

Millbridge Elementary School

Parent Student Handbook 2016-2017

◆ 282 Conrow Road ◆ Delran, NJ 08075 ◆

◆ Telephone: (856) 461-2900 ◆ Fax: (856) 461-0866 ◆

◆ mes.delranschools.org ◆

◆ School Closing Number 666 ◆

Building Administration & Office Staff

<i>Principal</i>	<i>Jennifer M. Lowe</i>	<i>Secretaries</i>	<i>Amy Dimond</i>
<i>Assistant Principal</i>	<i>John Karakashian</i>		<i>Carolann Grady</i>
<i>School Counselor</i>	<i>Christopher Corona</i>	<i>Office Aide</i>	<i>Dee Kaiafas</i>
<i>School Nurse</i>	<i>Cecilia Fedore</i>		

Delran Township Schools Administration

◆ Administration Building ◆ 52 Hartford Rd. ◆ Delran, NJ 08075 ◆

◆ Telephone: 856-461-6800 ◆

<i>Superintendent</i>	<i>Dr. Brian Brotschul</i>
<i>Business Administrator & Board Secretary</i>	<i>Dr. Christopher J. Russo</i>
<i>Interim Director of Pupil Personnel Services</i>	<i>Mrs. Paulette Bearer</i>
<i>Director of Curriculum and Instruction</i>	<i>Mrs. Kari McGann</i>

Delran Elementary PTA Officers

<i>Kris Scanlon, President</i>	<i>Kristi Shanahan, Recording Secretary,</i>
<i>Julie Wimmer, 1st Vice President</i>	<i>Jenn Hamlet, Corresponding Secretary</i>
<i>Jennifer Pifani, 2nd Vice President</i>	<i>Kim O'Connor, Treasurer</i>

School Hours & Operations

	Regular Day Schedule	Single Session Day Schedule	Delayed Opening Schedule
Grades K-2	9:00-3:35	9:00-1:10	11:00-3:35
Pre-School AM	9:10-11:40	9:10-10:40	11:10-12:40
Pre-School PM	12:45-3:15	11:10-12:40	1:45-3:15
Full Day Pre-School	9:10-1:20	9:10-12:40	11:10-3:15

During the school year, the main office is open daily from 8:00 am through 4:00 pm. Doors will be open for students to arrive beginning at 8:50. Parent Pick-Up and bus dismissal begins at 3:23. Breakfast is served on regular and single session days. Lunch is served on regular and delayed opening days. Parents and guardians are encouraged to send a snack or lunch on single session days.

School Overview

Welcome to Millbridge Elementary School! Millbridge serves over 700 students in grades pre-Kindergarten to Grade 2, with a focus on meeting the emotional, social and academic needs of our students in a nurturing and academically rigorous environment. The dedication of our Millbridge staff and families allows us to meet the needs of today's young learners.

This handbook has been prepared to provide you with information needed to complete a successful school year. Please read this guide carefully and reference it throughout the year. If you have any questions, please free to contact us. Refer to it as a guide throughout the school year. We welcome you to an exciting year!

Student Support

Student's Rights and Responsibilities

All students have a fundamental right to a free and appropriate public education. They also have a responsibility to live by the rules of the law and to have equal protection under the law in school as in society. It is every student's responsibility to obey school regulations and the school authorities who enforce them. This responsibility extends to the student's conduct to and from school, as well as in the school building itself.

Affirmative Action Assurance

No student in Millbridge School shall, on the basis of sex, gender, race, creed, national origin, economic status, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity. Any Affirmative Action concerns should be addressed to the Millbridge School's Assistant Principal. Complete confidentiality shall be maintained.

Student Problems and Concerns

Part of growing up is learning to address social, emotional and academic challenges. Teachers and staff members are here to help students navigate these challenges. If a child is having a problem, he/she should talk to a teacher, school counselor, or other staff member so that assistance can be provided.

