

**2011-2012**



# Milford Public School

**7 Hillside Avenue**

**Milford , New Jersey 08848**

**(908) 995-4349**

**Answering Machine: (908) 995-4402**

**Fax: (908) 995- 4310**

**Website: [www.milfordpublicschool.com](http://www.milfordpublicschool.com)**

## Mission Statement

**The Mission of Milford Public School is to educate, challenge and motivate children by integrating the New Jersey Core Curriculum Content Standards using appropriate resources, while instilling a love of learning and feelings of self worth.**

**Dear Parents and Guardians,**

This handbook is provided with one aim in mind: **To keep you better informed about our school.**

In our efforts to reach the National Education Goals, we share the responsibility for seeing that your children achieve academically to the best level of their ability and grow up to be healthy, self-confident, and responsible adults. You depend on us to provide your children with competent instruction, adequate materials and supplies, and the programs and services which will develop your children academically, physically, socially, and emotionally. We depend on you to provide your children with love, discipline, and a sense of self-esteem; to see to it that they come to school with adequate rest, proper nutrition and good health care; and to show support for education and interest in school.

We hope that this handbook assists in keeping you informed concerning the school's program and services. It will also give you some specific information about school rules and policies.

We encourage you to refer to this handbook throughout the year when you have questions about school related issues.

We invite you to participate in your child's education and look forward to working with you in the successful pursuit of our mutual goal, the building of our children's future.

**Sincerely,  
Edward Stoloski, Superintendent  
Maggie Culley Principal**

# Milford Board of Education

## Philosophy of Education

We believe that public education should emphasize the development of moral, ethical, cultural, and intellectual values; it should educate and develop each child to understand the vital forces at work in the community, the nation, the world. Education today must provide a differentiated program for the varying needs, abilities and interests of all our children, thus enhancing the background of our youth and stabilizing enjoyment of life in our democracy. The ultimate goal of the Milford School District educational program shall be to prepare our students to be responsible and contributing members of our society.

The Milford Borough School District has a five member Board of Education. Members of the Board are elected for a three-year term and are responsible for conducting the business of the School District within state law and regulations developed by the New Jersey Commissioner of Education. The Board meets the second Wednesday of each month at 7:00 PM at the school. Meeting dates, times and locations are announced in advance pursuant to the State of New Jersey Sunshine Law. The Board establishes school policies; approves personnel appointments; adopts budgets; approves curriculum; awards bids; and in certain instances, makes final decisions on controversial issues.

### Board of Education Members

Teresa Kane: President  
100 Spring Garden Street  
Milford, NJ 08848  
teresakane@att.com

Agnes Szwec: Vice President  
135 Hillcrest Drive  
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Terri Heller  
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terri\_heller@yahoo.com

# September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7 <i>Labor Day</i>	8 <i>First Day for Students</i>	9. <i>Board of Ed. Mtg. 7:00</i>	10	11 <i>Patriotic Day</i>	12
13 <i>Grandparents Day</i>	14	15	16	17 <i>Constitution Day</i>	18	19 <i>Rosh Hashanah</i>
20 <i>Rosh Hashanah</i>	21 <i>Back to School Night 7:00</i>	22 <i>First Day of Fall</i>	23	24	25 <i>School Spirit Day</i>	26
27	28 <i>Yom Kippur</i>	29 <i>Book Fair</i>  <i>Halloween Costume and Winter Coat Exchange 3:15</i>	30 <i>Book Fair</i>			

