MILFORD PUBLIC SCHOOL



7 Hillside Avenue

Milford, New Jersey

908-995-4349

Visit us at our website: http://www.milfordpublicschool.com

BOARD OF EDUCATION
Laura Hanson, President
Benjamin Cramer, Vice President
Teresa Kane
Melissa Croasdale
Nicole Kempf-Mutz

The Board meets the third Tuesday of each month at 7:00 pm at the school. Meeting dates, times and locations are announced in advance pursuant to the State of NJ Sunshine Law. The Board establishes school policies; approves personnel appoints, adopts budgets; approves budgets; approves curriculum; awards bids; and in certain instances, makes final decisions on controversial issues.

ADMINISTRATION
Rick Falkenstein, Chief School Administrator
Michele McCann, Business Adm./Board Secretary
Nicole Petrozziello, Principal
David Moscowitz, Supervisor CST/Social Worker

PRESCHOOL
Amber Ritchlin

KINDERGARTEN
Kayla Shonk

FIRST GRADE
Donna Pontoriero

SECOND GRADE
Alyssa Glenn

THIRD GRADE
Catlyn Hartel

FOURTH GRADE
Glenn McKibben

FIFTH GRADE
Glenn McKibben

SPECIAL AREAS
Amber Gale, Art
Gina Niedziejko, Music/Spanish
Kaelyn Rooney, BSI
Betsy Combs, School Nurse
Megan Domzalski, LDT/C
Anastasia Neves, School Social Worker
Kathryn Siti, Speech-Lang. Specialist
Adrienne Bolinder, School Based Counselor
Jennifer Petronzi, School Counselor

SPECIAL EDUCATION
Nicole Petrozziello, Special Education Teacher
Brittany Niedhammer, Preschool Inst. Aide
Colleen Briglia, Instructional Aide

SUPPORT STAFF
Cassie Bloomer, School Secretary
Meaghan Emmons, Assistant to Business Administrator
Kyra Dalrymple, CST Secretary
Denise Donnelly, Administrative Assistant to Superintendent
Del Val Health Center, School Doctor

CAFETERIA STAFF
Maschio's Staff

BUILDINGS AND GROUNDS STAFF
Ricky Menendez, Custodian

DISTRICT CONTACTS
Classroom Issues: Child's teacher 1st, if unresolved then Principal, Superintendent, BOE
Transportation: Meaghan Emmons
Use of School Facilities: Ricky Menendez
Public Records: Michele McCann
Discipline: Nicole Petrozziello

August, 2026

Dear Milford Public School Families,

Welcome to the 2026–2027 school year! We hope you had a wonderful summer filled with rest, fun, and time with family. We are excited to welcome our students back and look forward to another year of learning, growth, and success.

This Calendar & Handbook is designed to provide important information that will help you and your child have a successful school year. Please take a few moments to review the handbook together, as it contains essential school policies, procedures, important dates, and other helpful resources. Additional district policies and information can be found on the Milford Public School website.

Milford Public School values the partnership between home and school. We believe that open communication and collaboration with our families are key to creating a positive and supportive learning environment for every child. Thank you for your continued support and involvement. We look forward to working together to make the 2026–2027 school year an outstanding one for all of our students.

We are excited for the year ahead and can't wait to see all that our Milford Mustangs will accomplish!

Sincerely,

Mrs. Nicole Petrozziello, Principal

Dr. Rick Falkenstein, CSA

SCHOOL CALENDAR 2026-2027

Mon., Aug. 24 - Staff Professional Development
Tues., Aug. 25 - Staff Professional Development
Wed., Aug. 26 - First Student Day
Fri., Aug. 28 - School Closed - Staff Professional Development
Fri., Sept 4 - Mon., Sept. 7 – School Closed (Labor Day)
Wed., Sept. 16- Early Dismissal, 12:35pm (Staff Professional Development)
Mon., Oct. 12 - School Closed (Staff Professional Development)
Fri., Oct. 23 - Early Dismissal, 12:35pm - (Staff Professional Development)
Tues., Nov. 3 - Early Dismissal, 12:35pm (Parent/Teacher Conferences)
Wed., Nov. 4 - Early Dismissal, 12:35pm (Parent/Teacher Conferences)
Thurs., Nov. 5 - Fri., Nov. 6 - School Closed (NJEA Conference)
Wed., Nov. 25 - Early Dismissal, 12:35pm
Thurs, Nov. 26 - Fri., Nov. 27 - School Closed (Thanksgiving Recess)
Wed., Dec. 23 - Early Dismissal, 12:35pm
Thurs., Dec. 24 - Fri., Jan.1 - School Closed (Winter Recess)
Mon., Jan. 4 - School Reopens
Fri., Jan. 15 - Early Dismissal, 12:35pm (Staff Professional Development)
Mon., Jan. 18 - School Closed
Mon., Feb. 15 - School Closed (Presidents' Day)
Fri., March 12 - Early Dismissal, 12:35pm (Staff Professional Development)
Thurs., March 25 - Early Dismissal, 12:35pm
Fri., March 26 - Fri., April 2 - School Closed (Spring Recess)
Mon., April 5 - School Reopens
Fri., April 30 - School Closed (Staff Professional Development)
Mon., May 31 - School Closed (Memorial Day)
Mon., June 7 - Early Dismissal, 12:35pm
Tues., June 8 - Early Dismissal, 12:35pm
Wed., June 9 - Early Dismissal, 12:35pm (Tentative Last Day)

REGULAR DAY	8:25 a.m. – 3:15 p.m.
SCHEDULED EARLY DISMISSAL	8:25 a.m. – 12:35 p.m. NO LUNCH SERVICE
DELAYED OPENING	90 minute delay (9:55 a.m. start)

Regular Day Schedule		
Class	**Time**	**Minutes**
HR	8:25- 8:30	5
1	8:30 - 9:20	50
2	9:20- 10:10	50
3	10:10 - 11:00	50
4	11:00 - 11:50	50
Lunch	11:50 - 12:15	25
Recess	12:15 - 12:40	25
5	12:40- 1:30	50
6	1:30 - 2:20	50
7	2:20 - 3:10	50
HR	3:10 - 3:15	5

Early Dismissal Schedule		
Class	**Time**	**Minutes**
HR	8:25 - 8:30	5
1	8:30- 9:00	30
2	9:00- 9:35	35
3	9:35 - 10:10	35
4	10:10 - 10:45	35
5	10:45 - 11:20	35
6	11:20 - 11:55	35
7	11:55 - 12:30	35
HR	12:30 - 12:35	5

90 Minute Delayed Opening Schedule		
Class	**Time**	**Minutes**
HR	9:55- 10:05	10
1	10:05 - 10:45	40
2	10:45 - 11:20	35
3	11:20 - 11:55	35
Lunch	11:55 - 12:20	25
Recess	12:20 - 12:45	25
4	12:45- 1:20	35
5	1:20 - 1:55	35
6	1:55- 2:30	35
7	2:30 - 3:10	40
HR	3:10 - 3:15	5

EARLY DISMISSAL DAYS

Early dismissal is at 12:35pm, and lunch service is not available on those days. Students are able to bring in a snack.