Student Assistance

The staff and administration are committed to ensuring the success of every student. Both the school-based Intervention & Referral Services team and the Child Study Team offer support to our parents and students. If you have concerns about your child's academic or social development, these professionals are available to support you and your student. Both parents and educators may request the support of these teams. If your child is experiencing difficulties, please contact your child's teacher or the principal who will explain your options and provide additional information.

Child Study Team Referrals

Referrals to the Child Study Team can originate from the Intervention & Referral Services team, teaching staff, school counselor or administration. Parents may also send a written request for CST evaluation to the principal. Most often when there is considerable concern regarding academic and/or behavioral difficulties, referral to I&RS is a first step. There may be some situations, however, where direct referral to the CST (without I&RS intervention) may be advisable. A formal Child Study Team referral form is forwarded from the principal to the CST Director. The referral would include I&RS forms/sheets (if available) and any other relevant data/information. After review by the director, the referral goes to the CST office for processing. An Identification Meeting is arranged, with notification going to the parent/guardian and appropriate school personnel.

Homework

Homework is assigned each night by teachers to reinforce skills and concepts taught in class. On occasion, teachers will also assign special projects for the students to complete. It is the responsibility of all students to complete and submit homework in a timely manner as requested.

When a student is absent from school for **three or more days**, homework and class work assignments are available upon request. When requesting assignments, parents should e-mail the teacher by 9:30 am or call the school before 10:30 am. Requests received after this time will be available by the next day. Work can be picked up in the main office after 3:00 pm. Students will not be given to school work to take on a vacation scheduled while school is in session.

Class Placement for Students

Careful consideration is given for student placement. Our focus is on the students', emotional, social and academic needs. We strive for groups in which all children function cooperatively and productively. We cannot accept requests for specific teachers but factors such as a child's personality will be factored into a decision.

Formal Testing

In 2nd grade, Millbridge School students will participate in CoGAT testing. This assessment is a non-verbal evaluation of students' nonverbal reasoning and problem solving ability.

Report Cards and Parent Conferences

Both Millbridge and the Delran Intermediate School have designated three trimesters for student evaluation. Mid-trimester Parent Conferences will be held during the week of October 24th. Spring conferences will also be held in April for parents or teachers to address any areas of concern. Any parent desiring additional conferences must schedule a time directly with their child's teacher. Please note that report cards are available on the Parent Portal. If you do not have internet access, please notify the main office so that a hard copy can be sent home. **Hard copies will be sent home for all students on the last day of school.**

1st Trimester	December 16, 2016
2nd Trimester	March 24, 2016
3 rd Trimester	June 16, 2017

Arrival, Dismissal and Attendance

Attendance

Students are expected to attend school regularly each day. **If your child is absent 3 days or more for illness, a doctor's note should be obtained for school records.** When a child is absent, parents **MUST** call the school by 9:00 a.m. and notify the school of the absence. In addition, a message can be left on the teacher's voice mail to request your child's work.

Excused absences include: (1) illness as certified by a physician; (2) a death or critical illness in the student's immediate family; (3) quarantine; (4) observance of religious holidays; (5) student's required attendance in court; and (6) and necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. Absences due to vacation are unexcused and are discouraged.

A doctor's note is **REQUIRED** in order for your child to return to school if he/she has had the following illnesses: Conjunctivitis ("pink eye"), Fifth Disease, Impetigo, Mononucleosis, Pinworm, Ringworm, Salmonella, Scabies, Strep Throat/Scarlet Fever, German Measles, and Hepatitis, Hives of Unknown Origin, Chicken Pox, Shingles, and Poison Ivy/Oak/Sumac.

Attendance Requirement for Promotion

As per Board Policy 5410, a pupil with fewer than 162 days in attendance may not be promoted to the next grade level.

Truancy charges will be signed in Delran Municipal Court against the parent/guardian of any student with a pattern of excessive absences.

Arrival at School

Students who walk to school or are transported by automobile should arrive **between 8:50 am and 9:00 am**. If students report to school late, they are to go directly to the main office to sign in. Students should be encouraged by their parents to arrive to school on time each day. Since supervision before 8:50 am is not available, students are not permitted to enter the school building. The on-site YMCA's Primetime Program is offered for a fee to parents who need to drop students off at school before 8:50 am, which ensures adequate supervision and student safety.