## Milford Public School Administration and Staff 2011-2012

<b>Superintendent</b>	<b>Ed Stoloski</b>	<b>estoloski@eastamwell.org</b>
<b>Principal</b>	<b>Maggie Culley</b>	<b>mculley@milfordpublicschool.com</b>
<b>Business Administrator</b>	<b>Susan Schaffner</b>	<b>smschaffner@hotmail.com</b>
<b>Pre-School Handicapped</b>	<b>Jan Gleason</b>	<b>jgleason@milfordpublicschool.com</b>
<b>Kindergarten</b>	<b>Dawn Warner</b>	<b>dwaner@milfordpublicschool.com</b>
<b>First Grade/Second Grade</b>	<b>Donna Pontoriero</b>	<b>dpontoriero@milfordpublicschool.com</b>
<b>Third Grade</b>	<b>Bev Andresen</b>	<b>bandresen@milfordpublicschool.com</b>
<b>Fourth Grade</b>	<b>Bob St. Laurent</b>	<b>bstlaurent@milfordpublicschool.com</b>
<b>5<sup>th</sup> Homeroom</b>	<b>Debbie Zdepski</b>	<b>dzdepski@milfordpublicschool.com</b>
<b>6<sup>th</sup> Homeroom</b>	<b>Millicent Seow</b>	<b>mseow@milfordpublicschool.com</b>
<b>7<sup>th</sup> Homeroom</b>	<b>Barbara Guerin</b>	<b>bguerin@milfordpublicschool.com</b>
<b>8<sup>th</sup> Homeroom</b>	<b>Steve Quinn</b>	<b>squinn@milfordpublicschool.com</b>
<b>Middle School</b>	<b>Christina Carro</b>	<b>ccarro@milfordpublicschool.com</b>
<b>Special Education</b>	<b>Barbara Guerin</b>	<b>bguerin@milfordpublicschool.com</b>
	<b>Millicent Seow</b>	<b>mseow@milfordpublicschool.com</b>
<b>Spanish</b>	<b>Marjorie Leuschner</b>	<b>mleuschner@frenchtownschool.org</b>
<b>Art/ Enrichment</b>	<b>Kathy Goodman Behavior Consultant</b>	<b>kgoodman@milfordpublicschool.com</b>
<b>Music</b>	<b>Erica Bruner</b>	<b>ericabruner@comcast.net</b>
<b>Physical Education</b>	<b>Mary Ellen Mandatta</b>	<b>mmadatta@milfordpublicschool.com</b>
<b>School Nurse</b>	<b>Judy Leidich</b>	<b>jleidich@milfordpublicschool.com</b>
<b>OT Physical Therapist</b>	<b>Kiersten Steidle Mary Ann Huzar</b>	
<b>Teacher Aides</b>	<b>Fran Sterbenz  Laurie Fenneman</b>	
<b>Child Study Team</b>	<b>Beth Zoller, Peg Herman</b>	<b>bzoller@eastamwell.org pherman@eastamwell.org</b>

### SCHOOL CALENDAR: 2009-2010

September 2 -	First Day for Teachers
September 7 -	Labor Day (School Closed)
September 8 -	First Day for Students NEW CALENDAR HERE
September 21 -	Back-to-School Night
October 12 -	Staff In-Service (School Closed)
November 5 / 6 -	NJEA Convention (School Closed)
Nov 23 / 24 -	Parent/Teacher Conferences (Early Dismissal)
November 25 -	Early Dismissal
Nov 26 / 27 -	Thanksgiving Recess (School Closed)
December 23 -	Early Dismissal
December 24 -	Jan. 1, 2010 Winter Recess (School Closed)
January 4, 2010 -	Classes Resume
January 18 -	Martin Luther King Day (School Closed)
February 12 / 15 -	Presidents' Recess (School Closed)
March 11 -	Parent/Teacher Conferences (Early Dismissal)
March 12 -	Staff In-Service (School Closed)
April 1 -	Early Dismissal
April 2 - 9 -	Spring Recess (School Closed)
April 12 -	Classes Resume
May 28 -	Early Dismissal
May 31 -	Memorial Day (School Closed)
June 17 -	Last Day of School (Early Dismissal) Tentative

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. If emergency school closings occur, we will use the following days to compensate for school closings: Feb. 12, June 18, June 21. If additional days are required due to emergency closings, they will be added to the calendar after consultation with the Milford Teachers' Association and approval by the Board of Education. The Chief School Administrator is allowed to schedule up to five (4-hour) student days for the purpose of released time for staff workshops and in-services (as needed).

	Days Per Month	
	Teachers	Students
September	18	17
October	22	21
November	17	17
December	17	17
January	19	19
February	18	18
March	23	22
April	16	16
May	20	20
June	13	13
<b>Totals</b>	<b>183</b>	<b>180</b>

# October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <i>Book Fair</i>	2	3
4	5	6 <i>Special Ed Parent Mtg. 7:00</i>	7 <i>Picture Day</i>	8 <i>Progress Reports Sent Home</i>	9 <i>Pajama Day</i>	10 <i>Milford Fall Festival</i>
11	12 <i>In-Service Day School Closed</i>  <i>Columbus Day</i>	13 <i>PTO General Mtg.</i>	14 <i>Halloween Poster Painting</i>  <i>Board of Ed. Mtg. 7:00</i>	15	16	17
18	19	20	21	22	23 <i>School Spirit Day</i>  <i>Family Movie Night</i>	24 <i>United Nations Day</i>
25 <i>Milford Halloween Parade</i>	26	27	28 <i>District Vocal Music Festival 7:00 at DVRHS</i>  <i>AM Practice</i>	29	30 <i>Halloween Parties</i>	31 <i>Halloween</i>

## ATTENDANCE

The educational program offered by this district requires the presence of the student to ensure continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to this purpose.

Any student whose absence has exceeded 10% of the required 180 days must be evaluated by the faculty and Administration who will consider the student's eligibility for promotion, conditional promotion or retention in grade. The Superintendent may involve the Child Study Team when necessary in the individual case.

