

MILLBURN TOWNSHIP PUBLIC SCHOOLS
ELEMENTARY SCHOOL
PARENT & STUDENT HANDBOOK

Deerfield School

Glenwood School

Hartshorn School

South Mountain School

Wyoming School

Washington School

8/15/26

ONE VISION. ONE FUTURE. ONE MILLBURN

OUR MISSION

The mission of Millburn Township Public Schools is to prepare resilient, capable learners who think critically, act compassionately, lead with integrity, aspire with purpose, communicate effectively, and evolve confidently.

OUR VISION

Millburn Township Public Schools will be a connected, inclusive, and innovative learning community where every student is known, valued, and empowered to thrive. Through excellence in teaching and learning, a culture of belonging and wellness, collaborative leadership, engaged community partnerships, and responsible stewardship of resources, our schools will foster confident, compassionate, and capable learners prepared to make meaningful contributions to an evolving world.

OUR GOALS

• Foster a district-wide culture in which every student feels safe, supported, connected, and empowered to thrive academically, socially, and emotionally.

• Cultivate exceptional teaching and learning by providing every student with engaging, rigorous, and equitable educational experiences while supporting educators through collaboration, professional growth, and innovation.

• Cultivate a professional culture and governance system that promotes continuous growth and aligned practices across the District, ensuring all students experience high-quality learning and achieve their full potential.

• Cultivate a connected, inclusive, and engaged school community by strengthening communication, fostering meaningful partnerships with students, families, staff, and the community, and building a trusted district brand that promotes belonging, collaboration, and shared responsibility for student success.

• Develop and implement a long-range financial and facilities plan that strategically addresses the district's facilities, educational, and staffing needs while ensuring fiscal responsibility and sustainability.

A MESSAGE FROM THE SUPERINTENDENT

This Elementary School Handbook is an important resource. It is designed to provide our students and families with the policies and procedures we follow in the Millburn Township Elementary Schools. The handbook also provides information on the Board of Education, school activities, and support organizations.

If you do have further questions on any topic, feel free to contact the appropriate school staff member. Following our Channels of Communication will help you get to the answers you need quickly. Much information is available on the District Website, www.millburn.org or through our Millburn School District App that can be downloaded from your mobile app store (search for Millburn Schools).

We welcome your comments and your active participation in the school district.
My best wishes to every student and family for a very happy, fulfilling, and successful school year.

Kathryn Diskin, Ed.D
Acting Superintendent of Schools

MILLBURN TOWNSHIP PUBLIC SCHOOLS

<table>
<tr><th>ELEMENTARY SCHOOLS</th><th>SECONDARY SCHOOLS</th></tr>
<tr><td>Deerfield School - 973-379-4843
26 Troy Lane, Short Hills, NJ 07078
Michael Mongon, Principal
Patricia Policastro, Assistant Principal</td><td rowspan="3">Millburn Middle School - 973-379-2600
25 Old Short Hills Road, Millburn, NJ 07041
Dr. Anne Richardson, Principal
Luisa Estevez-Young, Assistant Principal
Mae Ward, Assistant Principal</td></tr>
<tr><td>Glenwood School - 973-379-7576
325 Taylor Rd. South, Short Hills NJ 07078
Kerry Emmanouilidis, Principal
Kim Bostory, Assistant Principal</td></tr>
<tr><td>Hartshorn School - 973-379-7550
400 Hartshorn Dr. Short Hills, NJ 07078
Michelle Melucci, Principal
Kim Bostory, Assistant Principal</td></tr>
<tr><td>South Mountain - 973-921-1394
2 Southern Slope Dr. Millburn, NJ 07041
Heather Fiory, Principal
Jaclyn Basso, Assistant Principal</td><td rowspan="3">Millburn High School - 973-379-2600
462 Millburn Avenue, Millburn, NJ 07041
Robert Nixon, Principal
Chris Drechsel, Vice Principal
Jacqueline Bartlett, Vice Principal</td></tr>
<tr><td>Washington School -973-218-7500
70 Spring Street, Millburn, NJ 07041
Jennifer Baldassari, Principal
Jaclyn Basso, Assistant Principal</td></tr>
<tr><td>Wyoming School - 973-761-1619
55 Myrtle Avenue, Millburn, NJ 07041
Kristin Mueller, Principal
Patricia Policastro, Assistant Principal</td></tr>
</table>

MILLBURN TOWNSHIP PUBLIC SCHOOLS
ADMINISTRATION

Millburn Township Education Center - 973-376-3600 434 Millburn Avenue, Millburn, NJ 07041		
Superintendent of Schools	Kate Diskin	ext. 40151
Assistant Superintendent of Curriculum & Instr. and HR	Kyle Arlington	ext. 40154
Assistant Superintendent of Student Support & Special Services	Jennifer Sowa	ext. 40164
Interim School Business Administrator/Board Secretary	Peter Starrs	ext. 40156
Director of Buildings and Grounds	Daniel Knipe	ext. 40145
Director of Technology	Michael Skara	ext. 40500
Athletics Director	Peter Kane	ext. 10011
Director of Student Support & Guidance	Catherine Alvarez	ext. 10018
Director of STEM	Chrystie Young	ext. 40264
Director of Humanities, World Language and ESL	Jenny Graf	ext. 40140
Director of English Language Arts (ELA and Library)	Oona Abrams	ext. 40170
Director of Mathematics	Leanne Martin	ext. 40001
Supervisor of Special Services (Secondary Level)	Brent McGuinness	ext. 40259
Supervisor of Special Services (Primary Level)	Brian Rogoff	ext. 40263
Supervisor of ELA/Library (PK-5)	Jennifer Doney	ext. 34123
Supervisor of ELA/Library (6-12)	Melissa Bryan	ext. 10212
Supervisor of Science, Math & Technology (PK-5)	Dena Leslie	ext. 33141
Supervisor of Math/Business (6-12)	Meredith Kempson	ext. 10212
Supervisor of Science/Technology (6-12)	Andrea Knorr	ext. 20227
Supervisor of Social Studies (PK-12)	Kristen Byrnildsen	ext. 35139
Supervisor of Vis. & Perf. Arts (PK-5)/Health & PE (PK-12)	Gregory Mulford	ext. 10028
Supervisor of World Language/ESL (PK-12)	Susan Lopes-Glenn	ext. 36133
Public Information and Community Outreach	Stacie Wolfe	ext. 40163
Registrar	Michael Walz	ext. 40162
Transportation Supervisor	Thomas Lauton	ext. 40161
Security Director	Michael Palardy	ext. 40144

All Millburn personnel may be reached by email: firstname.lastname@millburn.org

Attendance and Punctuality

There is a clear correlation between attendance and success at school which makes it essential that regular attendance be maintained. Punctuality is of the utmost importance. A child who enters school late misses or disrupts initial daily instructions and opening activities. Parents are asked to help their children establish the habit of arriving at school on time.