The Board of Education is authorized to amend the calendar should inclement weather or an emergency require that the school be closed on a scheduled school day. Please note the make up schedule in the event of emergency closing days: June 9th through June 14th. Day 5 is inclusive in the calendar. Day 6-9 will be added 6/15-6/30.

TARDY/EARLY DISMISSAL

It is necessary that pupils be in attendance throughout the school day in order to benefit fully from the educational program of the district.

Homeroom starts for PreK-5 grade students at 8:30am at which time attendance will be taken. Homeroom ends at 8:30am and students are considered tardy after 8:30am. Pupils who are tardy must report to the Main Office and be signed in by a parent/guardian. In order for the tardy to be excused you must present a physician's note. Every five instances of unexcused tardiness will count as an absence from school for one day.

Requests for early dismissal should be submitted through the Daily Pick Up Release in the Genesis Parent Portal. Kindly try to schedule doctor and dentist appointments after school hours. Students will be called to the Main Office to meet their parents and be "signed out". No pupil shall be permitted to leave school before the close of the day unless met and signed out in the Main Office by a parent/guardian or other authorized person.

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 Staff Professional Development	25 Staff Professional Development	26 First Day for Students TR1 Begins	27	28 SCHOOL CLOSED Staff Professional Development	

EMERGENCY CLOSING NOTIFICATION

Parents will be contacted by telephone, e-mail, and/or text for emergency situations as soon as possible following the decision to close. All parents should establish contingency plans for their children when school is closed due to emergency. Children should know exactly where to go and what to do under these circumstances.
Whenever possible, school closing information will also be posted on the district website: http://www.milfordpublicschool.com

ATTENDANCE AND ABSENCE PROCEDURES

In order for the Board of Education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents and students is required to maintain a high level of school attendance. The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

Please know that family vacations are **NOT EXCUSED** absences from school. Work cannot be provided for your child until they return to school. It is your child's responsibility to complete make-up assignments in a timely manner.

Please call the school nurse when a child has been absent three (3) days or when a communicable disease is suspected.

According to Board policy, a *warning notice* shall be given to the parents of any pupil, who has been absent *more than 10 days* in any school year. *Retention* will be considered when the student has been absent from school for *a total of twenty or more* days. Every five instances of unexcused tardiness will be counted as absent from school one day.

In an effort to ensure the safe arrival of all students and by Board policy, parents are requested to report a student's absence from school by Genesis Parent Portal > Attendance > Notify Office or by calling the **Absentee Mailbox Number (908) 995-4349 Option #2** before 9:30 a.m. on each day the pupil is absent. If a call is not received, the school will contact a parent to confirm that their child is not in school that day.

Home instruction of up to 5 hours per week is available to students whose physician has determined that their physical ailment prohibits their attendance at school for an extended period of time. For more information, please contact the principal.

STAYING AFTER SCHOOL

All students wishing to remain on campus for an after-school activity must have written permission from their parent(s). Permission slips for the activity fulfill this requirement. Parents must pick up their children promptly at the conclusion of the activity, with the advisor/teacher remaining until all of the students are picked up.

Students who stay after school for extra help or to serve detention also require parental permission with a specified parent pick-up time. This may be done in writing or by telephone.

AFTER SCHOOL SUPERVISION

Please be advised that the school day ends at 3:15 p.m. All students must be under the supervision of a parent or guardian immediately following dismissal. The school does not provide supervision for students after 3:15 p.m. unless they are participating in a school-sponsored activity or program with designated adult supervision.

Parents and guardians are responsible for making appropriate arrangements to ensure their child is safely supervised after dismissal.

September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	31	1	2	3	4 SCHOOL CLOSED Labor Day	5
6	7 SCHOOL CLOSED Labor Day	8	9 Back to School Night 6:30pm	10	11	12
13	14	15 PTO Meeting 6:00pm	16 Early Dismissal 12:35pm Staff Professional Development	17	18	19
20	21	22	23	24	25	26
27	28	29 BOE Meeting 7:00pm	30			

STAFF SUPERVISION OF STUDENTS

While we understand that students may need to seek extra help outside of regular school hours and we encourage students to participate in our before or after school activities, we want to remind parents that their children may only be in the building with the permission of a supervising staff member. Prior approval is understood to include contact between the teacher and the parent with an agreement as to the specific day(s) and times of student participation along with parental accommodations for student drop-off and pick-up at the start and end time of the activity as appropriate.

Students should not be dropped off any earlier or picked up any later than necessary to fulfill the time required for the activity that the student is participating in. A student found in the building without specific permission from a supervising staff member shall be required to call their parents to arrange to be picked up immediately and wait in the Main Office until their transportation has arrived. Repeated offense of this procedure may result in consequences and/or disciplinary action at the discretion of the principal.

SCHOOL VISITORS

All visitors must register at the Main Office, where they will be required to sign in, receive and wear a visitor's badge, and sign out when they exit. This policy pertains to all persons not employed by the Milford Public School Board of Education. Parents are required to sign in at all times, even if they wish to escort their children to their classrooms. We are concerned about the safety of all our students and know that your cooperation will ensure the safety of the occupants of our building.

Parents are invited to visit our school. In order to avoid unduly disruption to our educational programs, Board Policy and Regulations #9150 requires that visitors obtain permission from the Chief School Administrator 24 hours in advance. Classroom observations are limited to your own child's classroom for a time not to exceed two class periods and by appointment only. No preschoolers will be allowed during visitations. The Administration may prohibit visits by persons whose reasons for visiting are in doubt or whose past activity have proven disturbing to the school program. A copy of the policy and/or visitation form is available from the Main Office.

No visitor may confer with a student in school unless it is with the specific approval of the principal. Should an emergency situation require the student to be called to the office to meet a visitor, the principal must be present during the conference. A student is never permitted to leave the school with anyone who is not clearly identified as his/her parents, legal guardians, or an authorized person.

Any item that needs to be given to your student may be dropped off in the Main Office. Students may not receive any mail or personal gifts through the school.

The only entrance open during school hours is located on the front side of the building where the Main Office is located. Visitors will be asked to identify themselves and their purpose before getting access to proceed through the locked vestibule doors.

Parent/Visitor Parking is only permitted in the upper black top parking lot. The roadway surrounding the school is patrolled by the local police department, i.e., the NJ State Police. Procedures for an orderly drop-off of students by parent transportation will be sent home prior to the start of the school year. For special school events, notices will be sent home or staff will direct you to parking locations.