The Board requires a written statement of the cause for absence from the parent/guardian of each child who has been absent from school or from class for any reason. The Board reserves the right to verify such statements and to investigate the cause of each single absence and/or repeated unexplained absences or tardiness. A doctor's certificate may be required for an absence of three (3) days or more.

As indicated by New Jersey Law 18A, "A pupil must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned." Accordingly, it is extremely important for every student to attend school regularly, and if an absence should prove necessary, to be absent from school for an "excused" reason only.

### Excused Absences

1. Parental note for illness
2. Death in the family verified by a parental note
3. Religious holiday, as prescribed by state law and verified by a parental note
4. Other family business verified by a parental note (i.e. doctor, dentist, etc.)
5. School approved activity
6. Out-of-school suspension
7. Unforeseen circumstances other than listed (at the discretion of the truant/attendance officer)

All absences occasioned by the observance of the student's religion on a day approved by the state as a religious holiday shall be excused, and no student so excused shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Attendance need not always be within the school facilities. A student will be considered to be in attendance in present at any place where school is in session by authority of the Board.

- Days missed due to family vacations do not qualify as excused absences.
- Students are responsible for completing missed work whether for an excused or unexcused absence. One day for each unexcused absence will be allowed to make up the work. Two days for each excused absence will be allowed.
- If a student expects to participate in a school-related activity after school or in the evening, the student must be in attendance for ½ of that school day.
- Students arriving at school after 8:25 a.m. are considered tardy and should report to the office with a note of explanation, unexcused tardy will result in disciplinary action.
- Parents are requested to not ask that children be excused early except when an emergency makes dismissal necessary. In such cases, a note requesting early dismissal should be presented to the teacher at the beginning of the day. Doctors and dentists should be requested to schedule appointments for hours other than school hours.
- No student shall be permitted to leave school before the close of the school day unless met in the school office by a parent or person authorized by parents, in writing to act on their behalf.
- If a child is absent from school more than 10% of the required days, he/she may be placed on the school's retention list for consideration at the end of the school year.

When a student habitually and repeatedly absents him/herself from school, the administrator shall consider the effectiveness and appropriateness to the pupil's needs of the educational program that is being offered him/her. The Board authorizes the administration to suspend a student from a particular class or from school if sincere efforts by the staff and parents/guardians cannot rectify the pattern of absence.

The Board may report to appropriate authorities' infractions of the state attendance law. Infractions of Board policy requiring the attendance of enrolled students may result in the suspension or expulsion of the student from the regular school program.

### Late Arrival and Early Dismissal

When students are tardy for school, a note from the parent/guardian must be provided. From time to time compelling circumstances may require that a student be late to school or dismissed before the end of the school day. The school shall be notified in advance of such partial absences by written request of the student's parent/guardian, which shall state the reason for the late arrival or early dismissal. Justifiable reasons shall include:

- A. Medical disability
- B. Family emergency
- C. Such good cause as may be acceptable to the Administration.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Board of any change in the student's custody. If one parent/guardian has been awarded custody of the student in a divorce, the other parent/guardian shall present to the administrator a letter authorizing him/her to accompany the student from school before the child may be released. The administrator may take such reasonable steps as may be necessary to verify the letter. It is the responsibility of the parent/guardian in custody to inform the school that such authorization will be required.

### HOURS

Pre-School	8:25 a.m.—11:30 a.m.
Kindergarten	8:25 a.m.—3:15 p.m.
Grades 1-8	8:25 a.m.—3:15 p.m.

**Because no supervision is available prior to 8:20 a.m., students should not arrive on the playground before that time.**

### SCHOOL PROPERTY

The school endeavors to teach students to be responsible for public and school property. Students will be issued textbooks at the beginning of the school year. In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage. The Board authorizes the imposition of fines for the loss, damage or defacement of textbooks and reserves the right to withhold a report card or diploma from any student whose payment of such fine is in arrears.

# November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<i>1 Daylight Savings Time Ends</i>	2	<i>3 Election Day</i>	<i>4 End of First Marking Period</i>	<i>5 NJEA Convention School Closed</i>	<i>6 NJEA Convention School Closed</i>	7
8	9	10	<i>11 Board of Ed. Mtg. 7:00 Patriotic Day Veteran's Day</i>	12	<i>13 Hat Day Report Card Day</i>	14
15	<i>16 American Education Week</i>	<i>17 Classroom Visitation 8:30-11:00</i>	<i>18 Classroom Visitation 8:30-11:00</i>	19	20	21
22	<i>23 Early Dismissal 12:35 Parent Conferences</i>	<i>24 Early Dismissal 12:35 Parent Conferences</i>	<i>25 Pep Rally Early Dismissal 12:35</i>	<i>26 Thanksgiving Recess</i>	<i>27 Thanksgiving Recess</i>	28
29	30					

### LOCKER INFORMATION

In accordance with P.L.1985,c.198, school principals or other designated school officials have the authority to inspect lockers or other storage facilities provided for use by students as long as students are informed in writing in the beginning of the school year that these inspections may occur. In order to facilitate such inspections, lockers may be locked only if the student provides the homeroom teacher with the combination or a duplicate key. All other unauthorized locks will be removed at the discretion of the administration.

