

# **Millstone Township Primary School**



## **Procedures**

**2010-2011**

Millstone Township Primary School  
Schoolhouse Road  
Millstone Township, New Jersey 08510  
Telephone: (732) 786-0950

Welcome to the Millstone Township Primary School. The primary years of education are some of the most important times in a child's life. At this stage, children are inquisitive, asking questions about and discovering their surroundings. During these years, a child will develop a love for learning that he or she can carry throughout a lifetime.

This parent and student handbook is designed to provide specific information related to the Millstone Township Primary School. Please refer to this handbook as a reference throughout the school year. If you have additional questions, our staff will be happy to assist you.

In the interest of positive communication, contact your child's teacher to discuss progress, classroom programs, and pertinent information about which you have questions. Please feel free to contact my office at any time with questions.

Sincerely,

Gina M. Villani  
Principal

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## **Homework Policy**

### **Time Schedule**

#### **Kindergarten**

Homework is given at the discretion of the teacher. It must be signed by the parent or guardian.

#### **First Grade**

Fifteen to twenty minutes of homework is given four times each week and must be signed by the parent or guardian. Homework should be students' work, completed neatly, and handed in on time.

#### **Second Grade**

Twenty to thirty minutes of homework is given daily, Monday through Thursday. It must be signed by a parent or guardian. Homework should be students' work, completed neatly, and handed in on time.

## **School Procedures**

### **Birthday Invitations**

Birthday invitations may be distributed in class only if a boy gives invitations to all the boys, a girl gives invitations to all the girls, or if a boy or girl gives invitations to the entire class.

### **Cellular Telephones**

Board Policy 2360 – Use of Technology includes a section on the use of electronic devices in school. “No pupil knowingly and without the express permission of the Board, Superintendent or Principal or his/her designee shall use or have visible a beeper/paging device, cellular phone or electronic device during the school day including during district provided transportation. A violation of this requirement is a disorderly person's offense.

A person who discovers a student in violation of this policy shall report the violation to the Principal or designee, who shall confiscate the device. On the first offense, the device will be turned over to the parent(s) or legal guardian(s). On the second offense, additional appropriate actions shall be taken in accordance with Regulation No. 5600.”

### **Emergency Reference Form and Information Updates**

Annually, parents are required to complete an Emergency Information Form for each child attending school.

In the event of an illness, injury, or other emergency situation, accurate and detailed information is critical. It is essential that parents or guardians keep the school informed of changes in medical conditions, address, telephone numbers, and employer information.

### **Emergency Drills**

Evacuation and fire drills are practiced throughout the school year. All individuals will leave the classroom and walk in single file as a class to the assigned area outside of the building. The building must be vacated immediately. Emergency personnel, administrators, and teachers have

full control and must be obeyed. Orderly filing from the classroom is a necessity that must exclude talking, running, playing, or pushing during the drills. The group of students will remain together while outside the building. Individuals are expected to conduct themselves in an orderly manner. When the drill is over, individuals will quietly return to class in a single, orderly line.

During lockdown drills, students are directed to a secure location within the building by the classroom teacher. Students and teachers remain in the secure location until released by a building administrator and other assigned individuals.

### **Field Trips**

All school rules and regulations are in full effect for students on a field trip as well as any additional rules established by the teacher(s) in charge. Disregarding rules of the school, teachers, and/or chaperones may prohibit students from participating in a class trip. Each student must submit the official school-generated permission form by the due date indicated for the particular trip. Parent notes, substitute permission forms, and telephone calls will not be accepted.

### **Flag Salute**

New Jersey State Law requires students to show respect for the flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies; however, all students are required to stand and be respectful.

### **Lost and Found**

Students losing or finding personal items should report to the office. Lost items, such as clothing and lunch boxes, are kept in the lost and found located in the main office. Items with greater value, such as purses and jewelry, are kept behind the counter in the main office. Eyeglasses are kept in the Health Office. Students are encouraged to leave at home those personal belongings which would be difficult or expensive to replace. The school is not responsible for the security of personal belongings.

### **Parties and Other Classroom Events**

Throughout the year a number of events and activities occur which require parental assistance. The following guidelines will be followed to ensure the safety and well-being of the students and staff. Any request for additional parents for an event or activity not outlined below must be submitted in writing to the building administrator. Parents may not bring siblings to classroom parties or functions. Please note:

- **Holiday Parties** – Four holiday parties are scheduled during the school year. Those parties include Halloween, the Winter Holiday, Valentine’s Day, and the End-of-the-Year parties. Each class is permitted to have six (6) parents including the photographer. Lists of attendees must be made available to the Clerk-Typist at least three days prior to the event.
- **Classroom Crafts** – Classroom crafts are limited to no more than two (2) parents. Lists of attendees must be made available to the Clerk-Typist at least three days before the event.
- **Birthday Celebrations** – Parents may send in a small, pre-packaged birthday treat and juice box. The treat must be dropped off in the office. Parents should refrain from sending in items that need to be served, such as sheet cakes and ice cream, or

items that need to be refrigerated or frozen. Parents are may not stay in the classroom during the snack.

### **Physical Education Attire**

The purpose of a primary school physical education program is to provide a positive educational experience, to help students improve and/or discover personal skills and abilities, and to build self-confidence. The main goal is to help each student reach his or her potential. A sound athletic program promotes the awareness and enjoyment of both group and individual physical activity as an aspect of life-long health maintenance. It teaches the value of cooperation, teamwork, dedication, good sportsmanship, and positive competition. Through participation, students develop a sense of belonging, both to their team and to the school community. Safety is the number one concern.

To ensure the safety and success of each child during physical education class, students must wear proper attire and footwear. The following guidelines are in place for the safety of the students.

1. Students must enter the gym in an orderly manner, line up in squads, and listen for warm-up directions.
2. In order to be eligible for participation, students must wear sneakers and socks. Sneakers may not be sling-back, platform, slip-ons, or slip-ons with missing heel covers. Sneakers must tie or Velcro securely.
3. Medical alert jewelry and post earrings are the only items permitted to be worn during physical education classes.
4. Students excused from physical education classes must have a note approved by the school nurse.
5. Students are to work cooperatively and treat others as they would like to be treated. Respect for peers and adults is expected at all times.

### **Physical Education Excuses**

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

- Permanent excuse – A letter from a physician should be given to the school nurse at the beginning of the school year.
- 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.
- Daily excuse - The parent or guardian must indicate the reason for the single-day excuse. The student must present the note to the teacher when attending class. The school nurse may also provide a daily excuse for a student.

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 student is excluded from physical education class for any reason, he or she is also excluded from outdoor recess for that same time period.

### **Requests for Teachers**

Parents and guardians are an important part of the home-school connection. Parents may request that their child not be placed with another student with whom their child can not get along.

Parents may also request not to have a specific teacher based upon a previous situation with the teacher. **Parents may not request a specific teacher.**

Any considerations for placement must be submitted to the building administrator no later than April 15<sup>th</sup> of the school year preceding the request.