

Millington School
Parent/Student Handbook



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I. The School Day

The doors open at 8:45 for students to report to their homeroom class. Since Supervision begins at 8:40, students should not plan on arriving to school until 8:40. Upon arriving at school, students are to line up by grade level on the sidewalk outside the main door. Students in grade 2 & 3 should line up on the sidewalk to the left of the main entrance. Students in grades 4 & 5 should line up on the sidewalk to the right of the main entrance. 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.

Regular Day Schedule:

*Grades 2-5 8:45-9:00 Homeroom time
9:00-3:10 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 no lunch on a single session day. Students will be allowed to bring in a hearty snack,*

Delayed Opening Schedule:

*Grades 2-5 10:15-10:30
10:30-3:10 Students not in by 10:30 are considered tardy*

- Students will have lunch on a delayed opening. Please send your child in with a lunch. There is no recess on a delayed opening.*

Millington Elementary School
Drop Off & Pick Up Procedures

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.

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.

Pick Up- Parents will be entering the side lot to travel around the school to the pick up area. We ask that parents **do not begin entering the lot until 3:05**. We cannot let parents into the lot sooner than that. 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 on 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. Code of Conduct

CODE OF CONDUCT

GENERAL RULES

1. Students are expected to show **respect** to **each other** and all **adults** in the school.
2. Students are expected to show respect towards school property.
3. Students are expected to walk in the halls in a quiet and orderly manner.
4. Students should follow the general rules when using the bathrooms.
5. Students are expected to be cooperative and helpful.
6. Students are expected to follow classroom rules.
7. Students are not permitted to chew gum.

The Board of Education believes that harassing, intimidating/threatening, bullying and hazing activities of any type are inconsistent with the educational process and the Board prohibits all such harassing, intimidating/threatening, bullying and/or hazing behavior at any time on school premises, at any school-sponsored function, on any school bus, or through any electronic means of communication. (Long Hill Board of Education policy 5131)

ASSEMBLY RULES

- Be polite to all performers
- Sit properly for the duration of the performance.
- Enter and exit in a quiet and orderly manner.

BUS RULES

- Wait at the assigned bus stop in an orderly fashion.
- Wait until the bus comes to a complete stop before getting on or off.
- Take your assigned seat upon entering and remain seated throughout the trip.
- Refrain from eating or drinking on the bus.
- Refrain from throwing objects on or off the bus.
- Follow the directions of the bus driver
- Talk in a reasonable tone of voice.
- Students who do not obey the bus rules will face **disciplinary consequences**. Parents will be contacted and students may be **suspended** from the bus.

COMPUTER RULES

- Follow the directions of the teacher in use of computer/printer.
- Report any problems immediately to the teacher.
- Refrain from invading another student's privacy by opening his/her files.
- Refrain from changing the system configuration.
- Students shall follow the Acceptable Use policy - 6142.10.
(This document is signed by the student and parent at the beginning of the school year)

Fire, Bus and Evacuation DRILL PROCEDURES

- At the sound of the fire alarm, all students are to leave the building according to the directions posted in each room.
- Students are to pass from the building in an orderly and silent fashion.
- Students shall leave the building in a rapid walk, but must not run.
- Students must remain quiet while on line during the bus drill.
- Return to the building when the recall signal is sounded.
- Students must remain quiet and follow the directions of the teachers and police during an evacuation drill. Millington students and staff evacuate to the Millington Firehouse.

RULES FOR DRESS

- All headgear and coats are to be stored in the closet during the day.
- No clothing or personal item that shows violence, profanity, or offensiveness will be permitted.
- Shorts/skirts should be of an appropriate length. We recommend that students should not be able to touch their leg if they are standing straight.
- Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed.

LUNCH ROOM:

The lunch room is where students meet to eat lunch and socialize. Following are a few rules and regulations to make the lunch period enjoyable and pleasant for all students.

- Students will remain seated until given specific instructions to: discard trash or get milk.
- Raise hands to get out of their seats. You must sign out to use the bathroom.
- Each student is responsible for cleaning up his/her own trash at lunchtime – including keeping the tabletop and floor clean.
- Listen, respect, and follow directions of the staff in the lunch room
- Children will use quiet voices, so that only the people next to you can hear.
- Throwing things, yelling, pushing, running, or disturbing others is unacceptable behavior.
- Do not Share Food
- Wash hands and go to the bathroom before coming to lunch.