Morning Drop Off

Parents who drop off their children in the mornings **must not** pull into the bus lane. To alleviate parking lot congestion and most importantly, for the safety of the children, we ask that you please remain in the car line and wait to drop off your student in the designated area only. Please **do not** park your vehicle and walk with your child. Students may only exit the car on the driver's side onto the sidewalk.

Early Dismissals/Signing Out

Students that need to leave school early must be signed out and picked up in the main office. If you know your child will be leaving early, please send a note with your child. It would be best if parents could arrange routine dental and doctor's visits after school, when possible. Parents can only sign out their own child. **Early dismissals are not permitted after 3:15 pm**, as this would interfere with bus dismissal.

Leaving School Grounds

Students will not be permitted to leave school grounds during the school day without being signed out in the main office of the school by a parent or guardian.

Students Going Home Due to Illness

At times it is necessary for the school nurse to call home and request that someone picks up a student due to illness. The nurse will attempt to contact the student's parent or guardian first and then proceed to call the emergency contacts listed on the emergency card or have been submitted through the Parent Portal. For your child's safety, only individuals listed on the emergency contact card will be permitted to sign out a student. Please be aware that our office staff will ask for identification if they do not know the individual picking up the student.

School Closing

Our school closing number is **666**, and it is broadcasted on most local radio stations. Information is also available on the Delran School website and on local TV networks. Parents can help us by:

1. Keeping telephone use to a minimum so that the phone blast system will be effective.
2. Refraining from phoning the police as they will be busy assisting with traffic.

Since many parents work, it is imperative to discuss an alternate plan with your child in the event of an emergency school closing.

Transportation



Each student who rides a school bus is assigned to a particular bus. Students are not permitted to ride a bus other than the bus to which they are assigned. We regret that we cannot honor requests for an occasional change of bus. In case of an extreme emergency, the parent or guardian should contact the transportation office as soon as possible. If a permanent change is necessary, please contact our transportation director, Mrs. Sandy Jankowski at 461-1553. Mrs. Jankowski can also assist with concerns about bus schedules, times or drivers. Each bus will load and unload its passengers from an assigned location. All students must wear seat belts at all times, as required by the law. Students who engage in activities that are dangerous and threaten the safety and well-being of others will have their bus-riding privileges withdrawn in accordance with NJ Statutes, Chapter 175, Laws of 1969. In most instances, riding the bus to school is a courtesy. If this privilege is abused, the student risks being removed from the bus. Students who violate bus rules are subject to disciplinary action that will be administered according to the severity of the infraction. Such consequences may include, but are not limited to, after school detention, bus suspension, and parent conference. Anyone riding a school bus is subject to video surveillance.

Supervision After School Dismissal (combined missing the bus and walker sections)

When a student misses the bus after school or is returned to school because he or she is not met at the bus stop, he or she will report to the office immediately. Office personnel will contact the child's parent or guardian. If a parent cannot be contacted, we will attempt to reach the emergency contacts that have been provided. Students will remain in the main office until approved transportation arrives to get them home safely. If transportation cannot be arranged in a timely manner, the student will be placed in the Prime Time program and a drop-in fee will be assessed. Students are only released to a parent, guardian or designated escort or emergency contact.

Prime Time Program (Before/After Care)

A tuition-based before and after-school day care program conducted by the YMCA, is available for students and the convenience of parents. **For further information about this program please call the YMCA at 609-543-6200 or visit the Millbridge website.**

Parents who take advantage of the PrimeTime program are expected to follow all school and traffic rules to ensure everyone's safety.