ENTRANCE/REGISTRATION POLICIES

It is the policy of the Milford Public School to admit children who will have reached the age of five years on or before October 1st into our Kindergarten program, and to admit children who have reached the age of six years on or before October 1st into our Grade One (1) program.

Milford Public School secured grant funding to provide 3 and 4-year-old residents of Milford Boro with free preschool for the 2027-2028 school year. Eligible students will be entered into a lottery that will be held in March.

Students who are entering late as kindergarteners or those who are transferring from another district are asked to call our Main Office to set up an appointment to register.
Students transferring from another district must provide a transfer card listing the student's NJDOE student identification number, health immunization card, birth certificate with raised seal, proof of residency, and divorce/custody/guardianship papers and other required materials must be presented at the time of registration.

PROJECT CHILD FIND - AGES 3 THROUGH 21

Normal development is delayed for some children. If you have concerns about your child's walking, talking, thinking, seeing, or hearing; your school district may be able to help. Many problems can be improved with understanding and assistance. Call Milford Public School for more information. A free evaluation for your child may be available. This notice also applies to migrant and homeless individuals.

October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 SCHOOL CLOSED Staff Professional Development	13	14	15	16	17
18	19	20 Picture Day	21	22	23 Early Dismissal 12:35pm Staff Professional Development	24
25	26	27 BOE Meeting 7:00pm	28 TR1 Ends	29 TR2 Begins	30	

COMMUNICABLE DISEASES

The New Jersey State Sanitary Code on Immunizations (N.J.A.C. 8:57-4.1 to 8:57-4.20) calls for the immunization of children from specific diseases at different levels with vaccines for diphtheria, tetanus toxoids, and pertussis; polio; measles; rubella; mumps; Haemophilus influenza type b (Hib) conjugate; Hepatitis B virus; varicella virus (chicken pox); pneumococcal conjugate; influenza; and meningococcal. Parents are reminded that they will need to work with their health care practitioner to arrange for the timely immunizations of their children and to provide documentation of the immunizations when called for by the school nurse. Failure to do so can result in the temporary removal of the child from the school setting, as required by the State Sanitary Code. State law mandates that all school age children be immunized unless they have a religious or medical exemption.

Should your child contract a contagious disease, we request that you notify the school immediately. Appropriate steps can then be taken to prevent the spread of contagion among other children in the same classroom. Most communicable diseases have been controlled or eliminated through immunization mentioned earlier; however, the following information may be helpful:

Chicken Pox - Usually begins with fever, fatigue, and a skin eruption that starts as a red papule then becomes small blisters for 3 to 4 days, then leaves a scab. The period of infectivity is 1 day before the onset of fever to the drying of all crusts or 5 days after the appearance of the rash. The students will be admitted when either the rash has scabbed over or 5 days after the initial appearance of blisters.

Conjunctivitis (Pink Eye) - Characterized by redness, swelling, burning or itching of eye membranes. There may be sensitivity to light and a yellow discharge. The student may return to school when eyes are clear or after being treated by a doctor.

Head Lice (Pediculus Humanis Capitis) - It is important to notify the school nurse if head lice or their eggs (nits) are discovered so that close contacts can be checked, otherwise children will keep reinfecting each other. A student may be sent home if lice or nits are found, as per school policy. Students will be readmitted after proper treatment and being cleared by the school nurse. Please call the school nurse for further information.

Fifth Disease - This is a common disease of school children characterized by a red rash on the cheeks followed by a lacy rash on the arms and legs. The disease is caused by parvovirus B19. It is spread by direct contact with infected mucus from the nose or mouth or by inhaling droplets coughed or sneezed into the air. Illness starts from 4 to 18 days after exposure. Fifth disease rash sometimes begins with no illness at all but usually starts with 3 or 4 days of low-grade fever and symptoms of a mild cold. This is followed in 7 to 10 days by the appearance of a bright red, raised rash, which covers the cheeks, making them look as if they had been slapped. The area around the mouth is usually not involved. After another 1 to 3 days, a pink, blotchy and often itchy rash appears on the upper part of the arms and legs, spreading to the trunk and buttocks. As it fades, the rash develops a “lace-like” or “net-like” appearance which can last for 5 to 10 days. Once cleared, it may reappear for several weeks or months if the skin becomes flushed from exercise, sunlight or a warm bath. There are no complications from infection in a normal child. The disease remains contagious from 2 weeks to days before the appearance of the rash. Children are no longer contagious and do not need to be excluded from school once the rash occurs. Pregnant women in contact with an infected child between 3 days and 2 weeks before the rash should speak with their doctor.

Strep Infections - This bacteria spreads on oral secretions which enter the air in droplet form and invade the nose or throat. Initial symptoms, a fever and sore throat, usually begin 2-4 days after contact. Difficulty swallowing, loss of appetite, headache, stomachache, nausea, vomiting and drowsiness may also occur. The throat is often bright red, tonsils are enlarged and white patches may appear on the throat or tonsils. The lymph nodes on the neck are often swollen and tender. Infected children must be kept out of school a minimum of 24 hours after starting antibiotic therapy.

ILLNESS

A pupil who has any sign of fever, chills, a very runny nose, severe cough, unusual skin eruptions, earache, sore throat, vomiting or diarrhea should not be sent to school. Such symptoms may indicate the beginning of a contagious disease. It is recommended that students not return to school until they have been without a fever, (a temperature of less than 100˚F) for at least 24 hours.

No student is allowed to leave school due to illness unless they have been seen by the school nurse and she has contacted the parents/guardians and arranged for transportation. Students are NOT permitted to call/text parents to pick them up.

November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Book Fair Week! Monday-Wednesday	2	3 Early Dismissal 12:35pm Parent-Teacher Conferences	4 Early Dismissal 12:35pm Parent-Teacher Conferences Report Cards Posted	5 SCHOOL CLOSED NJEA Convention	6 SCHOOL CLOSED NJEA Convention	7
8	9	10 PTO Meeting 6:00pm	11	12	13	14
15	16	17	18	19 Picture Retake Day	20	21
22	23	24 BOE Meeting 7:00pm	25 Early Dismissal 12:35pm Thanksgiving	26 SCHOOL CLOSED Thanksgiving Recess	27 SCHOOL CLOSED Thanksgiving Recess	28
29	30					

MEDICATIONS IN SCHOOL

It is recognized that some children with chronic illnesses and specific disabilities often require medication during the school day. Parents are asked to follow the following requirements specified by Board Policy when sending medications prescribed for a child during the school day:

1. A written and signed order from a legal prescriber (physician or nurse practitioner) must accompany all medications, including prescriptions and over-the-counter medications.
2. The order needs to include the student's name, diagnosis, name of the medicine, dosage and time of administration, duration of administration, any potential side effects and effects of other medications the student receives which may alter or impact the effects of the ordered medications.
3. If the medication is used "as needed", the order should clearly describe the conditions under which the drug is used.
4. Written permission to administer the medication from the parent/guardian.