Symptoms of Illness: Please do not send a child to school with any symptoms of illness. If your child is ill, he/she may not return to school until he/she has been symptom-free and/or fever-free for 24 hours, without the use of Tylenol or Advil. Please contact the school nurse regarding symptoms. Any student that is absent for a period of 3 consecutive school days must return with a note from their physician.

Communication Protocol: If your child will be absent from school, we ask that you contact the school before the school day begins. Please call the attendance number or send an email to attendance and be sure to state the reason for absence. When emailing, please include your child's teacher.

If your child will be late to school, we ask that you call the school's attendance department before 9 a.m. stating the reason for the tardiness. Students who are tardy must report directly to the school office with a parent who will sign them into school.

Written explanations for planned absences (e.g., religious absences, Take your Child to Work Day) should accompany the student when returning to school. A notification is also required whenever a child is to be excused from school early. The school district requests that parents do not make medical, dental, or other appointments for students during school hours. If such an appointment is absolutely unavoidable, it is advisable to make it near the beginning or end of the school day.

Should proper communication protocol not be followed concerning your child's absence(s), a letter will be documented in Powerschool with an email alert being generated.

Excessive Absences:

In the event your child is absent or tardy numerous times throughout the year, a letter will be documented in Powerschool with an email alert being generated.

Extended Absence: Parents/guardians who take their children out of school for an extended absence (10+ days) must be aware the child will be disenrolled from school, and they will be required to re-enroll upon return. The district follows the guidelines of the state regarding excused and unexcused absences.

After School Care (and Before School Care)
There are two organizations that provide before and after-school programming in our district schools for students in grades K-8.

AlphaBEST: Provides programs at Deerfield, Hartshorn, South Mountain, Wyoming and Washington Schools.

SAM Program: The SAM After School Program, located at Glenwood, is available to all district families, elementary school through middle school. Transportation from Deerfield, Hartshorn, South Mountain, Wyoming, Washington and Millburn Middle Schools is provided.

SAM also offers Before School Care for Glenwood students. In addition, SAM holds Field Trips on school Vacation Days, available to all township students, on a drop-in or registered basis.

The school district makes facility space available for these organizations to offer before/after school care services for our district families. The district does not provide the programming. Please contact the providers directly.

After-School Enrichment Programs
The PTO organizations at each elementary school organize special enrichment programs for students to enjoy after school. Activities such as crafts, games, sports, and academic topics are offered to interested students. Contact your PTO representative for details.

Use of Technology
Millburn Township Public Schools is developing a districtwide instructional framework for educational technology. Our goal is to establish clear, age-appropriate expectations for responsible technology use that ensure digital tools are purposeful, instructionally sound, and developmentally appropriate.

PowerSchool
PowerSchool is our student information system used to manage student data. Parents have access to a PowerSchool Parent Portal, where they can view their child's report cards, grades, and update demographic information as needed. Parents receive their account credentials during the student registration process. Millburn's PowerSchool sign-in page can be accessed at: https://millburn.powerschool.com/public/home.html. If a parent have issues accessing the account, please email the technology department at powerschool@millburn.org

PowerSchool Family Information
Parents must ensure that all family information and emergency contact records remain current. Each school year we ask all parents to review their students' information in PowerSchool prior to the first day of school. To confirm the information listed is accurate, complete and submit the form which can be accessed through the PowerSchool Parent Portal. If there are no changes, do not submit the form. The portal is accessed by logging in to the PowerSchool Parent Portal account and clicking on the Forms link on the left. Residency documentation may also be required.

Bicycle Rules

Bicycle rules vary by elementary school. Due to heavy traffic congestion, bicycles are not permitted at Deerfield School, South Mountain School, and Wyoming School. At Glenwood and Hartshorn schools, only third and fourth graders are permitted to ride bicycles to school. Washington School allows students to ride bicycles to school. Bicycles must be parked in the racks provided on the school grounds. Each student should use a locking device. Bicycles may not be ridden on the school grounds during school hours, and all township regulations, including the use of helmets, for bicycle safety must be followed.

Scooters, skateboards, roller skates, and shoes with roller wheels are not allowed at any school.

Motorized or electronic bicycles/scooters are not permitted at any school.

Birthday Parties

In accordance with New Jersey nutrition policies, and Policy & Regulation 5331, the Board of Education encourages schools to celebrate birthdays with non-food items. Parents/guardians are asked to check with their child's teacher regarding birthday celebrations in school.

Board of Education

The Millburn Township Board of Education is comprised of nine elected members, normally elected for three-year terms. Board member elections are held annually on the national November Election Day, and new board members begin their term in January. The board typically holds public meetings twice a month, usually on Monday evenings at 7:00 p.m. at the Education Center at 434 Millburn Avenue. All members of the public are strongly encouraged to attend and participate in these meetings. Meetings are also live-streamed and can be accessed on the school district website. Meeting dates and locations are posted at the Education Center, in the local papers and on the school district's website at www.millburn.org. Video of the meetings are posted on the website by the next morning.

All Board members may be reached via email using their firstname.lastname@millburn.org. Contact information for Board members is available on the District website under Board of Education, or contact the Superintendent's office at ext. 40151.

Bus Information

The Board of Education provides free transportation for elementary students (grades K – 8) who live beyond 2.0 miles from school. Students who live less than 2.0 miles from the school may apply for subscription busing and pay an annual fee for transportation to and from school. For more information about busing, please check the Transportation page on the website. Students who are being transported to school may check their student's bus stop location and time through the PowerSchool Parent Portal. Students must be aware of and follow all busing regulations. Please see the transportation page at https://www.millburn.org/page/transportation to see all policies and procedures. Here you will find the parental handbook for transportation as well as the policy regarding instruments permitted and not permitted on the bus.

Charles T. King Student Loan Fund

The Student Loan Fund was established in 1931 to help young township residents obtain a post-secondary education after high school through the aid of interest-free loans. In 1974 the fund's name was officially changed to the Charles T. King Student Loan Fund in honor of Dr. Charles T. King, who retired as Superintendent of Schools after 27 years of service.

The PTO Conference has a yearly representative to the Fund. To volunteer or get further information, please contact the PTO Conference presidents at ptocmillburn.@gmail.com. Applications are available from the Fund or in the Millburn High School Guidance office.

Channels of Communication

The Millburn Township School District takes pride in its communication efforts with all stakeholders of the District. To ensure that your concerns or issues are heard by the appropriate individual who can provide you with a speedy response, the Board of Education and Superintendent ask that you follow the Channels of Communication outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved.

Many parent and community questions are easily and completely answered by communication directly with the educator in charge of the class or program. Each situation should be first addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. The easiest way to communicate is via email, and a phone call is the next preferable way. Contact information such as e-mail addresses can be found on the staff directory listing found at each school under the Contact Us tab. These Channels of Communication will ensure a structured communications opportunity for all stakeholders and will allow the District to respond to all inquiries in a timely manner. If you are not sure who to contact for your specific question, please call us at 973-376-3600. Channels of Communication | Millburn Township Public Schools

Class Placement

Many factors are taken into consideration when a child is placed with a teacher in a classroom. These include input from the current classroom teacher, principal, and other teachers/staff (related arts, the Child Study Team, etc.), with parental input as appropriate.