### CHILD STUDY TEAM

The Child Study team meets weekly to review recommendations for special education placements and suggests strategies for students who are experiencing particular academic, social or emotional problems. The "Team" consists of a School Social Worker, a School Psychologist, a Learning Disability Teacher Consultant and the Principal. Any questions concerning children with suspected learning disabilities should be directed to the Principal, who serves as Coordinator of the Child Study Team.

### CHILD CARE

Milford Public School understands that many working parents require extended child-care coverage for their children. We offer a parent-paid After School Care program from 3:15—4:30 PM each day that school is in session. Information for these programs will be sent to parents at the beginning of the school year. Please contact the school secretary should you require an application during the year.

### PRE-SCHOOL CLASS

Milford Public School offers an inclusive pre-school class for children, ages 3-5, offering a pre-kindergarten program for regular education students and for identified students through our Child Study Team as requiring assistance with academic, social, language or some other delay. Please contact the school if you are interested in this program.

### CAFETERIA

Cafeteria services are provided for all students. The menu for each day is published monthly and sent home with the students.

Prices:	Student Lunch	\$2.50
	Adult Lunch	\$3.00
	Kindergarten Milk	\$.20
	Milk	\$.50

1. A la carte items are available for \$.50—\$1.00
2. These prices are subject to change at the discretion of the Board of Education.

### SAFETY PATROL

The Board recognizes the value of a student safety patrol as an essential part of the school program to instruct the children of this district in good safety habits and to provide opportunities for leadership training.

The Board authorizes the formation of a school safety patrol of students in grades 7 & 8. All students eligible may apply for service on the safety patrol.

Members of the school safety patrol may be assigned to control and direct student traffic in the school building, on the school grounds and on sidewalks or paths adjacent to a street or roadway. No safety patrol member shall be permitted to direct or place himself in the path of vehicular traffic. Management of the school safety patrol shall be under the direction of the designated teacher.

### MILFORD PUBLIC SCHOOL

#### HONOR ROLL

The Board of Education recognizes outstanding academic achievements. Sixth through eighth grade students will have the opportunity to receive academic recognition.

1. There will be two levels of Honor Roll, Distinguished Honor Roll and Honor Roll.
2. All areas of instruction will be considered as subjects relating to the Honor Roll. All teachers, especially the special area teachers, will let their students know the criteria for achieving a certain grade in the class. (Ex. This is what you will need to do to get an A). Criteria may be project oriented, grade oriented, class participation oriented, or any combination the teacher deems appropriate.
3. To achieve the Distinguished Honor Roll, a student must earn all A's (A+, A, A-). To achieve Honor Roll a student must earn all A's and B's (+,-).

#### GRADING

Grade equivalents for grade six through eight are:

A= 90-100      B= 83-89      C= 75-82  
 D= 70-74      F= 69 Or below

### KINDERGARTEN / FIRST GRADE

#### ENTRANCE REQUIREMENTS

Children reaching the age of five (5) on or before October 1 of the year in which he/she applies for entrance are eligible for Kindergarten. Your child's birth certificate and immunization records must be presented when registering for Kindergarten. Children reaching the age of six (6) on or before October 1 of the year in which he/she applies for entrance are eligible for entrance into first grade.

### PARENTS AS PARTNERS

Parents can help a child reach his/her potential by:

1. Planning a specific time each day that is used for school related activities.
2. Reviewing homework that has been completed.
3. Praising the things your child does well and not dwelling on the shortcomings.
4. Taking an active interest in school affairs and attending school functions and conferences
5. Not pressuring your child about grades or comparing his/her abilities with that of another child.
6. Encouraging a wide interest in books, hobbies and current affairs.
7. Showing confidence in your child's ability to make small decisions.
8. Developing his/her sense of responsibility.
9. Keeping lines of communication open.
10. Contacting school whenever a problem arises.

#### PARENT/TEACHER CONFERENCES

The home and school share in the ultimate goal of guiding a child to develop his/her fullest potential. Working together is the most effective way of reaching this goal. The sharing of thoughts, ideas and long and short term goals is an essential ingredient of the educational process. To aid in this process, Parent/Teacher Conferences have been scheduled for the fall and spring. This time should be used to discuss a child's achievements and help plan for his/her continuing educational success.

In order to get the most from a Parent/Teacher Conference, the following guidelines may be useful:

1. Make a list of what you want to tell or ask about your child.
2. If only one parent can attend, make a list of your spouse's ideas.
3. Be on time for the conference
4. At the conclusion of the conference, review important points discussed which will help your child at home and school.

