

# Millstone Township School District



## General Parent and Student Handbook

2018-2019

Millstone Township School District  
Millstone Township, New Jersey 08535  
Telephone: (732) 786-0950

**Board of Education**

Mrs. Cynthia Bailey  
Mr. Peter Bonafide  
Mr. Sal Casale  
Mr. David DePinho  
Mr. Billy Hanson  
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Mrs. Christine Reese  
Mrs. Melissa Riviello  
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**District Administration**

Dr. Christopher Huss, Superintendent of Schools  
Mr. Bernard Biesiada, Business Administrator  
Mrs. Karen Barry, Director of Curriculum & Instruction  
Mrs. Laurie Hall, Director of Special Services  
Mr. David Tuccillo, Director of Technology  
Ms. Andrea Cece, Transportation Supervisor  
Mr. Patrick Sullivan, Supervisor of Buildings and Grounds  
Mr. Kevin Byrnes, Assistant Business Administrator

**Building Administration**

Mr. Paul Baker, Primary School Principal  
Ms. Suzanne Guidry, Elementary School Principal  
Mr. Scott Hobson, Primary/Elementary School Assistant Principal  
Mrs. Trish Bogusz, Middle School Principal  
Mrs. Florencia Norton, Middle School Assistant Principal

**Millstone Township School District  
Millstone Township, New Jersey 08535  
Telephone: (732) 786-0950 Extension 51010**

Dear Parents and Guardians of Millstone Students:

In all Millstone Township Schools, we take great pride in offering students numerous opportunities to attain their highest level of scholastic achievement. Our dedicated administration, teachers, and staff continually strive to expand upon their knowledge and skills to benefit the children. When you visit our schools, I know you see firsthand the results of these efforts.

In this handbook, we provide you with district information. Our school district contains three academic centers. The Primary School provides our youngest students with an early childhood learning environment designed for Pre-K to Grade 2 students. Our Elementary School is home to students in Grades 3-5, and our Middle School is where students in Grades 6-8 are educated. **Please make sure to check each school's web page for additional, school-specific information.**

The district's Board of Education Office is attached to the Middle School. This space has offices for the Superintendent of Schools, the district's Business Administrator, and the district's personnel for Curriculum and Instruction and Professional Development, located between the Primary and Elementary School is home to our Transportation Department, our Buildings & Grounds Department, and our Community Education Offices.

The Middle School is also home to the Millstone Performing Arts Center (MPAC). This 1,200-seat auditorium is available for student and staff use during the day and is available for rental after school hours. The facility, which offers state of the art lighting and sound equipment, is the perfect spot for theater, dance, or concert performances; offering visual and performing arts opportunities for children of all ages.

The Millstone Township School District Board of Education, administration, and staff encourage you to become part of your school community. Please feel free to contact me at any time with your questions or comments.

Sincerely,



Chris Huss, Ed.D.  
Superintendent of Schools

**Millstone Township School District**  
**Millstone Township, New Jersey 08535**  
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**School Times**

**Primary School**

Regular Day

Kindergarten Enrichment	9:05 am - 3:45 pm
Grade 1	9:05 am - 3:45 pm
Grade 2	9:05 am - 3:45 pm
AM Preschool	8:50 am - 11:30 am
PM Preschool	12:50 am - 3:30 pm
AM Kindergarten	9:05 am - 11:45 am
PM Kindergarten	1:05 pm - 3:45 pm

Shortened School Day

Kindergarten Enrichment	9:05 am - 1:17 pm
Grade 1	9:05 am - 1:17 pm
Grade 2	9:05 am - 1:17 pm
AM Preschool	8:50 am - 10:56 am
PM Preschool	10:56 am - 1:02 pm
AM Kindergarten	9:05 am - 11:11 am
PM Kindergarten	11:11 am - 1:17 pm

Two-Hour Delayed Opening

Kindergarten Enrichment	11:05 am - 3:45 pm
Grade 1	11:05 am - 3:45 pm
Grade 2	11:05 am - 3:45 pm
AM Preschool	10:50 am - 1:10 pm
PM Preschool	1:10 pm - 3:30 pm
AM Kindergarten	11:05 am - 1:25 pm
PM Kindergarten	1:25 pm - 3:45 pm

**Elementary School - Grades 3, 4 & 5**

<u>Regular School Day</u>	9:05 am - 3:35 pm
<u>Shortened School Day</u>	9:00 am - 1:07 pm
<u>Two-Hour Delayed Opening</u>	11:05 am - 3:35 pm

**Middle School - Grades 6, 7 & 8**

<u>Regular School Day</u>	8:10 am - 2:50 pm
<u>Shortened School Day</u>	8:10 am - 12:27 pm
<u>Two-Hour Delayed Opening</u>	10:10 am - 2:50 pm

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The Board of Education and Administration reserve the right to add, modify and delete policies and/or procedures described within this guide.

## **I. Academics**

### **Grading and Report Cards**

Following is the report card grading scale by grade level:

#### **Grades K-5 -- Standards-Based Report Cards-Trimester Reports**

- 4 = Exceeding Standards
- 3 = Meeting Standards
- 2 = Approaching Standards
- 1 = Needs Support

Areas that are not assessed during a trimester are shaded and do not receive a rating.

#### **Grades 6-8 -- Four Marking Periods**

A+ = 98-100	A = 93-97	A- = 90-92
B+ = 88-89	B = 83-87	B- = 80-82
C+ = 78-79	C = 73-77	C- = 70-72
D+ = 68-69	D = 63-67	D- = 60-62
F = 59 and below		
P = Passing		
Inc = Incomplete		

Kindergarten through Grade 5 Standards-Based Report Cards are sent home at the end of each Trimester. Middle school report cards are available electronically. Following the first marking period, parent/teacher conferences are scheduled to discuss student progress.