The medication needs to be brought in the original labeled container and given to the school nurse by the parent.

MEDICATIONS ON A FIELD TRIP

Teachers, by law, cannot be responsible for giving medication in the classroom or on field trips. If a child is on daily medication, every effort should be made for a parent to accompany the child and give the medication.

SELF ADMINISTRATION OF EMERGENCY MEDICATIONS

Those students with illnesses which may be life-threatening, such as asthma or allergies that require the administration of a nebulizer, inhaler, or Epi-Pen, will be able to carry and self-administer their prescribed medications after required forms have been completed by the students' parents and private physicians.

Students who are authorized to use an inhaler or a nebulizer shall have an Asthma Action Plan (AAP) prepared by their medical home physician and submit it to the school nurse. Please contact the school nurse for the necessary forms.

ALLERGIC REACTIONS

If a child has an allergic reaction, Benadryl will be given and the parent will be notified. If the reaction is more severe, i.e. difficulty breathing, epinephrine via a pre-filled auto-injector mechanism will be administered by the school nurse or, in her absence, her trained and approved designee according to Board Policy #5330, and the Rescue Squad summoned.

PHYSICALS/SCREENINGS

New students are required to have a physical examination completed by their medical "home" physician within 30 days upon enrollment in the district. The Board strongly recommends that students in grades 3 and 6 have subsequent physical examinations to ensure proper childhood development.

Each year the school nurse conducts health screenings that may include height, weight, hearing, blood pressure and vision. The spinal column and posture of students 10 years of age and older are also checked for signs of scoliosis. Parents are notified if a problem arises.

Please contact the school nurse if your child has any physical condition requiring special consideration.

LIVE ANIMALS IN THE CLASSROOM

A student or staff member may bring a live animal to school for educational study, provided that (1) A written request for the permission of the visit, including the educational purpose of the visit, has been granted by the Chief School Administrator; (2) Proof that the animal has been protected by a rabies vaccination or a written statement from a veterinarian that the animal is not susceptible or cannot pass any diseases to the students; (3) The classroom teacher approves of the animal for educational purposes and assumes responsibility for the visit; (4) The animal is properly caged or leashed and supervised at all times.

For more information and/or a "Permission to Bring Live Animal To School" form, please contact our main office.

December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 BOE Meeting 7:00pm	15	16	17	18	19
20	21	22	23 Early Dismissal 12:35pm Winter Recess	24 SCHOOL CLOSED Winter Recess	25 SCHOOL CLOSED Winter Recess	26
27	28 SCHOOL CLOSED Winter Recess	29 SCHOOL CLOSED Winter Recess	30 SCHOOL CLOSED Winter Recess	31 SCHOOL CLOSED Winter Recess		

HOMEWORK

Homework is designed to be a constructive tool in the teaching/learning process. It is an extension of what was learned in the classroom and is assigned to reinforce the lesson or provide a creative application of what has been learned. Homework acts as a link between home and school by keeping parents informed.

The use of homework agenda books help get the students organized. Homework is the responsibility of the student and they should be documenting assignments daily in their agenda book. Students may receive detention and/or administrative intervention for frequent homework deficiency.

The amount of homework is very often specific to both the grade level and subject area. Parents may direct questions concerning homework to specific teachers. A student who is absent from class for any reason must make up the required homework. At the teacher's discretion, homework may be assigned for:

Grades K-1	5-15 minutes/day
Grades 2-3	15-20 minutes/day
Grades 4-5	30-45 minutes/day

Please note that these dates are subject to change depending on the number of days school is closed.

PARENT/TEACHER CONFERENCES

Parents and the school should work together to establish effective two-way communication. Parents are encouraged to initiate contact directly with the teacher and arrange for visits as necessary. Two Parent/Teacher Conferences are scheduled annually (fall and spring). Spring conferences are at the request of the teacher.

PROMOTION AND RETENTION

The Board of Education has established a promotion and retention policy in order to maintain high standards of achievement. Retention will be considered when: a student is achieving significantly below ability and grade level and/or; a student is demonstrating gross irresponsibility in study habits or completion of academic work and/or; a student has been absent more than 20 school days.

MARKING PERIODS

Grade K - 4	
TR1	8/26 - 10/28
TR2	10/29- 2/18
TR3	2/19 - 6/4

Grade 5	
MP1	8/26- 10/28
MP2	10/29 - 1/14
MP3	1/15 - 3/22
MP4	3/23 - 6/4

Dates are subject to change pending the number of days school is closed.

GRADING

Mid-Marking Period is an opportunity to review a snapshot of your child's progress to date.

Report Cards for grades PreK through 4th grade will be available three times a year on the Genesis Parent Portal. If access to the Internet is not available or you need assistance, please contact our Main Office.

Each teacher has established criteria for grading which will be shared with students and parents.

Grades K-2	E = Expectation Met
	S = Satisfactory Progression
	P = Inconsistent Progression
	NE = Not Expected at this time

Grades 3-4	ME = Meeting Expectations
	AE = Approaching Expectations
	NS = Needs Support
	NE = Not Expected at this time

Grade 5	A = 90-100
	B = 80-89
	C = 70-79
	D = 60-69
	F = 59 and <
	I Incomplete
	NG No Grade

January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 SCHOOL CLOSED Winter Recess	2
3	4 Classes Resume	5	6	7	8	9
10	11	12 PTO Meeting 6:00pm	13	14	15 Early Dismissal 12:35pm Staff Professional Development	16
17	18 SCHOOL CLOSED Dr. Martin Luther King Jr. Day	19	20	21	22	23
24	25	26	27	28	29	

HONOR ROLL

Students in Grade 5 are eligible for honor roll or high honor roll. Honor roll includes all students who achieved a grade of 86 or higher in all subjects in a single marking period. High honor roll includes all students who achieved a grade of 92 or higher in all subjects in a single marking period. (To be on the high honor roll or honor roll, the student may not have any "I"s.)

Students' academic achievement in grades 5-8 will be recognized in 8th grade at Kingwood Township School. Students consecutively on high honor roll for the third and fourth marking periods of 5th grade, all four marking periods of 6th and 7th grades and first, second and third marking periods of 8th grade will receive recognition for their efforts.

PUPIL RECORDS

Pupil permanent records are maintained according to code N.J.A.C. 6A:32-7.3. Non-classified student records are housed in the Main Office while those of classified students are housed in the Child Study Team Office. Parents, guardians, and adult pupils are guaranteed access to pupil records within 10 days of the written request to the Chief School Administrator (CSA) or designee, and prior to any review or hearing related to the pupil conducted in accordance with the State Board of Education. Copies of pupil records are also available by request for a reasonable fee. The CSA or designee shall be present during any record review to provide interpretation and to prevent alteration, damage or loss to the record. The district will make every effort to provide the record information in the dominant language of the parent/adult pupil.