Every effort is made to create balanced and inclusive classrooms by considering a range of factors, including academic abilities, learning styles, student needs, personalities, and peer relationships. In late August, families will be informed of their child's class placement either by logging into the school website or, for new families, via mail.

Discipline

One of the most important lessons education should foster is self-discipline. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to health and safety, productive schoolwork, and consideration of the rights, property, and safety of others.

Proper discipline is part of the classroom teacher's responsibility. Minor discipline problems will be handled by the teacher within the classroom framework. Discipline problems considered chronic and/or severe will be reported to the principal's office, and if deemed necessary, to the School Anti-Bullying Specialist (see Harassment, Intimidation and Bullying below for more on this policy and the state law). In resolving disciplinary infractions, the school may contact a student's parents and conduct a conference to help address any discipline issues.

The Building Principal will disseminate information to staff, students and parents and/or legal guardians regarding pupil responsibilities and expectations for academic achievement and behavior, and a description of behaviors that will result in suspension or expulsion. Per statute, all schools

follow Policy and Regulation 5600, *Discipline/Code of Conduct.* You can find the codes of conduct on the district website under Resources. This policy and regulation were updated in 2019 to include bias-related acts, with specific consequences for the use of hate speech and/or anti-bias acts, with the message that hate speech and anti-bias language have no place in the Millburn Schools. How we talk and how we act matters, and our focus is as One Millburn to embrace our diversity and make Millburn a safe place to live, learn and grow.

Dogs/Pets

According to Board policy, dogs and other pets are not permitted on school district grounds, except by the express permission of the building principal. Without such permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Dress Code

Students should remember that their clothing choice should not distract attention from learning and should promote safety. Hats, coats, jackets, sunglasses, and other paraphernalia designed primarily for outdoor wear must be stored while at school.

Clothing worn to school should be clean, neat, and in good taste. Abbreviated clothing or that which contains profane or inappropriate language with references to alcohol, drugs, sex, or violence, or which is demeaning to specific groups, is unacceptable. The principal reserves the right to inform parents of clothing that is not suitable or permissible for the school environment.

Appropriate footwear should be worn for P.E./Gym class as well as outdoor recess play. Inappropriate footwear may be banned due to safety reasons.

Millburn Education Foundation

The mission of the Millburn Education Foundation is to maintain and enhance the high quality of a Millburn, New Jersey public school education and ensure that all students receive the best education possible by encouraging creativity and innovation. We achieve this through generous community donations, a close working relationship with the school district, and careful review, evaluation, and financial oversight of supported initiatives.

Since 1993, the Millburn Education Foundation has supported educational excellence. Serving as a bridge between our community and the schools, the MEF encourages private philanthropy to enhance public education for students at all levels.
A list of grants is available at www.millburnedfoundation.org. Highlights include:

– 30 Years of Partnering with Millburn Public Schools
– Nearly 5000 Students Positively Impacted Every Year
– Over $3M in Grants Awarded
– 400K Grants Awarded in 2023

Please consider supporting the Millburn Education Foundation so that they can further increase their gifts to the Millburn Schools. For further information, go to Millburn Education Foundation

Field Trips
Classes are taken on field trips in order to provide outside educational experiences coordinated with the curriculum. When out-of-town trips are planned, the parents or guardians will be asked to sign a permission slip before the trip. They also are asked to approve a general permission form at the beginning of the school year for trips within Millburn Township. Parents should be aware that charter buses are not required to be equipped with seat belts.

Food Allergies
The Millburn School District would like to raise every parent's level of awareness with regard to the food-allergic children who are in our schools. For these students, food can represent a danger and must be carefully monitored. The welfare and safety of all of our students is our top priority. When all parents and school personnel work collaboratively, they can ease the burden of food allergies for the school-age child.

It is the family's responsibility to notify the school of a child's allergies. The family and school team will then work together to develop a plan that accommodates the child's needs throughout the school day.

A summary of the district's guidelines for dealing with food allergies may be found in Policy 5331 and Regulation 5331, available in the Board of Education Policies & Regulations folder on the district website at www.millburn.org.

Harassment, Intimidation And Bullying
New Jersey adopted its anti-bullying law effective September 1, 2011. It is arguably the strongest of its kind in the country. The law has increased a school's legal responsibilities to investigate and provide remediation in cases of harassment, intimidation, and bullying that take place both on and off school grounds.

Harassment, intimidation, or bullying is defined as any gesture or written, verbal or physical act or electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, and substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

Any incident of harassment, intimidation or bullying must be reported to the building administration immediately. Each school has an assigned HIB officer who will initiate an investigation of each incident.

Incidents that occur off school grounds (including cyberspace) that interfere with the educational environment may be addressed by the school "when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students and staff and the conduct materially and substantially interferes with the requirements of appropriate discipline in the operation of the school."

The Board of Education Policy on Harassment, Intimidation and Bullying (5512), as well as the district and school HIB contacts, can be found on the District and School web pages.

Emergencies

The Millburn School District has an Emergency Crisis Plan in place for emergencies. Parents provide the necessary information for the schools to contact families in case of emergencies, accidents, or illness. Each child must have emergency contact information on file. The emergency contact must be able to reach the school within 20 minutes to pick up an ill child. Parents must notify the school district immediately with updates/changes to their contact information. Changes can be made through Forms available in the PowerSchool Parent Portal. Parents need to ensure that their child understands their family's plan of action if school is dismissed suddenly.

Health Services

The district's Health Services Program is a collaborative effort between families and the school to ensure the physical well-being and safety of all students. We are committed to fostering a healthy school environment that supports academic success and the overall development of every child.

Immunization Requirements

In accordance with New Jersey State law, students are required to provide proof of immunization against the following communicable diseases: Measles, mumps, rubella, diphtheria, pertussis, tetanus, hepatitis B, HIB, polio, varicella (chickenpox), meningococcal, pneumococcal, and influenza (for preschool students).

All new students, including PreK and Kindergarten entrants, must submit:

- Proof of a physical examination conducted by a licensed healthcare provider
- Complete immunization records prior to enrollment
  Failure to comply will result in the student being excluded from school until the requirements are met. Additional immunizations are due when students reach age 11.

Routine Student Screenings

As part of our comprehensive school health program, the following screenings are conducted:

- Height, Weight, Blood Pressure: Annually, Grades K–12
- Vision Screening: Biennially, Grades K–10
- Hearing Screening: Annually in Grades K–3, 7, and 11 (per N.J.S.A. 18A:40-4)
- Scoliosis Screening: Biennially for students ages 10–18 (per N.J.S.A. 18A:40-4.3)
  All screenings are performed by qualified school health professionals.