Parents or guardians should carefully examine all information included on the report card. Should there be any questions regarding the report card, parents or guardians are encouraged to contact their child's teacher.

### **Parent/Teacher Contact and Conferences**

Teachers provide frequent opportunities for parent contact throughout the year. All parents or guardians are encouraged to participate in scheduled parent/teacher conferences. If you cannot attend a scheduled conference, please notify your child's teacher by note or telephone at least 24 hours in advance.

Please feel free to contact the school staff during school hours should you have questions regarding your child. You may send an email or call a teacher's extension and leave a message. Please do not contact teachers at home, or on their private telephones for school matters.

### **Parental Concerns**

All parental concerns should be referred first to the child's teacher. If the teacher and parent are unable to resolve the concern, the parent and/or teacher should refer the matter to the building administration. The building administrator will meet with the parent and/or teacher and may conduct an investigation into the matter. If the building administrator feels the situation needs to be resolved at a different level, the matter may be referred to a specific department (transportation, curriculum etc.) for further discussion. Any parent who has met with their child's teacher, the building administrator and/or another supervisor, and who remains unsatisfied with the outcome, should contact the Superintendent of Schools.

### **Parental Complaints**

As per the district's policy and regulations, any parental complaint regarding an administrator, teacher, or staff member should first be directed to the individual. Unresolved issues should then be directed to the individual's direct administrator/supervisor.

### **Promotion and Retention (Millstone Board Policy #5410)**

“The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs.”

Board Policy requires that the parent of any child in danger of retention shall be “notified of the possibility of the pupil's retention at grade level in advance and, whenever feasible, no later than six weeks prior to the end of the school year”.

Board policy states that students with “fewer than 162 days attendance in grades Pre-K to Grade 8 may not be promoted to the next grade level.”

Retention in kindergarten through grade two will be determined in consultation with the Intervention and Referral Services team. A student in Grades 3-8 who is performing below grade level expectations and/or receiving failing grades in three subject areas for the school year may be retained for the following year. Whenever retention is being considered, the teacher shall confer with the building Principal or designee, the district's Child Study Team, and other staff members involved with the student.

The parents/guardians of any child being considered for retention shall be invited to a meeting for discussion of the matter. This discussion shall consist of an explanation to the parents/guardians of their child's proficiency level and child's ability to achieve. Goals will be set for the current marking period, and another meeting will be held at a later date to review the goals and the student's progress. At this time, the Principal or designee shall make his/her recommendation to the Superintendent as to whether the student will be retained in that grade. The decision shall be based on recommendations of the teaching staff and evaluation of student progress in remedial programs. The Superintendent must approve any assigned student retention.



## **II. Attendance**

### **Absences and Excuses (Millstone Board Policy #5200)**

New Jersey state law requires that all children have regular and punctual attendance in school: “Such regular attendance shall be during all the days and hours that the public schools are in session in the district” (N.J.S.A. 18A:38-26).

Parents or guardians are asked to notify the school by 8:00 AM when their child will be absent and must inform the school of the reason for the absence. In addition, board policy requires a written statement of the cause for absence from the parent or guardian. Medical notes must be signed by a physician. Stamped signatures are not acceptable.

“The Board reserves the right to verify such statements and to investigate the cause of each single absence and/or repeated unexplained absences or tardiness.”

When a child’s absences exceed ten days, regardless of the reason(s), a letter will be sent to the parent or guardian to ensure they are aware of their child’s attendance record, to express the school’s concern, and to offer our assistance. The school recognizes that there are many legitimate reasons for absences, such as illness, recuperation, death in the family, family emergency, required court appearance, and observance of religious holidays. However, once absences exceed fifteen days, administrators are required to review the child’s attendance record, and if deemed appropriate, request a meeting with the child’s parents or guardians to determine if further action is necessary.

The Board, administration, and teachers discourage medical and dental appointments and extended vacations as reasons for repeated absence and/or tardiness.

1. If any child is absent from school for any reason, a written note, signed by the parent/guardian, indicating the reason for the absence is required.
2. State law requires that the school ensure the attendance of children in school. In cases of prolonged illness, home instruction will be provided.
3. In cases of excessive, unexcused, or illegal absences, the district is expected to take legal steps to enforce mandatory attendance laws.

The staff and administration of Millstone Township Schools strongly believe that it is vital for students to be in school every day, with the exception of the aforementioned situations. Concepts introduced in the classroom cannot be replicated by written assignments. A vacation is not considered an emergency situation and/or an excuse for missing school. When a child is absent for more than two days due to illness or family emergency, work will be sent home at the discretion of the teacher.

### **Late Arrival and Early Dismissal**

If a parent or guardian brings their child to school late, he or she must accompany the child to the office to sign in. The office will issue a tardy pass, which is necessary to be admitted to class. Any child who arrives at the school after the first bell is considered tardy which will be recorded as part of the student’s attendance record.

On occasion, students may need to be dismissed before the end of the school day. Parents must send a note to the office requesting early dismissal. All early dismissals will be recorded as part of the

student's attendance record. Parents are required to report to the office to sign their child out. Students will not be released to anyone other than a parent or individual listed on the emergency form without written consent from the parent. No student will be released to any individual below the age of 18. Verbal requests cannot be accepted. **Picture identification will be required from anyone picking up a child.**

Please be aware that in order for students in Grades 1-8 to receive credit for a day of attendance, they must attend a full four (4) hours of instruction on a full school day and two and a half hours (2.5) on a shortened day.

Students in Preschool or Kindergarten must attend the full 2.5 hours of school in order to receive credit for the day.