Attire

The dress guidelines at Millbridge School are intended to help provide a safe, healthy, and academic environment, to assist in promoting self-discipline, to help maintain order, promote respect and support the integrity of the educational process. **In all cases where a student's appearance is questionable, the principal or assistant principal will evaluate and make the final decision.**

1. All school attire shall be neat, clean, and reflect an appearance of modesty.
2. Shorts and skirts must reach at least mid-thigh.
3. Shirts, blouses, dresses must completely cover shoulders. Tank tops and spaghetti straps are examples of what is not appropriate. No undergarments are to be visible.
4. Outdoor jackets and scarves, bandanas, hats, sunglasses and sweatbands are not to be worn in the school building.
5. Graphics or language that is offensive on any garment is prohibited.

6. Since students engage in physical activity daily, sneakers are the recommended footwear. All footwear must have a sturdy sole and fit the foot securely. Beach/shower/slipper-like footwear (including flip-flops and clogs), bedroom slippers, and high heels, "Heelies" (or any shoes with rollers) are **not** permitted.
7. Chains, spiked jewelry, or large dangling earrings are not to be worn to school.

Please note: On days when students are scheduled to participate in Physical Education classes, sneakers **MUST** be worn. Students without sneakers may not participate. Dresses and skirts are not appropriate attire for PE class.

Personal Items

Personal items such as iPods, mp3 players, personal gaming systems, expensive jewelry, large sums of money, toys, etc. should be left at home. Personal property and clothing should be PERMANENTLY MARKED with the owner's name. ***The school is not responsible for the loss or theft of these items.***

Telephone Use and Cell Phones

Students needing to use the telephone should use the classroom phone with teacher's permission or the phones in the main office. ***Cell phones are not to be turned on or used during the school day.*** They must remain turned off and in the student's book bag on school premises. Any student who violates this rule will receive disciplinary consequences. After the second violation, the cell phone will be returned to the student's parent or guardian only. Cell phones may not be used to take pictures or videos on school grounds or school buses.

Crisis Drills

Emergency situations can be scary and confusing, especially when you don't know what to do. Crisis drills allow our students to practice for such emergencies. During these situations, students are expected to follow the directions of the adult in charge. All of the emergency drills will be practiced periodically throughout the year.

Fire Drills:

1. Students should move as quietly as possible with absolutely **no talking** during fire drills.
2. Students from each room will walk in a **single file line** following a route designated by the teacher.
3. When the all-clear signal is sounded, the students return quickly and quietly to their classrooms.

Evacuation Drills and Bomb Threat Drills:

NOTE: All bomb threats are taken seriously!

1. Students will hear the following announcement: ***"An evacuation/a bomb threat drill is now in effect"***.
2. Students should move as quietly as possible with absolutely **no talking** during the drills, just as they do for fire drills. **Fire alarm bells will not sound.**
3. Students from each room will move in a **single file line** following a route designated by the teacher.
4. When the all-clear signal is sounded, the students return quickly and quietly to their classrooms.

Lock-Down and Active Shooter Drill:

1. Students will hear the following announcement: ***"We are in lockdown. We are in lock down"***.
2. Students will go into the nearest lockable room.
3. Students will follow the directions of the adult in the room and will remain silent and calm.
4. Students will ignore all bells and announcements.
5. If a ***lockdown or active shooter drill*** occurs when students are outside of the building, they will, under adult supervision and instruction, move far away from the building to the safest location.



Cafeteria and Lunch Information

School Lunch Program

The school lunch program is an integral part of the health program of our school. Lunch is served daily in our cafeteria. We have instituted a computerized lunch charge program in which parents/guardians may establish an account and students use a personal pin number to pay for lunch. Parents/guardians are encouraged to establish an account at their earliest convenience. Lunch provides 1/3 to 1/2 of the day's nutritive requirements. It is our aim to see that every pupil patronizing the lunchroom selects a wholesome lunch. Therefore, students will **NOT** be permitted to purchase snacks unless they have eaten lunch first. We request that parents give their children only enough money to purchase a lunch and no more than 2 snacks daily. Cookie purchases are limited to one per child per day. Parents may add money to their child's account and view purchases, using our Lunch Time Program, which can be accessed on the website.