After the Parent/Teacher Conference:

1. Review with your spouse what has been discussed.
2. Discuss and review strong points with your child and discuss suggestions for improvement
3. Keep in close touch with your child's teacher. Feel free to call and request future conference.

# December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<i>1 PTO General Mtg.</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>
<i>6</i>	<i>7</i>	<i>8</i>	<i>9 Board of Ed. Mtg. 7:00</i>	<i>10</i>	<i>11 Christmas in Milford  Hanukkah Begins</i>	<i>12</i>
<i>13</i>	<i>14</i>	<i>15 Christmas Craft</i>	<i>16</i>	<i>17</i>	<i>18 PTO Movie Night  Progress Reports Sent Home</i>	<i>19</i>
<i>20</i>	<i>21 First Day of Winter</i>	<i>22</i>	<i>23 School Spirit Day  Early Dismissal 12:35</i>	<i>24 Winter Recess Begins</i>	<i>25 Christmas</i>	<i>26</i>
<i>27</i>	<i>28</i>	<i>29</i>	<i>30</i>	<i>31</i>		

### **ALERT NOW**

The Alert Now phone emergency system will be used to call all families in the event of a weather or emergency situation.

### **EMERGENCY CLOSING**

The closing of the School or late opening of the School due to inclement weather or other severe emergencies will be announced during the early morning hours on the following radio stations:

Oldies 99	WLEV 96.1 FM	Listen
WJHR 1040 AM	New Jersey 101.5	to your
WPST 97.5 FM	WZZO 95.1 FM	Radio!!

Delayed opening and all-day school closings due to inclement weather will be coordinated throughout the Delaware Valley Regional School Area. Radio Announcements for all-day closing or delayed opening for the “Delaware Valley Regional School and Elementary Schools” should commence between 6:00 and 6:30 AM and continue through the morning.

If an emergency should make it necessary to close school early in the school day, every effort will be made to contact a parent, especially through the Alert Now emergency phone system. However, parents are responsible for seeing that arrangements have been made for proper supervision should students be sent home early.

### **HEALTH INFORMATION**

#### **ABSENCES**

Any child who has been absent must have a note of explanation from a parent or guardian when returning to school. Please call the school nurse when a child has been absent three (3) days or when a communicable disease is suspected.

#### **ILLNESS**

Please do not send sick children to school. When a child becomes ill at school, he/she will be sent home after the proper arrangements have been made. Students are required to speak with the school nurse before calling home concerning illness or accidents at school. The call must be made from the Health Office.

#### **MEDICATION IN SCHOOL (LONG TERM)**

It is recognized that some children with chronic illness and specific disabilities often require medication during the school day. Parents/guardians are asked to follow the following guidelines when sending medications as prescribed for a child

1. The parent or guardian should provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school from the private physician, detailing the diagnosis and/or the type of illness involved, the name of the drug, dosage, time of administration and the side effects.
3. The medication should be brought to the nurse’s office in the original container, appropriately labeled by the pharmacy or physician.
4. Only our school nurse may administer medication.

#### **MEDICATION ON FIELD TRIPS**

Teachers, by law, cannot give medication in the classroom or on field trips. If a child is on daily medication, every effort should be made for a parent or guardian to accompany the child and administer the medication. In some cases, if the child is older, the parent and the physician may give written permission for the student to carry one dose and to self-administer. Please consult with the school nurse regarding the above.

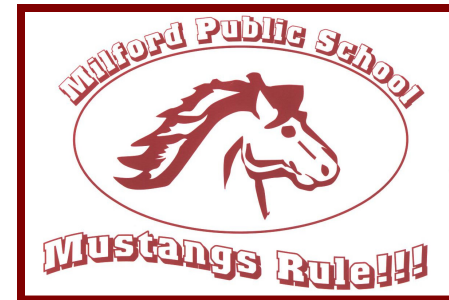
#### **PHYSICALS / SCREENINGS**

Each year the school nurse appraises each student’s height, weight, hearing and vision. The spinal column and posture of students 10 years and older are checked for scoliosis. Parents are notified if a problem arises. You are requested to contact the school nurse if you child has a physical condition requiring special consideration.

#### **USE OF INFORMATION TECHNOLOGY**

1. All use of networks must be in support of education and research and consistent with the purpose of the Milford Borough School District.
2. Any use of the technology for commercial or for profit business is prohibited.
3. Use of the technology for personal private business is prohibited.
4. Any use of the technology for product advertisement or political lobbying is prohibited.
5. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
6. Users shall not intentionally seek information on, or obtain copies of , or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
7. All communications and information accessible via the technology should be assumed private property.

8. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified or abused in any way.
9. Malicious use of the technology to develop programs or systems and/or damage the software components of a computer or computer system is prohibited.
10. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors are prohibited on the network.
11. The illegal installation of copyrighted software for use on the district computers is prohibited.
12. Use of the technology to access or process pornographic materials, inappropriate text files, or files dangerous to the local area network is prohibited.
13. Any violations of the use of the internet should be reported to the teacher or the assigned technology facilitator assigned to the user.
14. Users will accept the responsibility of keeping copyrighted software of any kind from entering the local area network via the internet.
15. It is the user’s responsibility to maintain the integrity of the email system. The user has the responsibility to report all violations of privacy. Users have the responsibility to make only those contacts leading to some justifiable personal growth on the internet. The user is also responsible for making sure all email sent or received by him/her does not contain pornographic material, inappropriate information, or text encoded files that are potentially dangerous to the local area network or the internet.
16. Users will be required to log on all connections made while on-line with the internet. All file transfers while on-line must be included in this log.
17. Both students and their parents are required to sign an agreement form regarding acceptable use of technology and internet access at Milford Public School. Use is restricted until the agreement is signed.



# January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<i>1 New Year's Day</i>	2
3	<i>4 School Resumes</i>	5	6	<i>7 Ski Club</i>	<i>8 PTO Dance</i>	9
10	11	12	<i>13 Board of Ed. Mtg. 7:00</i>	<i>14 Ski Club</i>	<i>15 Crazy Hair Day</i>	16
17	<i>18 Martin Luther King Jr. Day School Closed</i>	19	20	<i>21 Ski Club</i>	<i>22 End of Second Marking Period</i>	23
24	25	<i>26 PTO General Mtg.</i>	<i>27 Board of Ed. Work Session 7:00</i>	<i>28 Ski Club</i>	<i>29 School Spirit Day Indoor Sports Carnival Report Card Day</i>	30
31						

## HOMEWORK

Homework is considered to be an extension of the student's work in class and is the responsibility of the student. It is assigned for the purpose of:

1. Practice: given to help students master specific skills and to reinforce material presented in class.
2. Preparation: given to prepare students for lessons.
3. Extension: given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. Creative: given to help students integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete.
5. Homework for students increase gradually in difficulty, variety and quantity over the nine grades of schooling. The amount of time required to complete assignments will depend upon the students' needs, abilities, and goals. Assignments may be given to an individual, a small group or a whole class, and may occasionally provide an opportunity for student choice.

Parents need to encourage completion of assignments, but need not always actively participate in the actual activity. Students do need to learn to work independently.

The following are the goals of homework for the students in Milford School:

1. To reinforce learning through practice and through using resources to enrich the topics learned in school.
2. To improve study skills by using an outline and highlighting notes taken on resource reading.
3. To learn to organize notes, reading, graded homework papers, graded quizzes and tests to study for unit, quarterly, midyear and final tests.
4. To become responsible for efficient use of time so that hobbies, play and family time are provided for.
5. To develop the ability to work independently.
6. To promote initiative in developing and working on "extra credit".
7. To generate for older students recognition of the direct relationship between consistent effort and academic success.
8. To provide a valuable link between the school and home in encouraging parents to share in their child's school experience.

Students may be assigned homework each evening. The following guidelines offer parents and students an estimate of the time required to complete daily assignments:

- K-2: Approximately 15—30 minutes per night  
3-5: Approximately 30—45 minutes per night  
6-8: Approximately 60-90 minutes per night

## DRESS CODE

It is the purpose of the Milford Public School Board of Education, in the matter of student grooming/dress code, to enhance the health and safety of the students and to avoid distractions to the educational process. It is not the intention of the Board neither to usurp parental prerogative in the determination of appropriate grooming for their children, nor to infringe on an individual's freedom of speech. Throughout many school systems in the United States, schools have found a relationship between proper school dress and proper school behavior and grades. Therefore, students are encouraged to be neat, clean, and well groomed when attending classes, representing the school on field trips, and at all school functions. Clothing must be neat and not distracting or offensive to the students, staff, citizens of the school community, or visitors to the school:

### **1. PANTS/SHORTS:**

- a. Must be worn at waist level
- b. Shorts are to extend no shorter than extended fingers with arms at side
- c. Undergarments are not to be visible
- d. No chains may be worn as belts or as accessories to pants/shorts.

### **2. SHIRTS/BLOUSES**

- a. Must be "tuckable", but not necessarily tucked in
- b. No half shirts exposing the midriff or shirts that expose the midriff when hands are raised straight up above the person's head
- c. Males: Tank tops/muscle shirts may only be worn with a T-shirt underneath
- d. Females: If "tank tops" (more than sleeveless type of shirt), a double shirt must be worn. Appropriate undergarments are to be worn and not visible
- e. Fishnet shirts (with holes or see through) – must have a shirt underneath
- f. Any skin-tight tops (i.e. leotard, swimwear, spandex, etc.) must have a double shirt worn

### **3. DRESSES/SKIRTS:**

- a. Must be worn at waist level and extend no shorter than extended fingers plus three (3) inches with arms at the side
- b. Undergarments are not to be visible

### **4. FOOTWEAR/SHOES:**

- a. Must be firmly attached to the foot and rubber flip flops are prohibited.