### **End of the School Day Pick-Up and Dismissal**

Although it is discouraged, parents may pick their child up at the end of the day. To do so, parents must submit a note in the morning stating the student's first and last name, pick up time, and the first and last name of the person who will pick up the child. Parents or guardians are to report to designated area in their child's school at the end of the school day. Students will not be released to anyone other than a parent or individual listed on the emergency form without prior written consent of the parent. No student will be released to any individual below the age of 18. Verbal requests cannot be accepted. **Picture identification is required from anyone picking up a child.**

All students dismissed from the school will be placed on a school bus unless a note is sent to school with the child indicating that an alternate arrangement has been made. This includes parent pick-up, all aftercare programs, and participation in any after school activities.

Students who are not picked up at dismissal will be sent to the main office. At the end of office hours, the State Police will be contacted to escort any remaining students from school grounds to their barracks. Parents can make arrangements to pick up their children by contacting the NJ State Police at 609-584-5000. At no time, will a child be unattended.

### **III. Behavior**

In order to ensure that students and staff feel safe and comfortable, we must all behave in a responsible and appropriate manner. State law requires that:

“A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school” (N.J.S.A. 18A:25-2).

These expectations apply when students are in school during the day or night, and when away from school under the supervision of school staff such as on a school trip.

The administration and staff of the Millstone Township School District expect all students to fulfill the

behavioral expectations of the school community, and to:

Prepare mentally and physically for the process of learning:

1. to be nourished, rested, clean, properly dressed, and groomed
2. to be free of drugs and alcohol, and
3. to come to school prepared to learn.

Demonstrate respect for people and property:

1. to be honest, courteous, and polite
2. to respect the property of others
3. to respect the opinions of others
4. to settle differences peacefully
5. to display good sportsmanship at school related functions, and
6. to participate in the maintenance and cleanliness of school facilities and property

Accept responsibility for behavior and learning:

1. to recognize that school is work and academic development is the primary purpose
2. to complete all homework, class work, and exams
3. to make personal choices based on reasonable decision making processes
4. to accept constructive criticism and disagreement when necessary and appropriate
5. to accept the consequences of their actions
6. to use time and other resources responsibly
7. to use study periods and library time for school work, and
8. to use books and other equipment appropriately

Share responsibilities when working as members of a group:

1. to accept and assume leadership when appropriate, and
2. to listen to the points of view of others

Meet the unique requirements of each class:

1. to follow class rules and procedures
2. to participate actively in class work
3. to bring to class textbooks, clothing and other materials necessary for participation,
4. to observe rules for safe handling of class equipment and materials

Seek assistance from school staff members and peers:

1. communicate with parents and school personnel about school related matters: to take time to discuss academic learning and school progress with parents and school personnel
2. to transmit information to parents and return responses to appropriate school personnel when requested
3. to know the appropriate people to involve when a problem occurs, and
4. to outline with parents and teachers a clear and concise educational goal for the school year.

### **School Safety**

1. Follow teachers' directions at all times.
2. Walk; do not run in the hallways.
3. Hitting, kicking, punching, pushing, fighting, throwing items, etc. is not tolerated
4. Students may not bring items to school that might be considered disruptive, threatening, dangerous, or hazardous (e.g. aerosol sprays, weapons, "stink" bombs,

- firecrackers, laser pointers, etc.).
5. Students may not wear backpacks during the school day unless a doctor's note is provided in advance.

### **Bus Safety Rules**

1. Always be careful in approaching bus stops: walk on the left side of the road, facing oncoming traffic.
2. Always be on time for the bus.
3. Before crossing the road to board or exit the bus, wait for the bus to come to a complete stop and wait for the driver to signal you that it is safe to enter the roadway.
4. Follow the bus driver's directions promptly and respectfully.
5. Always proceed directly to your assigned seat.
6. Remain seated while the bus is in motion.
7. Students are expected to conduct themselves in an appropriate manner consistent with school rules while waiting for the bus and while riding on the bus.
8. Do not distract the bus driver with loud noise, unnecessary movement, and disrespectful behavior.
9. Windows may be lowered only half way.
10. Keep your head, hands, and arms inside the bus at all times.
11. Do not clutter the aisle with your possessions.
12. Place book bags, etc. at your feet or on your lap.
13. Students must keep the bus clean.
14. Parents/guardians are responsible for acts of vandalism
15. Students are required to ride on their designated bus. Students are not permitted to ride on their friend's bus under any circumstances.



The following consequences have been developed for those students who behave inappropriately on the school bus:

1. First Offense: Driver cautions child verbally and takes corrective measures.
2. Second offense: Driver submits "Bus Conduct Referral Form" requesting administrative intervention. The building administration may develop a behavior improvement plan, assign detention(s), contact parents, and/or issue a bus suspension.
3. Third offense: Driver submits "Bus Conduct Referral Form" requesting administrative intervention. The building administration will develop a behavior improvement plan, contact the parents, and suspend the child from the appropriate period of time (1-5 days for third offense, 6-10 for fourth offense).

### **Online Safety**

Students are expected to:

1. Refrain from giving personal information such as pictures, addresses, telephone numbers, parents' work addresses or telephone numbers, or the name and location of the school.
2. Refrain from agreeing to meet someone they met online.

3. Refrain from responding to messages that are mean or make them feel uncomfortable. Students should tell their parent, guardian, or teacher right away if this occurs.
4. Remember that the person with whom they communicate and the information they read online may not be honest and true.

Students are only permitted to use the Internet for educational purposes. Student access to the school's technology, including our network and the Internet, is a privilege that may be denied if abused.

In order to ensure that students and staff feel safe and comfortable, everyone must behave in a responsible and appropriate manner. State law requires that:

“A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school” (N.J.S.A. 18A:25-2).

These expectations apply when students are in school during the day or night and when away from school under the supervision of school staff such as on a school trip.