Cafeteria/Recess Rules and Expectations

Students are expected to follow the school rules throughout the entire day. In the cafeteria, this includes using good manners, speaking quietly and remaining in your seat throughout the lunch period. Additionally, rules and expectations specific to the cafeteria and recess are clearly posted in the cafeteria and reviewed with the students. During the students' assigned lunch period, cafeteria aides monitor and assist in the lunchroom and supervise recess activities. At the designated recess time, students are provided with a wide array of safe equipment and games to utilize on the playground or in the classroom. Equipment from home is not permitted. Students causing problems or playing in a manner dangerous to others may be seated at a separate table or referred to the office for disciplinary consequences.

Allergy Management

We are committed to providing a safe and welcoming environment for all of the students in our school. A number of classrooms are identified as Allergy Aware classrooms. If your student is in a room designated as an Allergy Aware classroom, you will receive a letter that details how you can help us ensure the safety of our students while at school. In allergy aware classrooms, parents must provide the classroom teacher three days' notice before bringing in any food to be consumed by the students OR must bring in an item on the approved lists of snacks, which is safe for those students with life-threatening allergies.

A committee of parents, teachers, nurses and administration worked together to develop guidelines that are consistent between schools while recognizing the developmental differences of our students. The policies and procedures are in accordance with the Delran's Board of Education policy and state regulations. If your student has a life-threatening allergy, please contact the school nurse or building principal who will provide you with additional information and facilitate the development of an Individual Health Care Plan.

Field Trips

Productive learning often occurs beyond the classroom setting. These trips are a privilege for our students and provide an educational and enriching experience. Parents/guardians will be advised of the date, location and fees associated with any field trips. **No student will be allowed to attend the field trip without written permission from a parent/guardian.** We are concerned for the safety of all students - not only in the building during the school day, but on school trips as well. As such, a nurse travels on field trips.

While students of all ages look forward to field trips, these trips are a privilege for our students providing an educational and enriching experience outside of the Millbridge School. Please note that students with multiple disciplinary infractions may be excluded from attending a trip. Parents will be notified if such action is necessary. Chaperones are determined at the teacher's discretion and siblings are not permitted to attend. As per Delran Board of Education policy, all field trip chaperones **must** be approved by the Board.

Discipline

The philosophy of the Millbridge Elementary School is to ensure an educationally-focused environment where children are socially and emotionally secure. To implement this philosophy, it is necessary to establish rules and expectations for the operation of our school and to fairly enforce those regulations throughout the school year. The expectations for student behavior remain constant in the classroom, throughout the school, in the cafeteria, at recess, on the bus and at the bus stop.

Failure to meet these expectations will result in disciplinary consequences. Consequences may include a warning, lunch/ recess detention(s), teacher or administrative after-school detention(s), or suspension from school depending on the disciplinary issue.

Please note that we have a “hands-off” policy at Millbridge School. Students have a responsibility to report verbal and physical attacks to an adult rather than attempt to resolve the matter themselves. **ALL students** who engage in physical altercations, whether initiating or retaliating, will receive consequences.

Detention

Teachers may detain students after school for disciplinary reasons. Administrative detentions are given for infractions of school rules outside of the classroom, repeated classroom infractions, and serious classroom infractions. When students are assigned an after-school detention, a notice with the date(s) of detention will be sent home to inform the parents and/or a phone call will be made. Parents/guardians are responsible

Excessive Lateness

It is important that students arrive to school on time each day. Frequent lateness is disruptive to the student and to the classroom learning environment. After 10 unexcused late arrivals to school, disciplinary consequences including detentions and administrative conferences with parents will occur.

Student Safety / Weapons

Any student who possesses, uses, or exchanges a weapon shall be subject to stringent discipline, which may include suspension or expulsion. Such students shall be reported to the appropriate law enforcement agency.

Academic Honesty

Students are expected to complete their own work at all times. Plagiarism or taking answers from another student is not permissible. These actions may impact a student’s grade and/or result in disciplinary consequences.

Harassment, Intimidation and Bullying

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. "Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, whether a single act or series of acts, that takes place on school property, at school functions, or off school grounds, motivated by a distinguishing characteristic, that substantially disrupts or interferes with the orderly operation of the school or the rights of others.