Only authorized organizations, agencies, or persons shall have access to pupil records. Should the parental rights of one parent/guardian be terminated by a court order, it is the responsibility of the person/agency having legal custody to notify the district. Written parent permission is required in some instances to allow non-school staff to review a student file and documentation of such a review is required. Parents and adult pupils have rights to challenge the content in a pupil's record and, if necessary, file an appeal. Federal, state, and local laws and policies pertaining to pupil records and parents rights can be obtained upon request to the Chief School Administrator.

CURRICULUM

In addition to the core subjects of mathematics, language arts literacy, science, and social studies, we offer the following special subjects to all students:

Physical Education	School-Wide Enrichment
General Music	Library-Media Science
Spanish	Academic Support
Art	Instrumental music
Health	

Copies of our district curriculum are available for review in the Chief School Administrators office.

ASSEMBLIES AND FIELD TRIPS

A variety of guest speakers visit classes at the invitation of their teacher. Assembly programs are offered to our students through the generosity of the Milford PTO.

Each grade level takes at least one field trip per year. Information/cost is sent home by the teacher. Field trips are considered to be a part of the educational program. If a student does not participate in a field trip, an educational program will be available at school that day.

A pupil in grades Kindergarten through fifth may be ineligible for participating if he/she has demonstrated unusual attendance by missing ten (10) or more days of school. No pupil who has been absent for a school day may participate in an activity, event, trip, or performance scheduled for the afternoon or evening of that school day.

February 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 SCHOOL CLOSED Presidents Day	16	17	18 TR2 Ends	19 TR3 Begins	20
21	22	23	24	25 Report Cards Posted	26	27
28						

CO-CURRICULAR ACTIVITIES

Fifth graders are invited to the last dance of the year at KTS. Students must be academically and behaviorally eligible to participate. Students must be present on the day of any extra-curricular activity to participate.

SPECIAL EDUCATIONAL PROGRAMS

Special Education

The Child Study Team consists of a school psychologist, school social worker, learning disabilities teacher/consultant and speech-language specialist whose function is to identify, evaluate, and classify those students in need of a special education program.

The team is responsible for evaluating students and, along with classroom teachers and parents, developing educational plans for those students demonstrating specific disabling conditions defined by law. Parents may call the Child Study Team Office to inquire about making a referral.

Related Services

Special education students may be offered related services in physical therapy, occupational therapy, adaptive physical education, speech, and counseling.

Educational Support Program

A program of remedial instruction that supports skills in the areas of language arts literacy and mathematics is offered to students. Identification of students is made through the use of standardized test results, a survey of classroom performance, teacher recommendation, and K-5 reading level. Our reading and math specialists provide assistance to students in an inclusion (push-in) or pull-out setting.

ACADEMIC PROBATION & SUSPENSION

Pupils who maintain a “C” or 70% average or above in all of their classes each marking period are considered to be in good academic standing and eligible to participate in extracurricular activities.

A student will be placed on Academic Probation if they have received one or more grades of “D” or below 70% at the end of a marking period. If a student is placed on Academic Probation, a letter will be sent home by the principal to inform the parent(s) of their pupil’s academic status and a monitoring program will be put in place to ensure academic improvement. Pupils placed on Academic Probation may still remain eligible to participate in extracurricular activities.

If a student receives all grades of “C” or better the following marking period, they will be removed from Academic Probation and returned to good academic standing. However, if the student again receives any grade of “D” or lower during the next marking period, he/she will be placed on “ACADEMIC SUSPENSION”. A student will remain on Academic Suspension if they continue to receive one or more grades of “D” or below 70%. Grades from the 4th quarter of the previous academic school year will affect eligibility status of the 1st quarter of the following new school year.

Students who are on Academic Suspension are NOT eligible to participate in or join any extra-curricular activities until they receive all grades of “C” or better for a two week period. If a pupil’s grades drop below a “C”” at any point in time, they will be placed back on academic suspension until the end of the marking period. Students on Academic Suspension may not attend any after school activity, attend school dances including the 5th grade dance, or be in the school building before or after school for any reason, other than to receive additional academic assistance. Board Policy #2430, Co-Curricular Activities, allows an exception to this policy provided the student experienced extenuating circumstances in their lives, i.e., death in the family, crisis in the home or school life, learning difficulties that have contributed to grades of “D” or below.

Students on Academic Suspension will be required to participate in a monitoring program similar to that above for students on academic probation. They will receive a weekly status update by all teachers and may be referred to the school’s Intervention and Referral Services Committee.

March 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 PTO Meeting 6:00pm	10	11	12 Early Dismissal 12:35pm Staff Professional Development	13
14	15	16	17	18	19	20
21	22	23	24	25 Early Dismissal 12:35pm	26 SCHOOL CLOSED Spring Recess	27
28	29 SCHOOL CLOSED Spring Recess	30 SCHOOL CLOSED Spring Recess	31 SCHOOL CLOSED Spring Recess			

HEALTH/FAMILY EDUCATION

Any pupil, whose parent or guardian presents to the school administrator a signed statement that any part of the instruction in health/HIV prevention and/or family life education is in conflict with his or her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalty as to credit or graduation shall result there from [NJSA18A: 35-4.7 and 6:29-4.2(j)]. Please contact the superintendent/principal if you are interested in examining the curriculum and/or materials.

PHYSICAL EDUCATION (P.E.)

Students are required by law to participate in the physical education program unless excused by a note from parents or doctor for illness or injury. All students are required to wear sneakers, preferably with non-marking soles. NO student will be permitted to participate with unsafe footwear, for example, crocs, those sneakers without a heel (slides) or those sneakers tied behind the sneaker tongue.

CONCUSSIONS

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. Milford Public School takes all the necessary steps to prevent and treat sports related concussions and head injuries. A full copy of district Policy 2431.4 can be found on the school's website.

SCHOOL-WIDE COUNSELING PROGRAMS

Harassment, Intimidation & Bullying

Education about harassment, intimidation & bullying is ongoing at MPS, especially at the middle school level. Our objectives are to create a school culture of acceptance and caring, to help students differentiate between normal conflict versus bullying and to eliminate and or respond effectively to conflict.

Lunch With The School Counselor

To help promote friendships and social skill development, students, individually or in groups, may be invited to have one or more lunches with the school counselor. Discussions, games and problem solving strategies are used to work through school or peer relationship difficulties. Parents will be called if their child is experiencing social or emotional difficulties in school.