PLAYGROUND RULES

Recess is the time of day in which students not only have the opportunity to exercise but also develop lifelong social skills. At times, students have difficulty solving social issues and conflicts. Homeroom teachers review the ways to solve a conflict through discussion, role play, etc. It is our hope that we continue to teach the students how to solve conflicts.

- All school rules also apply to the playground.
- Students are expected to walk in a straight, quiet line leaving and entering the school.

- The first student in line shall hold the door open upon entering and exiting the playground and then rejoin the group at the end of the class.
- When the whistle is sounded to end recess, students should gather belongings and form a straight line by the staff member assigned to their class.
- A student who needs to see the nurse or use the lavatory should report to the staff member in charge of his/her class. Any students sent to the nurse should be accompanied by another student or staff member.
- If a Fire Drill is activated during outside recess, students should form lines as if they were preparing to re-enter the building. If there is an evacuation drill or containment drill, school staff will blow their whistles and wave the yellow flag. All students should line up by class on the turn around area.

Equipment/Activities

- Students may only use footballs that were approved by the office. Footballs will be provided by the school. Football is to be played only on the field. No tackling is allowed.
- No remote control cars, walkie talkies, i-pods, mp3 players, electronic games or other electronic devices are allowed. Students do not have a place to secure these items. Lockers are not provided. Students should not bring these items to school.
- Indoor Recess : Students stay in the classroom. Students may play board games, color, socialize, read or do other activities permitted by the teacher/aide.
- Students should not go past the goals on the soccer field or near fencing by the railroad tracks.
- Proper use of equipment is expected at all times.
- Students must wear sneakers or sturdy shoes when using the equipment. As per the dress code, flip flops and loose fitting sandals are not allowed.

Discipline: Students who engage in harassment or physical force may be given an in school suspension or an out of school suspension based on the severity of their actions. The Principal will enforce the rules outlined in the Code of Conduct especially in the areas of harassment or physical force.

It is our belief that students can learn from poor behavior and choices. We aim to teach students proper strategies in regards to student conflicts. Students are taught conflict resolution strategies in the classroom and at recess.

If a student has engaged in inappropriate behaviors, he/she may have to report to the Principal. The student will be asked to write a detailed accounting of the incident prior to meeting with the Principal. Discipline will be communicated to the parent and the student in a timely manner. The Principal will meet with the student to find out his/her accounting of the story and notify the parents of the full report. If a student exhibits behaviors that continue, a Behavioral Intervention Plan (BIP) may be implemented.

Long Hill Township Attendance Procedures

Absences From School

*New Jersey Title 18A 38-25: **Attendance required of children between six and sixteen; exception.** Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.*

Parents are asked to call the school attendance line whenever their child is absent from school or will be more than 15 minutes late. Calls may be made at any time during the day or night.

Follow-up calls will be made to parents who have not called the answering service about absent or tardy children. Parents are encouraged to keep the school informed about all of their child's absences by calling the school whenever their child is unable to attend school for any reason, including family emergencies. These procedures will assist the school and parents in verifying that pupils have arrived safely at school each day.

Parents should continue to send a written excuse to their child's homeroom teacher whenever an absent child returns to school. If a child is out for a significant number of days, a doctor's note may be required.

Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians to focus on this critical goal.

- If a student has accumulated a total of eight (8) absences during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of fifteen (15) absences during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to determine the effects of absences on academic progress.
- If a student has accumulated a total of twenty-five (25) absences during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent to discuss the possibility of retention.

Planned Absences (Appendix A)

Parents are discouraged from removing children from school for vacation purposes.

- A planned absence of more than **3** days requires that the student pick up a "planned absence" form from the main office.
- This form must be initialed by the student's teachers, signed by the parent/guardian, and returned to the main office at least three days in advance.

- 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.
- The responsibility of the school shall be limited to giving assignments of work covered in absentia. Teachers shall not be asked to give additional time to explain work covered during time of absence.