However, parents are reminded that the school cannot involve itself in monitoring students' Internet activities when they do not occur during school hours or on school property. In the event that a child acts inappropriately toward your child via the Internet, the school encourages you to address it with the Internet service provider, the parents, or the police (as you deem appropriate). Please also notify your building principal, if you believe the issues will carry over into school.

## **Daily Conduct**

### **Dress Code (Millstone Board Policy #5511)**

Students' dress must be sanitary and should not distract from the learning environment nor create safety hazards. Specifically, the following clothing and styles are prohibited at all school functions:

1. Hats, visors, or any other headwear are not to be worn in the building, unless required by religious practice.
2. Clothing must cover the upper torso. Shirts cannot expose a bare midriff and must have a minimum of a two-inch shoulder strap. Shirts that expose the midriff, tube tops, spaghetti straps, halter-tops, narrow strapped tank tops, and low cut necklines are not permitted.
3. Short shorts, short skirts, very low riding shorts, pants, dresses, and skirts which do not properly cover pupils when they are sitting are not permitted.
4. Shoes must be worn at all times and should be practical and safe. Flip-flops or other beachwear is not permitted. The heel of the foot should not be more than 2.5 to 3 inches from the floor.
5. Clothing with offensive or suggestive messages will not be permitted. For example, clothing that advertises drugs, alcohol, or directly or indirectly uses profanity, insults, or sexual innuendos will not be permitted.

Board Policy #5511 requires that:

“Students who are wearing questionable attire will be sent to an administrator, where a determination will be made. If necessary, the student’s parents or guardians will be contacted to effect correction of the situation.”

### **False Alarms**

Activating a false alarm of any type that disrupts the school day or potentially endangers the safety of others will not be tolerated. Students involved are subject to automatic suspension, police notification, and the filing of a criminal complaint.

### **Personal Electronic Devices**

Unless given express permission by a staff member, students may not use personally owned electronic devices during the school day.

### **Items Not Permitted in School**

Students may not bring skateboards, roller skates, or wheelies to school. Students are also prohibited from bringing in trading cards, matches, lighters, and excessive amounts of money. In addition, buying, selling, or trading any private property between students is prohibited.

### **Cafeteria**

Teachers and aides will be assigned to monitor specific classes in the cafeterias. It is the responsibility of these staff members to enforce all rules as set forth below. With cooperation, mealtime will be a pleasant and enjoyable part of the school day.

### **Cafeteria Rules**

The student will:

1. Walk into the cafeteria and sit down at their assigned table where the teacher or aide responsible for the class will greet them. Students should not leave their seats without permission
2. Remain quiet and turn their attention to the speaker when adults are using the microphone
3. Line up to purchase lunch as directed by the teacher or aide responsible for the table
4. Purchase lunch in an orderly fashion, patiently waiting with no pushing or crowding
5. Sit at assigned tables, if required
6. Use good manners while eating
7. Clean up after themselves
8. Speak in appropriate voices with their friends. Shouting across the cafeteria is not permitted.
9. Be ready to leave the cafeteria by dismissal time. Students will line up by twos and move in an orderly fashion to their assigned exit door

### **Playgrounds Pre-K to Grade 5**

Recess time is a privilege. Those students unable to follow safety rules may lose this privilege and be assigned indoor activities. Playing rough or dangerous games as well as abusing playground equipment is prohibited. Organized games are allowed in designated areas of the field, away from the building.

#### **IV. Board of Education Policy**

**All Board of Education policies may be viewed in their entirety on the district website. Policies are also available in each school's media center and in the Superintendent's Office.**

**The following are a sampling of some important policies.**

##### **Affirmative Action**

The Board of Education is committed to continuing to comply with anti-discrimination laws and regulations. Students and teachers have the right to an environment free of discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, sexual orientation or sex, social or economic status, or disability.

If you feel your child is being discriminated against, contact the district's Affirmative Action Officer, Mrs. Laurie Hall at the District Child Study Team Office.

The Millstone Township School District is handicap accessible and complies with all federal regulations as outlined in the Americans with Disabilities Act. Parents of students with disabilities who feel their child needs accommodations should contact the school principal or ADA/504 Officer.

##### **Child Abuse, Sexual Abuse, and Child Neglect**

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse shall report this information immediately to the Department of Child Protection and Permanency (DCCP) Board policy also requires teachers to report suspicions to the building principal (Millstone Board Policy #8462).

In addition, Board policy requires that district employees fully cooperate with DCCP staff in their investigation of child abuse and/or neglect cases. This cooperation includes reporting suspected abuse, releasing pertinent records, permitting DCCP staff to physically view the child, interview the child in the presence of a school official, and interview school personnel who may have relevant information. State regulation allows all of the above activities to be conducted without the knowledge and/or consent of the parent or guardian.

All reports made to the Department of Child Protection and Permanency must also be automatically reported to the New Jersey State Police.

##### **Harassment, Intimidation and Bullying (Millstone Board Policy #5512)**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined

environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

### **Sexual Harassment**

The New Jersey Coalition defines sexual harassment as,

“Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

Examples that may constitute sexual harassment are as follows:

1. Jokes, photos, gestures, noises, and/or comments relating to sex and sexual activity which are unwelcome and cause one to feel uncomfortable.
2. Sexual advances either verbal or physical (*e.g.*, touching, grabbing, and/or cornering) that are unwelcome and cause one to feel uncomfortable.
3. The use of intimidation to demand sexual attention (*e.g.*, reduction in popularity or deprivation of rewards).

Any student who believes he or she is a victim of sexual harassment should report the incident to the principal, school counselor, or any other staff member.