Family Life Education
Fifth-grade students receive annual instruction in puberty and developmental changes led by health/PE staff and the school nurse. This program addresses physical, emotional, and social changes, including menstrual hygiene for girls. The focus is not on human reproduction.

Medical Emergencies and Student Transportation

- Non-emergent illness or injury: Parents/guardians or their designated emergency contact will be notified to pick up the student by the school nurse. Students need to be picked up promptly by the parent or emergency contact, ideally within 20 minutes of being notified**.**
- Emergencies: If urgent medical attention is needed, the school will call 911. The first aid squad with medical emergency services will transport the student to the hospital, and parents will be notified immediately. An appropriate adult will accompany the student.

Physical Education Restrictions Due to Injury

Minor Injuries
A one-day PE excuse requires a parent note submitted to the health office.
The nurse will assess and notify PE staff.

Extended or Major Injuries

- More than one-day restriction, or use of crutches, slings, casts, wheelchairs, etc., requires a medical provider's note.
- Students must report to the health office before attending classes when using mobility aids.
- The nurse will review safety protocols with the student and notify relevant staff.
- Students lacking required documentation will remain in the health office until clearance is received.
- Recess will take place in a supervised indoor space for all students with activity restrictions.

Head Injuries and Concussions
All concussions are taken seriously. Students with a diagnosis or symptoms of concussion will be restricted from PE, recess, and sports per district policy. Medical clearance is required before returning to any physical activity. Symptoms may include headaches, nausea, vision changes, fatigue, and difficulty concentrating.

Clearances for Return to Activity
If a medical note does not include an end date for activity restriction, a separate medical clearance must be submitted before resuming PE, recess, or sports. Students may not participate in athletics until clearance is on file with the school health office.

Medication Administration
Medications (including vitamins) may only be administered under the following conditions:

- A written request from the parent/guardian and written authorization from the student's physician, including diagnosis, medication name, dosage, and administration time.
- Medication must be in the original container labeled by the pharmacy or physician.
- Only the school nurse or parent/guardian may administer medication. An accurate account of all medication received and administered will be kept by the school nurse. *Emergency allergic reaction kits and AEDs (defibrillators) are available in all elementary schools, and trained staff are on site.*

Head Lice (Pediculosis)
If lice are suspected, the school nurse will examine the student. If infestation is confirmed:

- The student will be excluded from school to receive the appropriate treatment.
- The school nurse will assess if any other students or siblings need to be excluded.
- Parents/guardians will be notified and given treatment instructions.
- The child may return once treatment is completed and an examination by the school nurse confirms no active infestation.
- Per the American Academy of Pediatrics, students do not need to be nit-free to return to school.

MRSA (Methicillin-Resistant Staphylococcus Aureus)

- One confirmed case: Considered isolated; no reporting required.
- Two or more confirmed cases in one building: Considered an outbreak; requires reporting to the Superintendent and local health authorities.
- In an outbreak, thorough cleaning and prevention protocols will be implemented.

Prevention includes:

- Frequent hand washing
- Personal hygiene after athletic activities
- Avoid sharing personal items
- Keep wounds covered
- Notify the school nurse of any MRSA diagnosis

Communicable Diseases (COVID, H1N1, etc.)
The district follows guidance from local, state, and national health authorities during outbreaks of communicable diseases. School closures, case reporting, and safety procedures will be determined in consultation with public health officials.

NJ FamilyCare Health Insurance
NJ FamilyCare offers free or low-cost health insurance to qualifying residents. It is available to those without employer or private coverage. Visit: www.njfamilycare.org

*See **Illness** below for Guidelines For Sick Children*

Home Instruction
Students may be provided with home instruction if absent due to an illness or injury that is expected to continue for two weeks or more. The school must receive a request in writing from the treating physician regarding the need for home instruction, the duration of absence, and a treatment plan. The treating physician must substantiate the need for the student to be confined to his/her home during treatment. This information is forwarded to the district's school physician who then will review the request for home instruction. The school physician will either grant or deny the request based on the information provided. If home instruction is denied, a letter of explanation will be provided to parents.

Homework
Homework assigned in school involves students in practice, preparation, and extension activities. Practice assignments provide students with opportunities to reinforce newly acquired skills or to apply recent learning. Assignments guide students in obtaining sufficient background information to be prepared for the following day's discussions and other class work. Extension assignments take students beyond the work begun in class and encourage individualized and often creative responses.

In first, second, third, fourth, and fifth grades, assignments in practice, preparation, or extension are required each week. In addition to assigned homework, students are expected to spend some time each day involved with self-selected library books, reading silently for increasingly sustained periods, reading to others, being read to, or sharing what has been read.

Parents can help with homework by showing a positive interest in it, encouraging their children while avoiding undue pressure and providing a suitable place and quiet time for work. Concerns regarding homework assignments should be communicated directly to the classroom teacher and not to the child.

Teachers may not provide a student with advance homework due to a student taking a vacation during regularly scheduled school days according to the school district calendar. Teachers may provide students with suggestions regarding practice, which may include completing a writer's notebook entry, practicing math facts, reading independently, etc.

Homework for a student's extended absence from school due to illness, medical reasons, or other significant circumstances will be treated on a case-by-case basis.

Illness

Parents are expected to keep children home if they exhibit any signs of communicable illness. Please have an emergency contact who can pick up your child within 20 minutes if needed.

Exclusion Guidelines *(per NJ Department of Health)*:

• Fever of 100.3°F or higher: Stay home and remain fever-free for 24 hours without medication before returning.

• Respiratory symptoms: Must be fever-free and not wheezing.

• Strep throat: Return after 24 hours on antibiotics.

• Vomiting/diarrhea: Symptom-free for 24 hours and tolerating food.

• Pink eye: Return when symptoms (redness, discharge) have resolved or with physician clearance.

Frequent handwashing is the best way to prevent illness.

Insurance

Voluntary student accident insurance is available to all students at a minimal cost. Information about this insurance is available on the District website. The District does have student accident insurance coverage for students that are injured during school hours or during school sponsored activities. In the event of an accident during such times, the family must file a claim form directly with the insurance carrier within 60 days of the date of the accident. Brochures and claim forms may be downloaded from the District website or obtained from the school secretary.

Integrated Pest Management

Integrated Pest Management (IPM) is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools in a way that minimizes economic, health, and environmental risks. IPM focuses on pest prevention and uses pesticides only as needed.
IPM is mandated for schools in New Jersey. The 2002 NJ School Integrated Pest Management Act became effective for schools in New Jersey on June 12, 2004.

The School IPM Act requires schools to establish an IPM program, which includes adopting a Model IPM Policy and implementing a Model IPM Plan, which is a comprehensive site-specific document, which guides a school's day-to-day activities for controlling pests. Millburn Township Public Schools Policy 7422 was adopted in compliance with the law.

Go to our webpage to find out more about Integrated Pest Management.
Millburn Township Public Schools Integrated Pest Management Coordinator is the Director of Buildings and Grounds, 434 Millburn Avenue, Millburn, NJ 07041 973-376-3600, x145.