Tardiness

*New Jersey Title 18A:38-27: **Truancy and juvenile delinquency defined.** Any child between ages of six and sixteen years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.*

Children in grades 2-5 are considered tardy if they are not in their classroom and ready to begin at **9:00 a.m.** 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 Millington students must also accompany the student into the building and sign the student in.

Since being prompt to school is essential for developing critical life skills, similar guidelines from our attendance practices have been established to assist parents and guardians. The following procedures will be followed for students of Millington school:

- If a student has accumulated a total of five (5) late arrivals during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of ten (10) late arrivals during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to design an improvement plan.
- If a student has accumulated a total of twenty (20) late arrivals during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent.

Early Dismissal

Parents are requested NOT to ask that children be excused early except when an emergency makes early dismissal unavoidable. Early dismissal should be arranged through the Principal's office in writing. Students will be called to the office **after** the parent/guardian arrives and signs the child out of school.

III. General Information

- A. Visitors and Volunteers
 - **All Visitors must sign in with the main office.** A sign in sheet will be in the front hall for all visitors to sign in and take a visitors badge. Please make sure you check in with the main office as well. This includes all scheduled meetings with teachers, the CST, volunteers, etc.
 - Food Day Volunteers – You are to report directly to the volunteer area and receive a badge from the chairperson. We ask that you not sit with the students during the student lunch period. Volunteers should also use the faculty bathrooms and not the student bathrooms.
- B. I&RS
 - I&RS stands for Intervention and Referral Services. This is an interdisciplinary committee of professional staff members created to provide students with a systematic process 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 students to the I&RS team. The Principal should be contacted for the referral.
 - Once a student has been referred, the I&RS members and parents will meet and 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 in 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.
- C. 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 is comprised of a director, two learning consultants, a school psychologist and a social worker.
 - The team identifies students who have learning disabilities and oversee specific cases. They are also available to provide counseling services if needed.
- D. Marking Period and Report Cards
 - Students are graded quarterly. Each marking period runs for approximately nine weeks. Teachers do not give out progress reports at Millington School. They will, however, report to a parent if there is an academic concern. Parents should contact the teacher directly if there are any concerns regarding homework, quizzes, tests, projects, etc.
 - Report Cards are sent home with the students at the end of each marking period. Check the school calendar for report card distribution dates.

- E. Web Site & Communication
- The Long Hill School District Web Site is www.longhill.org. You may visit that site for important district and school information.
 - The Principal's Corner found on the Millington page is updated monthly.
 - Each teacher in the building maintains a page with homework and contact information. Please visit the teacher web sites for classroom information.
 - The school calendar is posted on the Millington page. Please use this to view food days, testing dates, and other school based activities.
 - Announcements are sent home from the school Principal or main office through the web site. To sign up you just click on e-mail notifications on the left bar tab and follow the steps.
- F. Parent Teacher Organization
- The Long Hill Township Parent Teacher Organization (PTO) supports academic and other programs in Millington School.
 - You can link to the PTO website via the Long Hill Township School web site at www.longhill.org.
 - The PTO has donated thousands of dollars to assist teachers with supplies in the classroom.
 - The PTO has worked with FORCE in donating towards technology improvements in the district.
 - The PTO has donated money to beautify the campus at Millington and Central schools.
 - The PTO proudly sponsors the following grade level programs:
 - *2nd Grade Environmental Day
 - *3rd Grade International Day
 - *4th Grade Science Fair
 - *5th Grade Colonial Day
 - The PTO meets monthly. Please attend the meetings, get involved and sponsor your Parent Teacher Organization. Volunteers are always needed and appreciated.
- G. FORCE (Focusing Our Resources for Children's Enrichment)
The Long Hill Township Education Foundation
- FORCE provides enrichment classes after school hours for students.
 - FORCE is instrumental in raising funds to support academic programs in the district.
 - FORCE has donated thousands of dollars towards technology, textbooks, teacher grants and other projects.
 - FORCE has sponsored the Millington Play and the Millington Chorus
 - FORCE is always looking for volunteers. You may access their web site through the district site. Go to www.longhill.org to visit the FORCE link.

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

**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 <i>(Academic Classes only)</i>	Period	Teacher's Initial		
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work

C: Health Office

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