### **Visitors and Volunteers (Millstone Board Policy #9150)**

In an effort to make our children safe, all visitors and volunteers are required to sign in and out of the building indicating their name, date, time, and destination/purpose. To help our students feel safe, volunteers and visitors will be given a badge to be worn conspicuously while in the building. The purpose of the badge is to identify you as a safe stranger to the children and teachers. Volunteers with over 10 hours of volunteer time logged will be required to be fingerprinted.

To access the building, please go to the main entrance and use the intercom system to identify yourself. The main office staff will release the door remotely at which time you must report directly to the office.

### **Pupil Records**

The State of New Jersey requires each district to maintain records which:

“contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originates the record.”

Records mandated by the state include the following:

1. Personal data (pupil name, address, date of birth)
2. Record of daily attendance
3. Descriptions of pupil progress
4. History and status of physical health
5. Records regarding the education of educationally handicapped pupils
6. Discipline (required at time of transfer to a new school)

These records are held confidential and are secured when not in use. Parents or guardians wishing to review their child’s record should make an appointment with the principal or school counselor. School administrators are required to provide supervised access within ten (10) days of the request. Parents may add educationally relevant information upon request. At the principal’s discretion, he or she may disclose information to appropriate persons to protect the health or safety of the pupil or other persons.



This notice satisfies N.J.A.C. 6:3-6.2d requiring annual written notification of your rights in regard to pupil records.

### **Nutrition**

The State of New Jersey implemented nutrition guidelines for public school children. These guidelines must be followed for school events which include food. Some of the highlights are as follows:

1. Items identifying sugar as the first ingredient, items that contain artificial sweeteners, and candy are not permitted to be served to students during the school day.
2. Items may have no more than 8 grams of fat per serving.
3. All beverages offered to primary school students must be water, milk containing 2% fat or less, or 100% fruit juice.
4. Food and beverages served during school-wide curriculum events are exempt from the above guidelines with the exception of soda, water ice, chewing gum, and foods of minimal nutritional value, which may never be served at school.

### **Use of Student Names Photographs in Publications (Millstone Board Policy #9400)**

“Student names and/or photos in publications disseminated beyond school district employees/personnel, including but not limited to yearbooks, newsletter, awards, honor roll, athletic teams, etc., may be published unless permission is denied in writing by parents or guardians.”

Parents are responsible for notifying the principal if they do not want their child’s photo or name used in publications. This can be done at any time by writing a letter addressed to the principal.

### **Possession and/or Under the Influence of Prohibited Substances (Millstone Board Policy #5530)**

Under no circumstances are students permitted to have alcohol (or products known to contain alcohol), drugs, or tobacco products in their possession. Students found to be in possession of illegal substances as defined by New Jersey Statutes (N.J.S.A. 18A:40A-9) will be suspended and the police will be notified.

Any staff member who suspects that a student may be under the influence of prohibited substances is required by N.J.S.A. 18A:40A-12 to report the matter to the principal or school nurse. The principal is then required by law to notify the parents or guardians, the Superintendent of Schools, and to ensure an immediate examination of the pupil by a doctor. If the student is found to be under the influence of a substance, the student is to be suspended and referred to the school social worker.

### **Vandalism**

Students responsible for vandalism of school property will be subject to the following consequences:

1. Conference between parents or guardians and principal.
2. Suspension from school.
3. Police notified; formal complaint initiated.
4. The Board will seek restitution to the fullest extent permitted by law (N.J.S.A. 18A:37-3).

### **Weapons and Dangerous Instruments (Millstone Board Policy #8467)**

The Board of Education prohibits the possession and/or use of firearms, imitation firearms, other weapons, knives of any kind, anything with a blade, or instruments (slingshots, rubber bands, or electric

zapping devices) which can be used as weapons on school property, on a school bus, at any school function, or while en-route to or from school or any school function.

Students found to be in possession of a weapon will be suspended and the State Police notified, as required in the Memorandum of Agreement between Local Law Enforcement and the Millstone Board of Education.

### **Threats and Violence (Millstone Board Policy #8461)**

Threats of violence are taken seriously by the Board of Education and the school administration. Board policy requires that all suggestions, demonstrations, or communications of bodily harm be investigated, that all precautionary measures be taken to ensure the safety of students, that all appropriate school and community resources be utilized, and that appropriate measures be taken to ensure that those responsible for threats and/or violence are given both the help and punishment commensurate with the offense.

## **V. Emergency School Closings**

In the event of a severe storm or other hazardous road conditions, schools may be closed.

Parents who are registered to receive Emergency Notification System (ENS) and/or the district List Serv will receive messages once the decision to close has been made.

Information will also be available by checking the district web site and/or listening to local radio stations.

If there is an indication that road conditions are improving, a two-hour delayed opening may be called. If there is an indication that road conditions worsen during the school day, it may be deemed necessary to close school early.

Parents are responsible for ensuring that their child knows what to do in the event that school is closed. Every child should either have access to their home or be given instructions to go to a neighbor's home in the event of an unanticipated school closing.

## **VI. Health Services**

### **Description of Health Services**

The New Jersey Department of Education guidelines limit first aid for school children to that which "protect life and comfort" until authorized treatment is secured. If a child becomes ill or injured at school, the parent or guardian is notified. If the parent or guardian is not available, the emergency contact is notified. Be sure to advise the primary school office of any changes in telephone numbers, cell phone numbers, addresses, places of work, and emergency contacts.

First aid procedures are reviewed and signed by the school physician each year and are posted in each health office. Parents or guardians should contact the health office to alert the nurse of any special health problems or conditions regarding their child.

Each child has a permanent health record on which pertinent health information is recorded. Please keep the school nurse notified of any health problems. All information is confidential.

The school nurse provides vision, hearing, and scoliosis screening to students in accordance with an approved schedule of administration.