Internet Use
School internet use shall be restricted to finding the information necessary to complete school projects and research. Any person who uses the Internet inappropriately shall have that privilege revoked. Students and parents are asked to sign an Acceptable Use agreement when completing the annual Back to School Update in the PowerSchool Parent Portal. A student improperly using the internet in or out of school may be subject to consequences outlined in the board policy on Harassment, Intimidation, and Bullying. Students are instructed on proper use of technology by their technology and classroom teachers.

Kindergarten Entrance/Registration
Children must be five years of age on or before October 1 of the year of entrance to be placed in a kindergarten class that fall. There are **no** exceptions to this policy. (Likewise, children must be six years of age on or before October 1 to enter a first-grade class. A child is eligible for entrance into first grade who (a) will have attained the age of six years on or before October 1 of the year in which entrance is sought or (b) has completed the kindergarten program of this district or (c) has completed the kindergarten program of another New Jersey (or other state's) public school district program and has been recommended by the teacher for advancement to the first grade or (d) has been enrolled in the year in which entrance is sought in a New Jersey (or other state's) public school first-grade program for a period of not less than one month.)

At the time of school registration, the parent or guardian must present an original birth certificate, and two current proofs of residence in the district. Primary residency proof is a current tax bill, mortgage statement, lease, or rental agreement. The secondary proof is a current utility bill or other legal documentation in the parent's name at the same address in Millburn or Short Hills. Evidence of required immunizations must also be provided. You may provide your doctor's report, or you may use the school district's form to have your doctor provide the immunization requirements from the state.

If there is a question about the child's readiness for school and they have met the above requirements , arrangements can be made for a consultation with the principal, kindergarten teacher, the learning disability teacher consultant, and/or the school psychologist once registration has occurred.

Lost and Found
The school is not responsible for personal property that is lost, stolen, or damaged. Children are encouraged not to bring articles to school that have significant monetary or sentimental value, or that could potentially be dangerous to themselves or others. If students leave anything behind at school, they should check the school's Lost and Found box as soon as possible. Any article left on

school buses first may be retrieved from the bus driver. If something is left on a bus the driver will hold it until the next day. When the student gets on the bus the next day they should ask the driver if he/she has the lost object.

Lunch at School
Students in the district's elementary schools usually remain at school for lunch. They may not walk home alone or leave school without a parent coming to the office and signing them out. There are no cafeterias in the elementary schools; students must bring their lunch. If desired, milk can be purchased for students. Free milk may be available to students whose parents meet the criteria established under the Federal Free and Reduced Lunch Program. Application information on this program is on the Business Office webpage. Please contact your school office with questions about eligibility.

The PTOs sponsor lunch programs through which parents may purchase lunch on a semester basis for their students. Funds from these special lunch days are used to benefit the students of the school. You will receive information on how to sign up for special lunches from your school, and dates are posted on the school website. For questions about special lunch days, contact your PTO representative.

Make-Up Days
Should emergency closings of the school occur for more than three days, the necessary make-up days will take place during Spring Recess in April. Should the district not use all of the scheduled emergency days, a giveback may be part of the Memorial Day weekend (usually the Friday of the holiday weekend).

New Jersey Tiered System Supports (NJTSS) & Intervention and Referral Service (I&RS)
NJTSS is a framework of academic and behavioral supports and interventions to improve student achievement, based on the core components of multi-tiered systems of supports (MTSS) and the three-tier prevention logic of Response to Intervention (RTI). NJTSS builds upon intervention and referral services (I&RS) and gives schools a structure to meet the academic, behavioral, health, enrichment, and social-emotional needs of all students.

The Intervention and Referral Service provides pre-referral consultation that reviews and evaluates specific students who are not demonstrating success in their current general education program. This lack of success may be due to behavioral, social, health, or learning difficulties. The I&RS discusses each case, makes recommendations, and supervises the implementation of intervention strategies that may assist the student in becoming more successful. The I&RS Committee develops an Action Plan containing goals, interventions, and a timeline for the plan's duration.

The members of the I&RS include the school principal or designee, classroom teacher, and other support staff. I&RS is a school-based committee designed to provide support and guidance for classroom teachers. It is not part of Special Services (refer to the section on *Special Services*).

Nutrition
The Millburn Township Public Schools recognize the value of early establishment of healthy nutritional eating habits. We believe all children should eat well-balanced meals of high nutritional value. This combined with health and physical education will help promote a healthy lifestyle.

In accordance with State Policy (N.J.A.C. 2:36) the Board of Education is committed to providing students with healthy and nutritional foods; encouraging the consumption of fresh fruits and vegetables, low-fat milk, and whole grains; supporting healthy eating through education; providing students with the opportunity to engage in physical activity as often as possible, and making every good faith attempt to reduce Foods of Minimal Nutrition (FMNV): all food and beverage items listing sugar, in any form, as the first ingredient as well as all forms of candy. We have worked with each PTO to formulate acceptable lists of "better choice" treats and snacks, and encourage the distribution of non-food items to recognize students' birthdays and accomplishments.

PTO Conference -- Millburn Township Conference of Parents and Teachers (PTOC)
The Millburn Township Conference of Parents and Teachers, also known simply as PTO Conference, is composed of the current presidents of each school's PTO, town-wide committee chairs, any past presidents, and past town-wide committee chairs who wish to participate, as well as certain school administrators. PTO Conference presidents meet once a month during the school year.

The mission of PTO Conference is to enhance the communication and interchange of ideas among the district's schools and their local PTOs, as well as among parents and the administration. Over the years, PTO Conference has created many town-wide committees to provide services to the children and schools in our community.

For more information on the PTO Conference and its activities, please contact one of the conference presidents. The 2025-2026 presidents are Sherry Mahfouz and Abby Speltz. They can be reached by email at ptocmillburn@gmail.com.

Parent/Teacher Organization (PTO)
The goal of the volunteer Parent/Teacher Organizations is to provide a closer relationship between home and school in order to enrich the school experience of each child. PTO committees exist to work in various areas of influence in the child's school environment. To participate in the school's PTO or to just ask a question, contact the PTO presidents of your elementary school. Their contact information can be found on your school's website under PTO.

Parent/Teacher Conferences and Progress Reports
There are two means of reporting student progress to parents: conferences and/or progress reports.

Individual parent/teacher conferences are scheduled for all elementary school parents twice each year, in November and April. Conferences are very important because they provide opportunities for both parents and teachers to share information about the students between the distribution dates of progress reports. Additional conferences may be requested if necessary.

The elementary schools are dismissed at 1:00 p.m. (Washington School at 1:05) on Parent/Teacher Conference days.

Progress reports are available through PowerSchool 3 times each year for students in grades one through five. PreK and Kindergarten students' progress reports are posted 2 times per year, in

January and June. These reports contain descriptions of the progress the children have made since the previous reporting period.