Any parents who object to their child's participation in peer leaders program or lunchtime meetings with the counselor should contact the school counselor by phone (995-4349 x510) or in writing.

April 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 SCHOOL CLOSED Spring Recess	2 SCHOOL CLOSED Spring Recess	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 SCHOOL CLOSED Staff Professional Development	

LUNCH PROGRAM

Milford Public School uses Titan, a computerized school lunch purchasing system, point of sale (POS). Lunch balances from last school year will automatically be carried over in the POS.

Titan allows parents/guardians to add money to a student's lunch card with online payments. To enroll, simply log on to LINQconnect.com and register the student. There is also a LINQconnect app. You will need the student's school id number to complete the enrollment. There is a nominal fee associated with the online payment service. By enrolling online, lunches can be prepaid in any denomination. Account funds can be used for lunch or snacks. Parents/Guardians have the ability to set account limits on snack and lunch purchases as well as monitor a student's purchase.

If you choose not to use the online service offered by Titan, you may send in a check and/or cash and the funds will be loaded onto the student's account. Checks should be made out to MPS BOE. A student may also purchase lunch or snacks using cash.

A complete student lunch costs $4.10 and consists of five components: fruit, vegetables, milk, grains, and meat/meat alternative. Monthly menus will be available online at the MPS website that indicate the hot/cold lunch items. Students must inform their homeroom teacher in the morning if they are buying lunch and their choice of meal. Snacks and seconds can be purchased with cash or using the POS.

Charging Lunch: If a student forgets their lunch, they may charge a lunch. The charge will be added to the student's Titan Account. Parents will be notified when a lunch has been charged and the payment should be sent with your child the next day or can be paid electronically at Linqconnect.com

Free and Reduced Lunch Program: MPS participates in the National School Lunch Program, which allows the state to compensate for students who cannot afford to pay for their lunch. This program is available to all students. Eligibility is determined by a formula maintained by the Department of Agriculture. Free and reduced applications are available on the school's website or by contacting the Main Office.

Students bringing lunch from home are asked to not bring in glass bottles or cans. Milk is available for purchase. Food is NOT permitted to be taken out of the cafeteria. Failure to comply with cafeteria procedures and rules will lead to removal from the cafeteria and other disciplinary action.

SCHOOL NUTRITION

As per Board Policy #8505, the district Board of Education is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS, RESOURCES & ECRD

Under Board Policy #2361, both students and their parent(s) are required to sign an agreement form regarding acceptable use of the technology and Internet access at Milford Public School. Use is restricted until the agreement is signed.

Under Board Policy #7523 a school district that furnishes a student with a laptop computer or other electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district shall retain the acknowledgement as long as the student retains the use of the electronic device. A school district failing to provide the notification required by this section shall be subject to a fine of $250 per student, per incident.

May 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7	8
9	10	11 PTO Meeting 6:00pm	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28 Field Day	29
30	31 SCHOOL CLOSED Memorial Day					

SUBSTANCE ABUSE

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board of Education establishes and maintains a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district. Please refer to Board Policy 5530 available online at http://www.milfordpublicschool.com for more information.

SCHOOL PROPERTY

The school endeavors to teach students responsibility for public property. Textbooks and other instructional materials are distributed to students throughout the year. Students must maintain all books and materials in the best possible condition. All books should be covered within one week of receiving them. Grade 1-5 students will receive one agenda book at the beginning of the year. If a student loses the agenda book a $3 replacement fee will be charged to the student. Students in grade 5 will receive Chromebooks which are covered under the Chromebook protection plan. Fines shall be levied for textbooks, library materials, etc. that have been abused or carelessly used. Lost or damaged material shall be assessed a fine in accordance with the condition and replacement cost of the book. If levied fines have not been paid by the end of the school year, the student's report card will not be released from school.

Any student who destroys or defaces any school property or the property of another individual will be responsible for payment of damages and possible discipline consequences.

SCHOOL LOCKERS/DESKS

School lockers and desks remain the property of the district even when used by pupils. Lockers and desks are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant (Board Policy #5770). Milford Public School will conduct periodic random searches of lockers and desks throughout the year to ensure the safety of all students and staff.

DRESS CODE

A positive learning environment and school dress are closely related. Students should be dressed in a manner that reflects good taste and decency and which does not detract from or interfere with the educational environment. Students who are offensive in dress and/or grooming will be sent to the principal and a change of attire will be required. If this does not remedy the problem, parents will be called and required to take the student home and correct the situation.

Board Regulation #5511 specifies that:

1. Clothing with liquor advertisements, sexually suggestive messages, profanity, tobacco or gang affiliation slogans, vulgar or obscene symbols, offensive signs, slogans, or pictures which degrade any race, societal group, color, creed, religion, gender, ancestry, national origin, social or economic status, sexual orientation or people with disabilities is not permitted. Drug related pictures and messages that support and/or condone drug use are also unacceptable.
2. Footwear must be worn at all times. Footwear that is considered "unsafe", i.e., loose sandals, untied sneakers, is not permitted.
3. Hats and other head coverings are not permitted unless they are part of a student's religious belief or medical condition.
4. No jewelry is permitted that promotes violence, bigotry, profanity or use of restricted substances. Jewelry must not restrict movement, be distracting, or cause a safety hazard to one's self or others. As a safety precaution, students will not be allowed to participate in our physical education program and/or extra curricular sports programs while wearing jewelry that is deemed unsafe.
5. Each student must dress in a manner that does not unduly distract from the educational program. Clothing must not be tight, revealing, or suggestive. Midriff, tube tops, strapless tops/dresses, see-through articles, or articles that expose cleavage or stomach, may not be worn. Shorts must be in good taste (mid-thigh).

DISTRICT POLICIES

The policies and regulations of the Milford Public School Board of Education are available on-line at http://wwwmilfordpublicschool.com. Although this handbook summarized several of the Board's policies, please refer to our website to review the policies in their entirety.

June 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Field Day Rain Date	3	4 TR3 Ends	5
6	7 Early Dismissal 12:35pm	8 Early Dismissal 12:35pm	9 Early Dismissal 12:35pm Tentative Last Day of School Report Cards Posted	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

PARENT-TEACHER ORGANIZATION

The Milford Public School Parent/Teacher Organization, or PTO, is a volunteer, non-profit organization that seeks to bring parents and school staff together for the benefit of the students. The PTO holds monthly meetings and programs for students. Funds raised by the PTO support the students, staff and school. Membership forms are included in Back to School packets. Please consider joining to show your support. More information is available on the website or you can call Milford Public School.