Upon receiving a report of bullying, harassment and intimidation, an investigation procedure will be initiated and concluded in a timely manner. Parents of all students will be notified when the complaint is received. After the reporting and investigation procedures are completed, as required by N.J.A.C. 6A:16-1.3 , parents will receive a written report regarding the incident.

Visitor Information

In an effort to be safety conscious, all visitors and parents **MUST** sign in at the main office upon entering the building. If you wish to have a conference with your child's teacher, please contact your child's teacher or the office in advance for an appointment. Passes will be sent home to parents in advance and are required for admittance.

Parking

Visitors are welcome to park in the school parking lot. Several spaces are reserved (as marked) for handicapped visitors or school staff. These are clearly marked. Please do not park in the handicapped or reserved spaces.

Medication



Any and all medication may be taken only under direct supervision of the school nurse. However, in order for the school nurse to dispense medication, the parents/guardians must comply with the rules set forth by the Board of Education, the school physician, and the State of New Jersey.

New Jersey law states that only a parent, guardian, or responsible adult is permitted to transport medication. For obvious health and safety reasons, syringes fall under this same law and may only be brought to school by a responsible adult. Under no circumstance may a student carry medication on their person unless the medication is for LIFE-THREATENING illnesses such as asthma (inhalers) or anaphylaxis/severe allergic reaction (epi-pens). Even in these instances, proper medical forms completed by the student's physician and signed by the parent/guardian, must be on file in the nurse's office. Blank forms may be obtained in the nurse's office.

All medication must be brought to the nurse by an adult in its original container accompanied by a doctor's order detailing the student's name, medication, reason for medication or diagnosis, dosage, route, and time or frequency of use. A parent/guardian must also provide authorization, in writing, to the school nurse for administration of medication. This applies to prescription, as well as over-the-counter medications.

For your added information, over-the-counter medication includes, but is not limited to aspirin, Tylenol, Advil, Motrin, cough drops, throat lozenges, vitamins, and herbal remedies.

Self-Administration of Medication

The Delran Board of Education permits self-administration of medication by a pupil for asthma and/or anaphylactic allergic reactions (potentially life-threatening illnesses) provided that:

- parents/guardians of the pupil provide written authorization of the self-administration of medication to the school nurse;
- parents/guardians of the pupil provide written certification from the physician that the pupil has asthma or a documented history of anaphylaxis, and is capable of the proper method of self-administration of medication; and
- the district approved self-administration form is completed and on file with the school nurse.

Student Insurance

At the beginning of the school year, school accident insurance will be made available to students at a small premium. Parents are urged to peruse this information carefully. Printed information regarding student insurance will be sent home with the students.

Additional Information

Lost & Damaged School Books and Equipment

Students should always exercise care in the use of school equipment and are responsible for the materials they use. Students' parents are responsible for the cost of replacement or repair of damaged equipment and property. If a textbook is damaged, the damage will be evaluated by the teacher and a fee will be charged according to the following schedule:

Age of book:	1 year	Full price	2 years	4/5 price	3 years	3/5 price
	4 years	2/5 price	5 years	1/5 price or \$2.00		

Library and Books



Your child will have the opportunity to borrow a book (or books) from the school and classroom libraries. Books **must** be returned on time and in good condition. Students who lose or damage a book from the school or classroom library will be charged for the book. The librarian will determine the cost.

Lost and Found

Lost and found articles are kept in the gymnasium and may be claimed at the beginning and end of each day. Items will be set out during the last week of school. Items that have not been claimed will be disposed of on June 30th.

Party Invitations

Party invitations may not be distributed at school.

Live Animals

Because of student allergies and liability concerns, students may **not** bring pets or any live animals to school, as per Board of Education Policy.

Selling Items

No student is permitted to sell items or collect money on school premises or at a school-sponsored event for the pupil's own benefit. Pupils may sell items on behalf of approved school organizations, provided the fundraising has been approved ahead of time by the Superintendent.

Snow Throwing

The throwing of snow is not permitted at the bus stop, to or from school, or on the school grounds.