Physical Education Requirements

Participation: Students are expected to be prepared for and participate in every physical education class. A doctor's note is required if a pupil is to be excused from participation for an extended period of time. Please have your physician forward a statement describing the condition and any limitations for your child to your school nurse's office. A return to participation statement will also be required from your child's physician if the original statement does not give a date of return. The information will be forwarded to the physical education staff and will assist us in working with you and your child. ***For the safety of your child, the student will not participate in recess during the duration of the excused participation from physical education.***

Appropriate Dress: Millburn Township School's policies require all pupils to wear appropriate physical education attire. This attire, in some cases, will be different from typical school attire. Past experiences have shown that success and safety is best achieved if clothing is comfortable and allows freedom of movement without distraction. All jewelry should be removed before physical education class. Additionally, longer hair should be tied back so as not to limit vision.

The department requires footwear that is designed for physical education and athletic use and stays securely on the feet. Sneakers that can be tied or have Velcro are the safest and are the required sneakers by the Millburn Township Physical Education Staff. For safety reasons, we do not recommend elastic, slip-on, bungee, zippered sneakers or roller shoes. The Physical Education Staff reserves the right to hold a student out of participation based on his/her attire or footwear if it poses a safety hazard.

Playground Rules

Before or after lunch the students usually go out on the playground, unless excused by a doctor. Supervision is provided. On inclement weather days, arrangements are made for the students to be indoors. Students should dress appropriately on days when they will be outside. Each school has established its own playground rules based upon the playground facilities available. However, in all cases children must remain in their assigned play areas and must not play in areas where cars are parked. Because of the hazards to other children, hard baseballs, wooden bats, and certain other sports equipment are not allowed on school grounds.

Parental supervision is required for children playing on fields and playground equipment before and after school hours.

Preschool Program

The district preschool program is an integrated program, serving both regular education students and students with disabilities. Each class is open to a number of regular education students, selected through a township lottery (held in mid-winter), in addition to students determined to be eligible for special education services as the result of an evaluation by a Child Study Team. Regular education students pay tuition in order to attend the preschool.

The program is located at South Mountain School. Each class is in session two and a half hours for five days a week.

Occupational, speech, and physical therapists provide consultation and group lessons as well as individual therapy for special education students. These services are determined in students' Individual Educational Plans, called IEPs.

For more information on the district preschool program, contact the Special Services office at 973-376-3600, ext. 40164 or visit the Preschool Page on the website.

Policies

All school district policies are available on the Millburn Schools' website at https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=a0c2ab114655488881852 9663136babc. Go to the District page and click on Policies, Regulations and Bylaws in the Board of Education tab to find specific policy information and details. Parents are asked to sign off on required district policies during the annual online Back to School Update in the PowerSchool Parent Portal.

Publicity

The Millburn School district likes to promote the accomplishments of our students and teachers. During registration, and the annual online Back to School Update process, parents are given the option of approving consent for news and photos of their children to appear in local news outlets, the district website and social media during the time they are a student in Millburn schools. Each PTO has a publicity representative who takes pictures of school and classroom activities and sends them to the local papers. For questions about publicity, please contact the school district's Public Information & Community Outreach Officer, at 973-376-3600, x40163.

Recreational Sports

The Millburn Department of Recreation runs a very successful recreation program for students, which takes place after school and on weekends. This program is intramural and includes many active sports of interest to children. Appropriate seasonal games are played, such as soccer in the fall, basketball in the winter, and softball and track in the spring. For more information on recreational sports, call the Millburn Department of Recreation at 973-564-7097, or go to the Millburn Township Recreation Department site for program and registration information: http://twp.millburn.nj.us/Recreation

Residency

Only permanent residents of Millburn Township may attend the Millburn Schools. At the time of registration, families will be required to provide proof of their eligibility to enroll a student in Millburn Township Public Schools. The documentation provided will be evaluated and if acceptable, the student will be determined eligible to enroll and attend school. Information about Residency, and policies and procedures may be found on the school district's Residency webpage.

Safety

Building Security: Security efforts continue to be of highest priority in the district. All visitors must ring a bell to enter the school, and must register using the Visitor Aware system. Visitor Aware uses your driver's license or state-issued ID when entering the building. Once you have registered with your ID at any one of the school buildings, facial recognition will be used to confirm your identity every time after that. Please make sure to have a valid, non-expired government-issued identification

card with a photo to check in when you enter one of the buildings for the first time this school year. Learn more about Visitor Aware here.

Cameras are installed at the main entrance to each school building, and electronic surveillance is in use to enhance the safety and security for school district staff, students, community members and other building occupants and to protect the school district's buildings and grounds. Each school building has a Safety Officer on staff who coordinates the security for the building. The content produced by the surveillance system, under certain circumstances, may be considered a student record, and if it becomes the subject of a disciplinary proceeding it shall be treated like other evidence in the proceeding.

Drills: New Jersey State Law requires the District to provide one (1) Fire Drill and one (1) Emergency Management Drill per month. The Emergency Management Drill will include a lock down in the school as one scenario. Parents will be notified after a lockdown drill has taken place.

Traffic: The safety of every child in school is of great concern to all school personnel. The need for safety is not limited to the school grounds. Children are in need of constant reminders from both the school and home to cross at intersections or corners, and to listen to the crossing guards.

Each elementary school has its own policies to ensure traffic safety in the school vicinity. This includes specific drop-off and pick-up procedures, which will be provided to parents at the beginning of the year. Please be sure to follow these procedures and to drive slowly in the school area. In addition, it is vital that drivers park their cars only in designated locations and turn off their engines, as schools are no idling zones.

Safety Patrol: The schools also have an elementary school safety patrol, which is sponsored in cooperation with the Millburn Police Department. The patrol is under the supervision of the school's principal. Each school has a teacher who serves as advisor and determines the membership of the safety patrol.
Generally, students in the fourth and fifth grades are eligible. Participation as a patrol member is valuable in the development of leadership and responsibility.

Each school works out its own patrol assignments to fit its particular needs. Students who are invited to participate must have the endorsement of their parents. Parents are asked to fill out a form permitting their child to become a member of the safety patrol.

School Hours for Elementary School Children

CLASS BEGINS	DISMISSAL
PreK 3, ABA, PSD - 8:30 am PreK 4: 12:30 pm K- 4TH: 8:50 am 5TH: 8:55 am	PreK 3: 11:00 am PreK 4, ABA, PSD: 3:00 pm K- 4TH: 3:15 pm 5TH: 3:20 pm

Children should only arrive at school a maximum of 10 minutes prior to designated arrival times (as there is no adult supervision before that time) unless a child has enrolled in a before school care program. Individual schools will plan for students to enter school on inclement weather days.