### **5. OTHER:**

- a. No coats are to be worn in class without teacher permission.
- b. No sunglasses are allowed to be worn in the school building.
- c. No hats are allowed to be worn in school.
- d. No articles of clothing which are markedly soiled with grease, paint or dirt.
- e. No articles of clothing which display indecent writing, pictures, slogans, inappropriate advertising (i.e. drugs, alcohol, tobacco products or of sexual nature), or slogans/pictorial effects degrading any cultural, religious, or ethnic values.
- f. No articles of clothing or other nature that could cause damage to other people or property.
- g. No clothing that is extremely torn, slit, drags on the floor or in a state of disrepair.
- h. Students may not change their clothing during regular school hours other than for gym class. After gym class, students must change into clothes they wore to school.
- i. Any other articles which may be deemed by the administration as distracting or disruptive to the educational process.

This policy applies to all students, visitors, faculty and administration of the Milford Public School. People who are deemed in violation of this policy will be asked to go to the office whereby the Administrator and/or person of authority in such matters will take the appropriate corrective action. Any grievances may be submitted, in writing, to the Superintendent of the Milford Public School

## NOTICE

- The Milford School wishes to inform parents, teachers and other employees that a copy of the management plan, required by Asbestos Hazard Emergency Response Act, is available for your inspection at the school office. If you wish to read this document, feel free to make an appointment with the School Board Secretary. The school district is required by state law to make this statement on an annual basis.
- The Milford Borough School District Does Not Discriminate in its Employment Practices, Business Action, and/or Educational Opportunities because of Age, Race, Creed, Color, national Origin, Ancestry, Marital Status, Sex or Handicap. Our principal serves as our Affirmative Action Officer.

# February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i>	<i>2 Groundhog Day</i>	<i>3</i>	<i>4 Ski Club</i>	<i>5 PTO Movie Night</i>	<i>6</i>
<i>7</i>	<i>8</i>	<i>9 Special Ed Parent Mtg. 8:30 AM</i>	<i>10 Board of Ed. Mtg. 7:00</i>	<i>11 Patriotic Day Ski Club</i>	<i>12 President's Weekend School Closed  Lincoln's Birthday</i>	<i>13</i>
<i>14 Valentine's Day</i>	<i>15 President's Weekend School Closed Washington's Birthday</i>	<i>16</i>	<i>17 Ash Wednesday</i>	<i>18</i>	<i>19 Slipper Day</i>	<i>20</i>
<i>21</i>	<i>22</i>	<i>23</i>	<i>24 Board of Ed. Work Session 7:00</i>	<i>25</i>	<i>26 School Spirit Day</i>	<i>27 Tricky Tray</i>
<i>28</i>						

# STUDENT CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

## **PURPOSE**

The Student Code of Conduct and Disciplinary Procedures have been established to promote a school environment that will support learning and secure the safety and welfare of all students. It makes clear student rights, responsibilities, and consequences for unacceptable behaviors.

This Code of Conduct embodies the school's commitment to a learning approach to student discipline. We endeavor to work with students in ways that will help them to take responsibility for their own behavior through the development of positive character traits.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

- Students have the right to a safe, comfortable and pleasant school environment.
- Students have a right to receive a thorough and efficient education that prepares them to be productive members of society. (N.J.S.A. 18A: 38- 1)
- Students have a right to be treated with respect and consideration, and to participate in all aspects of school regardless of race, color, national origin, sex, or handicapping condition.
- Students have the right to benefit from participation in the classroom, school, home, and community.
- Students have the right to use and enjoy the physical resources of the school.
- Students have the right to due process before serious disciplinary consequences are imposed.

### **RESPONSIBILITIES**

- Students are responsible for their own behavior.
- When they do well, they deserve credit; when they break rules and avoid their obligations, they must accept responsibility for their actions and not try to put the blame on others (N.J.S.A.18A:37-1).
- Students are responsible to attend school regularly and to arrive on time. (N.J.S.A. 18A: 38-25).
- Students are responsible for preparing themselves mentally and physically for the process of learning.

They are responsible for their own learning and for meeting requirements of each class.

### **RESPONSIBILITIES continued**

- They are responsible for setting personal and academic goals and evaluating their own progress toward accomplishing those goals
- (N.J.S.A. 18A 37-1).
- Students are responsible for treating all persons with respect and are responsible for demonstrating mutual respect and tolerance for individual differences.
- Students are responsible for contributing to the classroom and school. They share responsibility when working as members of a group.
- Students are responsible for treating school property and the property of others with care and respect.
- They are responsible for the care of resources provided to them and for preserving the environment.
- Students are responsible for telling the truth when explaining their own behavior.
- They are responsible for telling the truth when accusing others.

