 General Meetings

The PTO meets on a regular basis; parents are encouraged to attend the meetings to learn about what is happening at the school. The meeting schedule is on the PTO calendar.

13.4 Committee Descriptions

Milton has lots of great ways for parents to get involved. Joining a committee and being involved is also a terrific way for new parents to meet other Milton parents. A complete listing of Milton PTO committees is below. Committee contact information is posted on the PTO website.

Executive Board

The Executive Board works closely with the administration and volunteers in the school to coordinate PTO Programs. Represents parent views to the principal, administration, and Board of Education. They provide communication to parents about the school. They also oversee the finances of the PTO. The Executive Board includes Co-Presidents (2), Co-Treasurers (2), VP of Curriculum Enrichment (2), VP of Communications (2), VP of Character Ed and Community Relations(1-2), RAISE Representative, Secretary, Ex-Officio Officer and the Milton School (Assistant) Principal and/or a Milton School faculty member (as appointed by the Milton School Principal).

Milton PTO Committees:

After School Clubs

After School Clubs are fun and educational classes that meet weekly at Milton and are offered after school. We have fall, winter, and spring offerings. Registration details are advertised in the Milton Bugle newsletter.

Book Fair

The Milton PTO organizes two book fairs which are held in the winter and spring.

Class Parents

Class Parents are the link between the PTO and the class. Two Class Parents per class are selected by lottery in September. They are responsible for collecting Class Dues and End-of-Year funds, assisting with class celebrations, compiling class lists, disseminating messages from the PTO, welcoming new students, and supporting all PTO fundraising activities.

Class Parent Coordinators

The Class Parent Coordinators meet with all Class Parents once at the beginning of the school year to review Class Parent roles and responsibilities and are the point people for any communication that is sent via Class Parents.

Class Pictures

Class pictures are taken each year in the fall. This committee oversees volunteers to help organize the kids on the day photos are taken and help out on retake day.

Community Outreach

The Community Outreach committee helps the Milton community reach out to local organizations in times of need. Contributions may include but are not limited to providing lunch multiple times a year for the Don Bosco Center, a yearly turkey drive for the Carver Center, and food drives for the Bread of Life.

Curriculum Enrichment

Curriculum Enrichment organizes artistic, historical, and scientific programs that supplement the curriculum and bring excitement and variety to classroom instruction. CE organizes and funds field trips and in-person assemblies for all students.

Field Day

Works alongside Milton PE teacher and administrators to plan and organize a fun-filled day of physical activities that promote community, teamwork, and sportsmanship.

Fifth Grade Coordinators

The Fifth Grade Coordinators work closely with the fifth grade teachers to assist in the planning and coordinating of the fifth grade play, field trips, celebrations, and moving-up ceremony.

Gardening

Help with the plantings around the school building and in the inner courtyard.

Heard in Rye

Heard In Rye (HIR) is supported through annual contributions from the Rye schools. HIR school reps attend monthly meetings to provide input on future topics and speakers and promote speaker events.

New Family Welcoming Committee

The New Family Welcoming Committee reaches out to new families and helps them join the community. The New Family Buddy Program pairs an existing Milton family with a new family.

Milton Bugle

The Milton Bugle newsletter is sent via email every Tuesday morning. It highlights school news, community events, and important calendar dates.

Milton Fair

The Fair is the PTO's largest community event of the year. The fair requires the support of many parents in the Milton community to work as event co-chairs, committee chairs, or volunteers on the day of the event.

School Supplies

Each grade has specific school supplies that are required for each student. School supply kits can be purchased through the PTO and will arrive in your child's classroom for the first day of school. Orders are placed in June.

Fifth Grade Yearbook

Helps create the fifth grade yearbook - involved in everything from layout to photography, to ordering and distribution.