



Millstone Township Elementary School Parent and Student Guide

Youth Help Line

2ndfloor is a telephone helpline for youth which is operated by **180 Turning Lives Around, Inc.** The helpline provides a confidential service for young people to reach a non-judgmental, trained listener. **180** is a non-profit agency in existence since 1976. Its programs serve over 20,000 individuals and families each year. **180's** School-based Abuse Prevention Program operates in over 30 Monmouth County schools each year.

2ndFLOOR is a place for you to call any day from 9 AM until 12 midnight. It's free and it's safe. Students can talk about whatever is on their mind, which can help them feel better. Sometimes it's easier to speak with someone you don't know.

It's your call. **1-888-222-2228** Check out the website at www.2ndfloor.org

Millstone Elementary School Information

Elementary School Mission Statement

Millstone Township Elementary School will provide a safe, nurturing, learning environment which supports the whole child. Our mission is to foster each child's full academic potential so that each student will achieve success in learning. In partnership with all staff, parents, students, and community, our students can achieve excellence by being challenged intellectually, physically, socially, emotionally, and creatively. We believe that our job is to cultivate the love of learning for our students so they may become lifelong learners.

Care of School Property

The Board of Education supplies textbooks, workbooks and a reasonable quantity of school supplies to each student according to his/her needs. Pupils are expected to exercise reasonable care in handling books and other such materials. Excessive wear/damage or loss of books will result in fines to the student. Pupils should also realize that school buildings, grounds and other facilities for their education are paid for out of general tax funds. Marking or in any way destroying such property is inexcusable and is subject to fines and consequences for those responsible.

Pupil Records

Parents or guardians may review their child's records by calling the Main Office for an appointment with the Guidance Counselor. All health records are maintained in the nurse's office.

Driving Students to School

If you choose to drive your child to school, please pull into the driveway closest to the school. Your child may exit your car on the passenger side and enter the main foyer of the

school. Please do not drop off your child earlier than 8:55. If you would like to walk your child to the door, please park in the lower parking lot. If they are late for school (after 9:05 or if the teachers are no longer on duty), **please escort your child to the Main Office so that you may sign them into school.** Otherwise, they may be recorded as absent and their name will be given to the attendance officer. At 9:05, if the students are not in homeroom, they are tardy.

Parent Pick-up

At the 3:35 bell, children who are to be picked up will be dismissed to the cafeteria. Parents/guardians may then enter the school via the door across from the flag pole. A teacher on duty will escort the parents to the cafeteria to await the children's arrival. It is the parents'/guardians' responsibility to meet their children on time. If you are going to be late, please call the Main Office so that your child may be put on the bus or other arrangements can be made.

Student Early Dismissal

Parents who wish to have a child dismissed before regular school dismissal time must report to the **Main Office** and sign their child out before 3:15 P.M.

It is requested that doctor's appointments, dentist appointments, music lessons, and vacation trips, necessitating released time from school, be held to a minimum. Core subject areas are taught during ninth period. Regular absences from a subject area can have negative consequences on learning. If such appointments or trips cannot be met at any other time, a formal request for early dismissal must be made through the Main Office.

Children may only be picked up by parents/guardians or by another adult after the office receives a written note by the parent/guardian approving a pick-up. Please make sure any other adults authorized to pick-up your children are listed on your Emergency Information Form and come with a picture ID.

Homework Time Schedule

Third Grade - Twenty to thirty minutes of homework is given daily

Fourth and Fifth Grade - Thirty to forty-five minutes of homework is given daily.

Make-up Homework

The purpose of homework and its relation to what has been learned in the classroom must be clearly understood by the student for it to be meaningful. Teachers constantly monitor their student's progress and adjust their teaching accordingly. Therefore, it is not a good practice to plan several weeks ahead. Classes sometimes move faster or slower than anticipated. It is not academically sound to provide specific assignments for students on vacation.

Alternative suggestions are as follows:

1. have your child keep a journal to be handed in upon return to school,
2. have your child read books and report on them, and
3. review basic math concepts and facts with your child..