DELAYED OPENING	EARLY DISMISSAL
PreK 3, ABA, PSD - 10:30 am PreK 4: 1:30 pm K- 4TH: 10:50 am 5TH: 10:55 am	PreK 3: 10:00 am PreK 4, ABA, PSD - 12:45 pm K- 4TH: 3:15 pm 5TH: 3:20 pm

School Closings
The Superintendent in conjunction with key district and police personnel will make the decision as to whether schools should be closed due to weather and/or road conditions. If schools are closed, families will be notified early (between 5 and 6 a.m.) in the morning by the district's automated phone/email alert system. This is our primary means of communication in times of emergency, so please be sure the data we have on file for your family are up to date. You can update your data by logging into your PowerSchool parent account and clicking on FORMS.

Snow closing information will be posted on the district's website (www.millburn.org) and will also be reported on WCBS, WNBC, WABC, and News12 television, as well as New Jersey 101.5 FM Radio.

Please do not call the police station or fire department regarding inclement weather and school closings, as this seriously interferes with their emergency work. If you have questions and have not received information from any of the sources mentioned above, contact your classroom parent.

Delayed Openings
The two-hour delay used during inclement weather when it appears that travel to school will be safer two hours after the regularly scheduled time for the opening of school. The entire transportation system, and the faculty and student reporting times, will operate exactly two hours later than normal. If an elementary student usually has a scheduled bus at 8:30 a.m., that bus will run at 10:30 a.m. Classes will begin at 10:50/10:55 a.m. Normal lunch procedures will be followed. Dismissal times and afternoon bus schedules on delayed school opening days will be at their usual times.

Lunch is scheduled as usual on Delayed Opening days.

Emergency notification for two-hour delays will be made by the same automated phone and email service that is used when it is necessary to close schools for the entire day. This information will also be available on the same outlets used for an early morning closing.

Delayed openings of school may also be used for staff professional development hours. Those dates are posted on the school district calendars and reminders will be sent out during the school year.

Early Dismissal
A decision to close school for sudden storms, heating problems, or other emergencies during the day

occasionally may have to be made. In the event of an early dismissal due to an emergency, parents will be notified using all of the contact methods mentioned above.

Early dismissals may also be used for staff professional development hours or Parent/Teacher Conferences. Those dates are posted on the school district calendars and reminders will be sent out during the school year. *Please mark them on your calendar.*

There is no lunch period during an early dismissal day, although time is usually made available for a snack.

In addition, at the K-5 level, we need to actually speak to an adult responsible for each child (either a parent or guardian or pre-identified responsible adult) before allowing the child to leave school. If contact cannot be made, the student will be kept safe at the school or at the Ed. Center until an adult can be reached. PTOs, along with the school principal and office, will help facilitate this process.

It is the parents' and guardians' responsibility to instruct their children as to procedures to be followed and destinations where children may go in the event of a dismissal. Parents are also responsible for ensuring that other families they have listed as Emergency Contacts know that they may be taking care of their children.

Please remember that these notifications are a courtesy to our parents.

Section 504

A referral for Section 504 Eligibility/Plan must be forwarded to the building 504 Coordinator (Vice Principal or Assistant Principal). Qualifying students are those who either (1) have a physical or mental impairment that substantially limits one or more major life activities; or (2) have a record of such an impairment; or (3) are regarded as having such an impairment. For a student to be identified under Section 504, in most circumstances the school must conclude that the child has: (1) a physical or mental impairment that (2) substantially limits (3) a major activity.

The district's Section 504 Compliance Officer is the Assistant Superintendent for Student Support & Special Services.. Any appeals of decisions made by individual building-based 504 committees should be made to the Assistant Superintendent of Student Support & Special Services, who can be reached at 973-376-3600, ext. 40164.

Smoking Policy

The New Jersey Smoke Free Air Act prohibits smoking in and on the property of all elementary and secondary schools. It is the policy of the school district to implement the law and prohibit all smoking and use of tobacco products, including electronic cigarettes, by students, staff, and visitors alike in any school facilities, vehicles, and/or grounds at all times.

Special Equipment for School

Students will receive a list of recommended school supplies to bring to school at the beginning of each school year. Kindergarten children need a smock or apron, and sneakers. Smocks or other coverings are recommended in all grades for art. These should be labeled with the child's name.

Students in all grades should plan to wear sneakers for physical education, and safe shoes at all times. Back-less footwear are not recommended, as they can be a hazard on stairwells and in play.

Any articles of clothing that may be removed, such as hats, jackets, sweaters, gloves, scarves, etc., should be labeled so they can be returned if lost. Each school has an area or box set aside for Lost and Found items.

Special Services

A continuum of special education programs and services is available in our district schools. These programs include: (1) Resource programs that either supplant or supplement individual subjects, (2) In-class support services, or (3) Self-contained programs designed to meet the needs of children requiring small classes in order to benefit from their educational programs. In addition, Out-of-District placements are provided for students whose needs require more intensive services than can be made available in Millburn schools.

Occupational therapy, physical therapy, and speech/language support are examples of related services that are provided to students through Individualized Educational Programs (IEPs). These supportive services are provided to assist classified students so that they may fully benefit from their educational program.

All decisions regarding eligibility for special services are made through the Child Study Team process. The professional resources of a Child Study Team (consisting of a psychologist, social worker, and learning disabilities teacher consultant or LDTC) are available to all children who attend the Millburn Township Schools.

A classroom teacher may refer a child for special education services after consultation with the principal and the building's Child Study Team. This option is generally pursued after pre-referral intervention strategies have not proven successful. Parents also may request a referral for an evaluation if they have significant concerns about their child's educational growth. Within 20 days following receipt of a written request for a referral, the Child Study Team will schedule a meeting to review whether there is a need for a comprehensive evaluation. Parent consent is required prior to an evaluation.

Following a student evaluation, the Child Study Team meets with parents to review the evaluation results and determine if the student is eligible for special education services. If the Child Study Team determines that the child is eligible for services, the child is classified and an Individualized Education Program is designed. This program is implemented by an IEP team following written consent by parents. In addition to the parents and Child Study Team members, the IEP team includes the regular education teacher and other appropriate professionals.

For additional information regarding special education services, please contact the Special Services office at 973-376-3600, ext. 40164.

Student Records

Student records are collected, maintained, and used in accordance with state regulations and local Board of Education policy. The school maintains two types of student records. They are the Cumulative Record and the Child Study Team record; both are available for review by parents upon

specific request. Parents should contact the school principal to see the Cumulative Record, and the Director of Special Services to review the Child Study Team record

Supervision After School

In accordance with Millburn Township Board of Education Policy No. 8601, "Pupil Supervision After School Dismissal," and in an effort to effectuate the dismissal of elementary students consistent with the preferences of their parents/guardians, parents must fill out the *Request for Supervision At Dismissal from School* permissions during the Back to School online update.

Parents/guardians are asked to indicate on this form if their child has permission to walk home from school without an escort and, therefore, without supervision. Alternatively, parents/guardians are asked to indicate on this form if their child is allowed to walk home from school only with an escort and, in that case, to list the designated escorts. Finally, parents/guardians are asked to indicate if their child utilizes district transportation services or is approved for alternative transportation to an afterschool program.