All students participating in sports programs are required by State law to have had a physical examination within 365 days prior to the first practice/tryout session. New state regulations require that students get their physicals from their private physician using the school’s Sports Physical form. If the student does not have a physician, the school doctor may do the exam. Parents/guardians may choose to be present during any examination; however, the school nurse will be present during all examinations in lieu of a parent/guardian (N.J.S.A. 18A:40-5).

The following guidelines should be followed to prevent the spread of illness in school:

<b>Disease/Illness</b>	<b>Child Should Remain Home Until</b>	<b>Required to Return to School</b>
Fever	Child must be fever free, with a normal temperature for 24 hours	Note from parent or guardian
Strep Throat	Child must be recovered or medicated at least 24 hours AND fever free for 24 hours	Note from doctor
Conjunctivitis (pink eye)	Child must have been on medication for 24 hours	Note from doctor
Chicken Pox	Seven days after the first vesicle appears, when all scabs are dried	Note from parent and checked by the school nurse
Lice	Child must be free of all lice or nits	Child must be checked by the school nurse.
Other Prolonged Illness	Doctor grants permission to return	Note from doctor, contact the school nurse in advance of the child’s return

**Illness or Injury**

In the event a student is injured or taken ill during the school day, the nurse will contact the parent or guardian or the emergency contact listed on the child’s emergency form and request that the child is taken home. Parents or guardians are urged to select a contact person in close proximity to the school. The parent or guardian should report to the office to sign out the child.

In the event that a parent or guardian cannot be reached in an emergency situation, school personnel are authorized to take appropriate action for the safety of the child including the signing of hospital consents for admission and emergency operative procedures. CentraState Hospital in Freehold has been designated as the servicing hospital for the school district. The school and/or hospital will

continue attempts to reach the parent or guardian until they are successful. It is essential that parents or guardians keep the school informed of changes of address and home telephone number, and changes of employer and business telephone number.

### **Medicine Administration (Millstone Board Policy #5330)**

The administration of prescribed medication to a student during school hours is permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him or her during school hours.

The parent or guardian is responsible for providing the following before the school nurse is able to administer any prescribed medications:

1. A written note, from the parent, requesting the school nurse administer the medication.
2. A written order from the prescribing physician. The order must include the following information:
  - Purpose of the medication
  - Dosage
  - Time or the special circumstances under which medication shall be administered
  - Frequency and duration for which medication is prescribed
  - Possible side effects of the medication
3. Medication in the original container, marked by the pharmacy or manufacturer.

Under no circumstances are students permitted to possess prescribed or over-the-counter medications.

### **Medical Requirements for Registration**

The following is required to register for preschool through grade two:

1. A complete physical examination performed by the child's physician, no earlier than January 1 of the year in which the child is being registered..
2. Certificate of completed immunizations, signed by a physician or nurse practitioner, or certificate of scheduled completion of immunizations. If your child is missing immunizations, the school nurse will contact you.

## **VII. Home Instruction**

When a student is anticipated to be out of school for an extended period of time (more than two weeks), he/she may be eligible for home instruction. Please contact the Director of Curriculum & Instruction, Ms. Karen Barry, at Extension 51003 if you believe your child may be eligible for and would benefit from home instruction.

## **VIII. Homework**

### **Philosophy**

Homework that is properly designed, carefully planned and tailored to the developmental level of the individual student is an essential element of the educational program. Homework will be assigned to students in kindergarten through grade eight. Homework may not be used for punitive reasons, nor should it be assigned to provide “busy work” for students. It should be constructive in nature and directly related to the subject area.

Homework should:

1. enrich experiences;
2. reinforce learning by providing additional practice and application;
3. provide review;
4. foster responsibility, initiative, creativity, and the ability to work independently, and
5. allow students to make up work missed during excused absences.

The amount and difficulty of homework may vary with the pupil’s level of competence as well as the nature of the subject matter. Teachers will provide variations in homework assignments according to individual pupil differences. Homework should allow for enough repetition to reinforce a concept but not so much as to be purely redundant.

Teachers on a grade level will coordinate homework assignments and test preparation to avoid placing unreasonable demands upon students. Time requirements of homework must be considered. Children need an appropriate amount of time for leisure activities and to ensure that they get proper rest.

### **Absentee Homework Policy**

When a child is absent due to illness or family emergency for three or more days, work will be sent home at the discretion of the teacher. Parents must contact the school office by 9:00 AM to request assignments in order to give the teacher an opportunity to gather the needed materials. Parents must arrange for assignments to be picked up during the last period of the school day. For absences of one and two days, students shall rely on teacher webpages or call a dependable “study buddy” to keep up-to-date with activities in the classroom.

When a child returns after an absence, he or she should approach his or her teacher to request a list of assignments with deadlines. Students are given one day to make up the assignment for every day of absence from school; however, teachers reserve the right to prioritize assignments and alter due dates when it is in the best interest of the child. No child will be penalized because of an absence from school.

Because effective teaching requires adjusting to students’ learning needs, providing assignments in advance of an absence is very difficult. Teachers will accommodate requests for assignments when the absence is “excused,” and it is appropriate based on the subject matter being taught. Family vacations are not “excused” absences.

### **IX. Intervention and Referral Services (I&RS)**

Each school has an Intervention and Referral Services (I&RS) team for parents and students. I&RS members include a general education teacher, a school administrator, school counselor, and a special education teacher. These professionals meet regularly to assist the parents of and the students

who are experiencing learning, behavioral, or health difficulties by acting as a resource to the classroom teachers.

The I&RS process can be initiated by a parent or by a faculty member and begins with an informal gathering of pertinent information. Once a determination is made that an I&RS referral is appropriate, parents and team members collaboratively meet to collect information, identify the needs of the student, develop and implement an action plan, and then monitor the progress of the child.