Teachers are willing to help a returning student. Upon the student's return to school, the teacher will develop a make-up schedule. The make-up work will be individualized. Students will not be penalized for an absence. Homework requests for absent children must be made to the teacher's voicemail by 9:00 A.M. Teachers are not able to interrupt their lessons to prepare individual work. Therefore, homework pickup will be at 3:30 PM.

Participation in Physical Education Classes

Participation in physical education classes is mandatory. However, the following excuses are acceptable:

- 1) **Permanent Excuse** - A letter from a physician should be given to the school nurse at the beginning of the school year.
- 2) **Periodic Excuse** – A letter from a physician for an illness or injury for a week or more. The letter must indicate the reason and length of time the excuse is to remain in effect and a recovery date should be indicated.
- 3) **Daily Excuse** - The parent/guardian must indicate the reason for the single day excuse. The student must present this note to the teacher when attending class. It should be noted that an excuse from the school nurse is as valid for a daily excuse as a parent's request.

No other excuses are acceptable and a reduction of the physical education grade will result if a student fails to participate in this required program. When a child is excluded from Physical Education class for any reason, they are also to be excluded from outdoor recess for that same time period.

Field Trips

Field trips are scheduled at the discretion of the principal and organizing teachers. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control.

Student Rights and Responsibilities

Students have a fundamental right to a free public education. The right has a corresponding responsibility to join with other members of the school community in respecting the rights and responsibilities of others in that community and in establishing a climate for learning within the school.

- 1) **Flag Salute and Pledge of Allegiance:** New Jersey law requires that students show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, they may respectively abstain from these ceremonies.
- 2) **Fire Drill and Evacuation Procedures:** When the evacuation bell is sounded, students are expected to obey the following rules:
 - Leave the building through the nearest exit as indicated on the classroom evacuation chart. Walk rapidly, but do not run
 - No talking is permitted; listen for and follow directions

- If separated from your class for any reason, approach another teacher and report your presence
 - Do not re-enter the building for any reason until given permission
- 3) **Hair and Dress:** Students may wear their hair however they wish so long as it does not endanger their health or safety or the health or safety of other students or create disorder in a classroom or school activity. No hats or caps are to be worn in the school building.
- The wearing of sloppy, dirty and “distracting” clothing is discouraged as it detracts from the overall appearance of the student body and school and can interfere with the learning process.
 - Immodest dress is forbidden. Students who are in violation of this Board policy # 5511 will be removed from class and will either be sent home or required to change to proper clothing.
 - Tee shirts with obscene or offensive slogans, sayings or pictures are not permitted. This includes advertisements for alcohol or tobacco products.
 - Shoes and sneakers must be worn at all times. For safety reasons, we discourage heels, open backs and open toes. Any child wearing such shoes will not be able to participate in recess.

Types of Disciplinary Actions

Teacher Assigned Detentions

Before school, after school and lunch detentions may be assigned at the teacher’s discretion when students make poor decisions regarding their behavior, language, tardy arrival to class, etc. Before an after school detention is served, the teacher will communicate with the parent/guardian to advise of the date, time, and reason for the detention. Transportation to school or home from school is a parental responsibility.

Administrative Detentions

Administrative detentions may be assigned at the administrator’s discretion. In addition, administrative detentions may be assigned for more severe offenses. Before a detention is served, parent/guardians will be advised of the date, time, and reason for the detention. Transportation either to school or home from school is a parental responsibility. At the discretion of the administration, students who misbehave during detention or fail to attend in a prompt manner may receive additional detentions or may be suspended.

Parent/Guardian Conferences

A conference involving the parents/guardians, the principal, school counselor, and teachers may be required when other interventions fail to correct student’s behavior.

Suspension and Expulsion

Suspension from school means the temporary denial of a student’s right to attend class. Suspensions may be held in school or out of school at the administrator’s discretion.

Expulsion from school means the permanent denial of a student’s right to attend school. A student may be expelled for good cause after official notification by the school and a due process hearing. The student has specific rights under case law and New Jersey Statute. The Board of Education’s decision to suspend may be appealed to the Commissioner of Education.