For the safety of all children, please discuss your dismissal preferences with your child. Also, please remind your child to immediately report to the school office if his/her designated escort fails to appear at dismissal time. Finally, please provide written notification to the school office by 10:00 a.m. on any school day in which your child is not going to take district transportation services home or follow his/her usual dismissal procedures.

Telephone Use by Students

There are no public phones in the elementary school buildings. In case of an emergency, students may use the telephones in the school's main office.

Personal Internet Enabled Devices

New Jersey State Law (P.L. 2025, c. 195) requires school districts to establish policies governing students' use of personal internet-enabled devices. This requirement takes effect statewide beginning with the 2026–2027 school year. On Monday, August 24, 2026, the Millburn Board of Education adopted Policy and Regulation 5516, Student Use of Internet-Enabled Devices (M).

Prohibited Devices

All personal internet-enabled devices are prohibited including, smartphones, smartwatches, tablets, smart glasses, personal laptops etc. Also prohibited are non-internet-enabled devices, such as basic flip-style cell phones, paging devices, two-way radios /walkie-talkies, etc.

Duration

Devices must be turned off and stored away from the start of the school day ("first bell") through the end of the school day ("last bell") including lunch/recess, study hall, transition time in between classes, in restrooms, locker rooms and while on field trips during the school day.

Pre-Kindergarten through grade 8 students are prohibited from using devices while on the school bus. Students in Pre-Kindergarten through grade 12 shall be permitted to use their internet-enabled device during school-sponsored events taking place outside of the school day when students are under the direct supervision of a school staff member or employee of the Board (e.g., afterschool club meeting, sport team practice/game, etc.).

Storage Requirements

Students are encouraged not to bring personal devices to school. If brought, devices must be turned off and kept in lockers or backpacks (grades 9-12), lockers (grades 6 - 12) and in backpacks (pre-Kindergarten - grade 5).

The District accepts no responsibility for any personal device brought to school.

Off Campus Transitions

Students authorized to leave school grounds during the day (e.g., Senior students leaving for lunch) may use their devices while away, but must return them to off/stored status immediately upon returning to school grounds.

Exceptions

Exceptions to the personal device prohibition are granted strictly under specific, documented circumstances pursuant to N.J.S.A. 18A:36-40b:

- **IEP & 504 Plans:** To fulfill accommodations specified in an Individualized Education Program or 504 Plan.
- **Health Conditions:** To support a documented health plan (requires written medical documentation from a healthcare professional).

- **Translation Services & Caregiver Roles:** For translation assistance or for students designated as primary family caregivers.

- **Administrative Authorization & Emergencies:** In the event of an emergency or when authorized by the Principal when no reasonable alternative to the use of the internet-enabled device for a specific purpose exists.

Requesting an Accommodation

Parents/guardians must submit a written request to the Principal along with relevant supporting documentation (physician note, child study team evaluation, etc.). The district will issue a written approval or denial within **five (5) school days** of receipt. All approved accommodations will be handled with discretion and sensitivity to respect student privacy.

Offenses

Millburn Township Public Schools follow a progressive disciplinary structure for violations in accordance with the district's Code of Student Conduct.

- **First Offense:**
  Grade 6 - 12: Device is confiscated and secured in the Main Office; returned to the student at the end of the day. The infraction is recorded, and formal written parental notification is made.
  Pre-Kindergarten - Grade 5: The student will be reminded of the policy and asked to store the device in their backpack. The infraction is recorded, and formal written parental notification is made.

- **Second Offense:**
  Grade 6 - 12: Device is confiscated and secured in the Main Office; returned only to a parent. The infraction is recorded, the student is assigned a detention, and formal written parental notification is made.
  Pre-Kindergarten - Grade 5: Device is confiscated and secured in the Main Office; returned only to a parent. The infraction is recorded, and formal written parental notification is made.

- **Third Offence:**
  Grade 6 - 12: Device is confiscated and secured in the Main Office; returned only to a parent. The infraction is recorded, the student is assigned two general detentions and the matter is referred for insubordination. The student will be required to submit their device to the main office for a minimum of ten school days.
  Pre-Kindergarten - Grade 5: Device is confiscated and secured in the Main Office; returned only to a parent. The infraction is recorded and a parent/student conference with the Principal is required. The student will be required to submit their device to the main office for a minimum of ten school days.

- **Additional Offences:**
  Additional offenses will be addressed at the discretion of the Principal or designee.

Communication

We understand families occasionally need to communicate emergent, time sensitive information during the school day. For necessary communication, families and students may contact their school's main office directly and staff will follow local notification procedures to ensure the student receives the information in a timely and appropriate manner. In the event of an emergency, the District will follow established safety plans and protocols.

Testing

All New Jersey schools administer New Jersey assessments as required by the New Jersey Department of Education for all students beginning in grade 3. Testing may include New Jersey Student Learning Assessments (NJSLA) in English Language Arts (ELA), Mathematics and Science in the spring. More information will come from your school principal about the state testing schedules.

Vandalism

If a child damages, defaces, or loses school materials or property, his/her family will be required to reimburse the school for the loss or damage. Parents are asked to help their children learn to take responsibility for the good care of school items.

Visiting the Schools

Between the hours of 9 a.m. and 3 p.m. each day, all doors of the schools are locked from the outside for security reasons. Visitors must use the main/front door and may request entry by pressing the call signal. All parents and visitors to a Millburn elementary school are required to report to the school office upon entering the building and sign in. This provides protection for the students and avoids disruption of the educational process. Items such as books, coats, lunches, and backpacks brought in for children should be left in the vestibule. The school secretary will contact the student or teacher. We try to limit interruptions to the classroom and school. We ask that parents try to limit the need to drop off student materials.

Teachers are not available for unscheduled conferences. If you wish to schedule a conference with your child's teacher, leave a message with the teacher via email or voicemail. There are many opportunities during the school day to participate in classroom activities. Parents are asked to make arrangements with the teacher to visit the classroom at other times so as not to interrupt classroom activities.

The Millburn Township School District does not give tours to individuals who are not registered as a Millburn student or who will not be attending that particular school.

Website and Email

The Millburn Township Schools' website may be accessed at www.millburn.org. The website provides information from the district, as well as links to each of the schools.

The email address of school staff members is usually the firstname.lastname, followed by @millburn.org. For example, *Professor Albus Dumbledore* would be reached at *albus.dumbledore@millburn.org*. Each school publishes a school directory that includes staff extensions and e-mail addresses. Staff contact information is also available on each school's web page.

Withdrawing from Millburn Schools

Notice of withdrawal to another school, city, state, or country should be provided to the building principal in advance of leaving the district. Any family leaving the district, or transferring a child to another school, must complete and submit the Withdrawal Form, which is available in the PowerSchool Parent Portal. Please note that a student's academic and health records will be mailed to the receiving school **only after** the signed withdrawal request and record release form has been submitted. For any questions or assistance, please contact the registrar at: registrar@millburn.org.