## **X. Parental Involvement in the Schools**

### **Board of Education Meetings**

The Millstone Township Board of Education meets on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. The meetings start at 7:00 PM and are held in the Middle School Media Center. The agendas for each meeting are posted on the district website. Except when the Board members go into Executive Session to discuss matters of a confidential nature, all meetings are open to the public and there are two opportunities during each meeting for the public to speak directly to the Board. All meetings are videotaped.

Following each meeting the videotapes can be viewed on Millstone's local cable channel.

Minutes from previous meetings are also posted on the web page, once the minutes are Board of Education approved.

### **Millstone Township Foundation for Educational Excellence (MTFEE)**

The Millstone Township Foundation for Educational Excellence is a non-profit organization whose mission is to serve as a vehicle for the district to apply for local as well as federal and state grants and supply funding for special classroom projects. Parents, guardians, and all community residents are welcome to attend Foundation meetings. Please visit the district web site to obtain the names and contact information of the Education Foundation's officers.

### **Parent Teacher Organization (PTO) & Parent Teacher Student Association (PTSA)**

The Millstone Township Parent Teacher Organization and Parent Teacher Student Association are very active in the school system. The schedule of meetings can be found on the school calendar or by contacting the main office of each school. If you would like further information, please call the school or visit the organizations' websites.

### **Parents of Special Services (POSS)**

The purpose of the Parents of Special Services (POSS) group is to help educate and provide support for the parents and students who receive special education services in the district. Special Education Services take into account that children learn differently and often require supplemental services to assist them in the learning process. Special Education Services can include academic support, as well as related services to enhance other skills.

### **Technology Committee**

The Director of Technology chairs the District Technology Committee and conducts regular meetings.

The Committee is comprised of Board of Education members, faculty, school administrators, community members, and technology consultants. The Committee works to refine and update its action plan, to achieve new goals, to address current needs and to focus on future needs. If interested, contact Mr. David Tuccillo.

#### **XI. Resources for Parents and Students**

Parents are encouraged to check the resource section of the district's website for up to date information on academic and social resources.

If you do not see what you need on the website, contact the guidance counselor or social worker in your child's school. They will provide you with immediate assistance.

#### **XII. Security**

All school building doors are locked during school hours and visitors must be admitted into the building after being screened by the office. Students and/or staff are not permitted to open any entrance or exit door to admit other students, visitors, or strangers to the building. Persons wishing access to the building will follow the procedures outlined on perimeter doors to enter the building.

#### **XIII. Student Services**

##### **Child Study Team**

The district's Child Study Team may evaluate students who are experiencing learning difficulties in school. The team consists of the school psychologist, social worker, learning disabilities teacher-consultant (LDTC), and speech/language therapist. Additional professionals, such as a psychiatrist or a neurologist, may participate in the evaluation process if it is deemed necessary. If the student is found to have a learning disability, the Individual Education Plan (IEP) team will formulate an IEP to address the student's needs. The IEP team consists of the school psychologist, social worker, LDTC, parent, teacher, and if appropriate, the speech/language therapist. Students who have an IEP in place are educated in a variety of educational settings, taking into consideration the child's needs and the least restrictive environment. These settings may include placement within a self-contained special needs class, a resource center, or in a regular education classroom that has in-class support. In some cases, where the district is unable to meet the child's educational needs, placement may be out of district.

##### **Guidance**

Our school counselors provide guidance services to students. They also consult regularly with staff members concerning the overall welfare of children. If there is any change in a student's life outside of school that a parent/guardian feels might affect a student's well being and/or academic progress in school, it is recommended that the school counselor or school social worker be made aware of these special circumstances. Guidance counselors will host small groups throughout the year with the intent to educate students on age appropriate issues.

##### **Social Worker**

Our school social workers provide counseling services for students and their families. They also consult

regularly with staff members concerning the overall welfare of children. If there is any change in a student's life outside of school that a parent/guardian feels might affect a student's well being and/or academic progress in school, it is recommended that the guidance counselor or school social worker be made aware of these special circumstances. Social workers will host small groups throughout the year with the intent to counsel students on age appropriate issues.

Social workers may also conduct family assessments, assist families with behavioral modification techniques and provide reports for use by the district's Child Study Team.



# MILLSTONE M TOWNSHIP SCHOOL DISTRICT

## **Effective Communication with School Officials**

Parents who have questions or concerns about any aspect of their child's education are encouraged to contact the schools directly to have their issues resolved. As school officials, we welcome an open line of communication and ask that you contact us directly rather than air grievances in public, post comments on social media, or discuss concerns among small groups in the community.

Many questions are easily answered by communicating directly with the educator in charge of your child's class, club, sport, or program. Each situation should be first addressed at the initial level of impact, e.g. classroom teacher, coach, or advisor, with appeals moving on to the next level as necessary. The following shall serve as a guideline for whom to call and in what order. Please allow a reasonable amount of time for a return correspondence, i.e. 24 hours.

### **Safety/Security Concerns**

1. Assistant Principal
2. Principal

### **Transportation**

1. Assistant Supervisor of Transportation
2. Supervisor of Transportation

### **Student Issues/Concerns**

1. Guidance Counselors
2. Assistant Principal
3. Principal

### **Special Education**

1. Teacher
2. Case Manager
3. Principal

### **Medical Concerns**

1. Nurse
2. Principal

### **Middle School Sports**

1. Coach
2. Athletic Director

### **Middle School Schedules**

1. Guidance Counselors
2. Assistant Principal
3. Principal

### **Extracurricular Activities**

1. Advisor
2. Assistant Principal
3. Principal

### **Attendance Issues**

1. Guidance Counselor
2. Assistant Principal
3. Principal
4. Director of Curriculum and Instruction

### **Facilities, Maintenance, or Buildings & Grounds**

1. Principal
2. Supervisor of Buildings & Grounds

### **Curriculum, Instruction, Grades**

1. Teacher
2. Guidance Counselors (Middle School Only)
3. Assistant Principal
4. Principal

## **Transportation**

Assistant Supervisor of Transportation

Mrs. Cheryl Infante

[infantc@millstone.k12.nj.us](mailto:infantc@millstone.k12.nj.us)  
(732) 786-0950 ext. 70005