2026-2027 Officers:

Nicole Sepesi, President
Mary Ismail, Vice- President
Leigh Attinello, Secretary
Maureen Connor Flint, Treasurer

STUDENT CODE OF CONDUCT

An integral part of every student's education, both at school and at home, is learning to be a responsible individual and a good citizen. The elementary and middle school code of conduct are presented on the following pages. Consequences for violating the rules are also provided to students so that they will know their status in the discipline process at all times. This system has been designed to be fair and to hold students strictly accountable for their actions. This system applies not only during "regular" school hours, but for all school related events and activities, such as field trips, dances, sports and club events.

Our system of classroom discipline aims to strengthen the educational program. The main premises of these procedures are that students have a right to learn in a safe, orderly environment and that teachers have the right to teach without disruptions. Any conduct that significantly interrupts the teaching-learning process will not be tolerated. Our expectations for classroom success are that students will:

1. come to class appropriately dressed,
2. be seated and quiet when the bell rings or lessons begin,
3. come to class prepared, i.e., pencils, books, homework, agenda book
4. take an active part in the lesson, and;
5. refrain from disrupting the class.

Discipline in the classroom is the responsibility of the teacher; however, after various disciplinary attempts have been tried, the student shall be referred to the principal's office. Administrative discipline procedures include written warnings, loss of recess, lunch detentions or after school detention, in-school suspension, out-of-school suspensions, and expulsions. All disciplinary action taken by the school is intended to benefit the student through improvement of behavior and/or attitude. It also benefits all other students in that their education is not affected or interrupted.

Consistency of action is of utmost importance for all concerned. Parental support of school discipline actions is also a vital part of the program as it aids in reinforcing consequences and improving their student's behavior. If it is necessary to keep your child after school for disciplinary reasons, notification will be sent home explaining the reasons for detaining your child, the date(s) he or she is to stay and the time he/she is to be picked up. This form is to be signed and returned to school the next day. A telephone call will be made to parents regarding any detention obligations.

HARASSMENT, INTIMIDATION OR BULLYING

The Board of Education expects pupils to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation or bullying. Like other disruptive or violent behaviors, this conduct interferes with a pupil's ability to learn and a school's ability to educate its pupils in a safe environment. The Board prohibits acts of harassment, intimidation or bullying against any pupil on school property or at any school-sponsored function.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
    a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
    b. Has the effect of insulting or demeaning any student or group of students; or
    c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school ground, when there is a nexus between the harassment, intimidation, and bullying and the school 9e.g., the harassment, intimidation or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, iPod or iPad.

Any school employee, pupil or volunteer who has witnessed, or has reliable information that a pupil has been subject to harassment, intimidation or bullying must verbally report the incident to the Principal or Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. The Board shall not tolerate an act of reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying (Board Policy #5512.01). A full copy of the HIB Policy is available on the school website under the Board of Education link on the homepage (www.milfordpublicschool.com).

USE OF THE FACILITIES

Approved organizations wishing to schedule the use of rooms must complete a Facility Use Form at least two weeks prior to the scheduled event. These forms are available from the Main Office or on the MPS website under the Buildings and Grounds link, and are to be submitted to our Supervisor of Buildings & Grounds, Ricky Menendez.

EQUAL EDUCATIONAL OPPORTUNITY

State and federal statutes and regulations prohibit school districts from discriminatory practices in employment or educational opportunity against any person by reason of race, color, creed, religion, sex, ancestry, national origin, age, English proficiency, sexual preference, marital status, or veteran status. Further, state and federal protection is extended on account of disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, or family status and other applicable laws.

Milford Public School will continue to support its affirmative action resolution and to implement the district's Equal Educational Opportunity Policy #5750 in accordance with law and regulation.

MILFORD PUBLIC SCHOOL DISTRICT
ELEMENTARY SCHOOL CODE OF CONDUCT

Milford Public School expects pupils to treat others with civility and lead by setting positive examples. The following elementary student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades K-4. Each infraction has been assigned a specific consequence based upon the type of behavior. Staff members will issue an Elementary Disciplinary Form for a student misbehaving and submit the form to the principal. The form will then be sent home for a parental or guardian signature and returned to the main office on the next school day. All discipline forms will be kept on record in the main office and a copy will be distributed back to the staff member issuing the form.

LEVEL 1 INFRACTIONS: The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary forms for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offenses at this level will result in written warnings. The third offense at this level will result in a Recess Timeout. Any additional Level I infractions will result in a Recess Timeout and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unprepared for class	Warning – Recess Timeout
Arriving late and/or leaving class without a pass	Warning – Recess Timeout
Presence in school building without permission	Warning – Recess Timeout
Tampering with another's deck, cubby or personal belongings	Warning – Recess Timeout
Unauthorized use of electronic devices (e.g., cell phones, paging devices, electronic games, music playing devices, etc.)	Device Taken. Parents must come to office to pick up the item Warning – Recess Timeout
Inappropriate behavior in the cafeteria, on school grounds, or at school events	Warning – Recess Timeout
Disruptive behavior in the hallway	Warning – Recess Timeout
Eating food outside the cafeteria without permission	Warning – Recess Timeout
Inappropriate attire	Change Clothes Warning – Recess Timeout
Gum chewing	Warning – Recess Timeout

LEVEL 2 INFRACTIONS: The following infractions have been designated as Level 2 or moderate infractions. Staff members will complete a disciplinary notification form for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, the first offense at this level will result in a Recess Timeout. Second offenses at this level will result in an additional Recess Timeout and parent conference. Third offenses at this level will result in an After School Detention. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration. Four or more violations at this level will result in an ISS and the development of a behavior plan.

INFRACTIONS	CONSEQUENCE
Unacceptable language or gesture	Recess Timeout – ISS
Cutting class	Recess Timeout – ISS
Cutting Recess Timeout	Missed Recess Time Out rescheduled. Additional Recess Timeout added.
Forgery	Recess Timeout – ISS
Plagiarism (academic dishonesty)	Recess Timeout – ISS
Cheating	Zero Credit for assignment. Plus counseling intervention. Recess Timeout - ISS
Lying to a staff member	Recess Timeout – ISS
Violating “Technology and Acceptable Use of the Internet” policy	Loss of privileges for a period to be determined by the Principal. Plus restitution for damages. Recess Timeout – ISS
Disrespect/Insubordination	Recess Timeout – ISS
Disruptive /disorderly behavior	Recess Timeout – ISS

LEVEL 3 INFRACTIONS: The following infractions have been designated as Level 3 or serious infractions. Staff members will complete a disciplinary notification form for the misbehavior and submit the form to the principal immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

INFRACTIONS	CONSEQUENCE
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	Restitution, ISS
Stealing	Restitution, ISS
Fighting	Restitution, ISS
Vandalism (including defacing student work)	Restitution, ISS
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	Handled at administrative level. Consequences may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible child study team or I&RS referral and police notification.
Violent threat towards any individual or group	
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking devices.	1-10 days OSS, medical clearance to return to school and mandatory reentry conference. Possible child student team or I&RS referral. Police notification.
Possession and/or use of a weapon	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police notification.
Using an ECRD device inappropriately to record, capture, or transmit any audio, video, or images.	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Devices may be subject to an electronic search for inappropriate material related to the incident.