Supervisor of Transportation

Mrs. Andrea Cece

[acece@millstone.k12.nj.us](mailto:acece@millstone.k12.nj.us)  
(732) 786-0950 ext. 70002

**Guidance Counselors**

Primary School

Mr. Jason Suleski

[jsuleski@millstone.k12.nj.us](mailto:jsuleski@millstone.k12.nj.us)  
(732)786-0950 ext. 40007

Elementary School

Mrs. Louise Picaroni

[lpicaroni@millstone.k12.nj.us](mailto:lpicaroni@millstone.k12.nj.us)  
(732) 786 -0950 ext. 30008

Middle School

Ms. Deb. Acker

[ackerd@millstone.k12.nj.us](mailto:ackerd@millstone.k12.nj.us)  
(732) 786-0950 ext 11430

Mrs. Gina Tomlinson

[gtomlinson@millstone.k12.nj.us](mailto:gtomlinson@millstone.k12.nj.us)  
(732) 786-0950 ext 11440

**Athletics**

Middle School

Mr. Joe Muni

[munij@millstone.k12.nj.us](mailto:munij@millstone.k12.nj.us)  
(732) 786-0950 ext.

**Building Administrators**

**Primary School**

Assistant Principal

Mr. Scott Hobson

[shobson@millstone.k12.nj.us](mailto:shobson@millstone.k12.nj.us)  
(732) 786-0950 ext 40002

Principal

Mr. Paul Baker

[pbaker@millstone.k12.nj.us](mailto:pbaker@millstone.k12.nj.us)  
(732) 786-0950 ext 40001

**Elementary School**

Assistant Principal

Mr. Scott Hobson

[shobson@millstone.k12.nj.us](mailto:shobson@millstone.k12.nj.us)  
(732) 786-0950 ext 30002

Principal

Mrs. Suzanne Guidry

[squidry@millstone.k12.nj.us](mailto:squidry@millstone.k12.nj.us)  
(732) 786-0950 ext 30001

**Middle School**

Assistant Principal

Mrs. Florencia Norton

[fnorton@millstone.k12.nj.us](mailto:fnorton@millstone.k12.nj.us)  
(732) 786-0950 ext 10002

Principal

Mrs. Trish Bogusz

[boguszt@millstone.k12.nj.us](mailto:boguszt@millstone.k12.nj.us)  
(732) 786-0950 ext 10001

**Child Study Team Members**

**Primary/ Elementary Schools**

Social Worker

Mrs. Marnel Winn

[winnm@millstone.k12.nj.us](mailto:winnm@millstone.k12.nj.us)

(732) 786-0950 ext 40010

LDTC Mrs. Nancy Osterberg [osterbn@millstone.k12.nj.us](mailto:osterbn@millstone.k12.nj.us)  
(732) 786-0950 ext 40009

School Psychologist Mrs. Elisa Wasserman [ewasserman@millstone.k12.nj.us](mailto:ewasserman@millstone.k12.nj.us)  
(732) 786-0950 ext 31700

Behaviorist Caitlin Beltran [cbeltran@millstone.k12.nj.us](mailto:cbeltran@millstone.k12.nj.us)  
(732) 786-0950 ext 40014

**Middle School**

LDTC Mrs. Cheri Golub [cgolub@millstone.k12.nj.us](mailto:cgolub@millstone.k12.nj.us)  
(732) 786-0950 ext 11442

School Psychologist Mrs. Tamara Burdge [tburdge@millstone.k12.nj.us](mailto:tburdge@millstone.k12.nj.us)  
(732) 786-0950 ext 40013

**Nurses**

Primary School Ms. Eleanor Czysz [eczysz@millstone.k12.nj.us](mailto:eczysz@millstone.k12.nj.us)  
(732) 786-0950 ext. 40006

Elementary School Mrs. Lori Blazier [lblazier@millstone.k12.nj.us](mailto:lblazier@millstone.k12.nj.us)  
(732) 786-0950 ext. 30006

Middle School Mrs. Marianne Disick [mdisick@millstone.k12.nj.us](mailto:mdisick@millstone.k12.nj.us)  
(732) 786-0950 ext. 40013

**To Resolve All Matters, at the District Level, After Having Followed the Levels Outlined Above:**

Supervisor of Buildings & Grounds Mr. Patrick Sullivan [psullivan@millstone.k12.nj.us](mailto:psullivan@millstone.k12.nj.us)  
(732) 786-0950 ext. 70001

Director of Special Services Mrs. Laurie Hall [lhall@millstone.k12.nj.us](mailto:lhall@millstone.k12.nj.us)  
(732) 786-0950 ext 40012

Director of Curriculum & Instruction Mrs. Karen Barry [barryk@millstone.k12.nj.us](mailto:barryk@millstone.k12.nj.us)  
(732) 786-0950 ext 51003

Director of Technology Mr. David Tuccillo [tuccild@millstone.k12.nj.us](mailto:tuccild@millstone.k12.nj.us)  
(732) 786-0950 ext. 10005

Business Administrator Mr. Bernie Biesiada [bbiesiada@millstone.k12.nj.us](mailto:bbiesiada@millstone.k12.nj.us)  
(732) 786-0950 ext. 51020

Superintendent of Schools Dr. Chris Huss [chuss@millstone.k12.nj.us](mailto:chuss@millstone.k12.nj.us)  
(732) 786-0950 ext 51010