MILFORD PUBLIC SCHOOL DISTRICT
MIDDLE SCHOOL STUDENT CODE OF CONDUCT

Milford Public School expects pupils to treat others with civility and lead by setting positive examples. The following middle school student code of conduct classifies misbehavior into three levels (1 to 3) for students in grades 5. Each infraction has been assigned a point value and assigns specific consequences based upon the type of behavior. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will then be sent home for a parental or guardian signature and returned to the main office on the next school day. At the end of each marking period, the number of offenses at Level 1 will return to zero, however Level 2 and 3 offenses will accumulate all year. Additionally, the total number of points accumulated each marking period will remain the entire year for potential additional consequences. However, a student can choose to reduce his or her points total through the Point Reduction Program (See Points Accrual).

LEVEL 1 INFRACTIONS: The following infractions have been designated as Level 1 or minor infractions. Staff members will issue disciplinary points for students misbehaving and submit the form to the principal. The form will be sent home for a parental or guardian signature, and will be returned to the main office on the next school day. First and second offenses at this level will result in written warnings. The third offense at this level will result in a detention. A student will receive a detention for any additional Level 1 infractions until the end of the marking period.

LEVEL 1		
INFRACTIONS	**POINT**	**CONSEQUENCE**
Unprepared for class	1	Warning – Detention
Arriving late and/or leaving class without a pass	1	Warning – Detention
Presence in school building without permission	1	Warning – Detention
Tampering and/or violating another's lockers/personal items	1	Warning – Detention
Unauthorized use of electronic devices (e.g., cell phones, paging devices, electronic games, music playing devices, etc.)	1	Device Taken. Parents must come to office to pick up the item Warning – Detention
Inappropriate behavior in the cafeteria, on school grounds, or at school events	1	Warning – Detention
Disruptive behavior in the hallway	1	Warning – Detention
Eating food outside the cafeteria without permission	1	Warning – Detention
Inappropriate attire	1	Change Clothes Warning – Detention
Gum chewing	1	Warning – Detention

LEVEL 2 INFRACTIONS: The following infractions have been designated as Level 2 or moderate infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal. The form will be sent home for a parental or guardian signature and returned to the main office on the next school day. Unless noted below, a first offense at this level will result in a detention. Second offenses at this level will result in an additional detention and parent conference. Three or more violations at this level will result in an ISS. Three bus violations at this level will also result in loss of bus privileges for a period of time determined by the school administration.

LEVEL 2		
INFRACTIONS	**POINTS**	**CONSEQUENCE**
Unacceptable language or gesture	3	Detention – ISS
Cutting class	3	Detention – ISS
Cutting detention	3	Missed detention rescheduled. Additional detention added.
Forgery	3	Detention – ISS
Plagiarism (academic dishonesty)	3	Detention – ISS
Cheating	3	Zero Credit for assignment. Plus counseling intervention. Detention - ISS
Lying to a staff member	3	Detention – ISS
Violating “Technology and Acceptable Use of the Internet” policy	3	Loss of privileges for a period to be determined by the Principal. Plus restitution for damages. Detention – ISS
Disrespect/Insubordination	3	Detention – ISS
Disruptive /disorderly behavior	3	Detention – ISS

LEVEL 3 INFRACTIONS: The following infractions have been designated as Level 3 or serious infractions. Staff members will issue disciplinary points for the misbehavior and submit the form to the principal \ immediately. The form will be sent home for a parental or guardian signature and returned to school the following day. Offenses at this level are of serious nature and have been assigned specific consequences indicated below. Repeat offenses at this level may result in expulsion and are handled on a case by case basis.

LEVEL 3		
INFRACTIONS	**POINTS**	**CONSEQUENCE**
Physical contact/use of force (Pushing, throwing objects, tripping, etc.)	5	Restitution, ISS
Stealing	5	Restitution, ISS
Fighting	5	Restitution, ISS
Vandalism (including defacing student work)	5	Restitution, ISS
Dating Violence	5	Restitution, ISS or discipline action determined by administration.
Harassment, intimidation or bullying (HIB) by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, disability or by any other distinguishing characteristic	5	Handled at administrative level. Consequence may include but not limited to, counseling, character education classes, ISS and/or disciplinary action as determined by administration. Possible referral to I&RS team for behavior plan and police notification.
Violent threat towards any individual or group	5	
Possession and/or use of alcohol, tobacco, other drugs, and/or electronic smoking devices.	5	1-10 days OSS, medical clearance to return to school, mandatory re-entry conference, possible child student team referral. Police notification.
Possession and/or use of a weapon	5	Minimum 1-10 days OSS with required re-entry conference with Superintendent. Possible BOE hearing & one year expulsion as per state law. Police notification.
Using an ECRD device inappropriately to record, capture, or transmit any audio, video, or images.	5	Restitution, ISS, and loss of ECRD use for a length of time determined by administration. Devices may be subject to an electronic search for inappropriate material related to the incident.

CSA	Dr. Rick Falkenstein	rfalkenstein@milforpublicschool.com
Business Administrator	Michele McCann	milfordsba@milforpublicschool.com
Principal/Special Education	Nicole Petrozziello	npetrozziello@milfordpublicschool.com
Main Office	Cassie Bloomer	cbloomer@milforpublicschool.com
Preschool	Amber Ritchlin	aritchlin@milfordpublicschool.com
Kindergarten	Kayla Shonk	kshonk@milfordpublicschool.com
First Grade	Donna Pontoriero	dpontoriero@milforpublicschool.com
Second Grade	Alyssa Glenn	aglenn@milforpublicschool.com
Third Grade	Catlyn Hartel	chartel@milfordpublicschool.com
Fourth Grade	Glenn McKibben	gmckibben@milfordpublicschool.com
Fifth Grade	Glenn McKibben	gmckibben@milfordpublicschool.com
Special Education Services (CST)	David Moscowitz	dmoscowitz@milfordpublicschool.com
School Based Counselor	Adrienne Bolinder	abolinder@milfordpublicschool.com
School Counselor	Jennifer Petronzi	jpetronzi@milfordpublicschool.com
School Social Worker	Anastasia Neves	aneves@milfordpublicschool.com
Speech Therapist	Kathryn Siti	ksiti@milforpublicschool.com
Nurse	Betsy Combs	bcombs@milfordpublicschool.com
Preschool Aide	Brittany Niedhammer	bniedhammer@milfordpublicschool.com
Instructional Aide	Colleen Briglia	cbriglia@milfordpublicschool.com
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Art	Amber Gale	agale@milfordpublicschool.com
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