**Students who do not meet these behavioral expectations will be denied privileges to participate in school sponsored activities. Other consequences may also follow as described under "Disciplinary Procedures"**

### **ELECTRONIC EQUIPMENT**

If a student chooses to bring electronic equipment such as CD players, electronic games, cell phones, etc., the school is not responsible for the safety of the equipment. All electronic equipment must be kept in the students' lockers, preferably in backpacks. Cell phones will be collected by the homeroom teacher at the beginning of the day and returned to the student at dismissal. All equipment, especially cell phones and beepers, must be turned off. Use of cell phones during the school day is prohibited.

### **SCHOOL RULES**

1. Students are expected to attend school regularly and to be on time.
2. Students are expected to complete their assigned work on time and to meet all other obligations that are required for participation in school activities.
3. Students are expected to use polite language and show respect towards fellow students, adults, and visitors at all times and at all school functions.
4. Students must avoid any action that may endanger their own safety and the safety and welfare of others.
5. Students must respect school property and the property of others.
6. Students should always pass in a quiet and orderly manner in the hallways and stairwells.
7. Students must use a hall pass when passing through the hallway and other parts of the building during class time.
8. Lavatories may be used only after permission has been obtained from a teacher. During lunch/recess, permission must be obtained to use the lavatory from the person in charge. At all times, students should use the closest lavatory unless previous arrangements have been made.
9. Gum chewing is not allowed at any time in school or on school property.
10. All eating and drinking is restricted to the cafeteria unless permission is given to permit food elsewhere. Consumption of candy is not permitted unless supervised by a teacher.
11. Items that interfere with the learning environment and order of the school will be taken and may be redeemed only by parents/guardians.
12. Students are not permitted to sell, share or trade food and other items of any kind in school to students or to teachers unless they receive permission from the Administration.
13. Smoking, drinking, and drugs are not permitted at school or any school-sponsored activity either on or off school grounds.
14. The school dress guidelines are applicable during the school day and at all school sponsored functions.
15. Weapons of all kinds are prohibited on school property, including guns, knives, sharp implements, etc.
16. Leaving school property without permission is not permitted.

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5 Jump Rope for Hearrt Progress Reports Sent Home</i>	<i>6</i>
<i>7</i>	<i>8</i>	<i>9</i>	<i>10 Board of Ed. Mtg. 7:00</i>	<i>11 Early Dismissal 12:35 Parent Conferences</i>	<i>12 In-Service Day School Closed</i>	<i>13</i>
<i>14 Daylight Savings Time Begins</i>	<i>15</i>	<i>16</i>	<i>17</i>	<i>18</i>	<i>19 Sports Team Jersey Day</i>	<i>20 Easter Egg Hunt  First Day of Spring</i>
<i>21</i>	<i>22</i>	<i>23 PTO General Mtg.</i>	<i>24 Board of Ed. Work Session 7:00</i>	<i>25 Art and Music Festival at DVRHS 5:00</i>	<i>26 School Spirit Day  Family Fun Night</i>	<i>27 Easter Egg Hunt Rain Date</i>
<i>28</i>	<i>29 Passover</i>	<i>30</i>	<i>31</i>			

## **DISCIPLINARY PROCEDURES**

### **When Will Disciplinary Action Be Taken?**

Disciplinary action will take place when a student's actions interfere with the right of teachers to teach and the right of students to learn; threaten the safety/welfare of others; violate state or federal statutes, Board of Education policies; or otherwise disrupt the good order of the school.

### **Who Will Enforce the Student Code of Conduct?**

Teachers, staff members, and Administration have a duty to enforce the Student Code of Conduct and Disciplinary Procedures. Parent cooperation will be sought and is vital to help any student who must improve his/her behavior.

### **What are the Consequences for Misconduct?**

Disciplinary consequences given by teachers may include: personal conference with student; parental contact; classroom after school detention supervised by the teacher; withdrawal of privileges within the classroom; lunch detention supervised by the teacher; other consequences consistent with school policy; or a combination of the above.

If a student continues to be disruptive after the teacher has attempted to correct the misbehavior and contacted the parents, the student will be referred directly to the administration. The administration reserves the right to exercise discretion in determining the appropriate consequences under each set of circumstances. Consequences may include: personal conference with student; withdrawal of extra-curricular privileges; after school detention; exclusion from class/classes or activity(ies) until the problem is resolved; in school suspension; out of school suspension; expulsion.

### **In the following cases, students may be referred administration:**

- Endangerment of the safety/welfare of self or another (includes fighting)
- Disrespect
- Willful disobedience or defiance of authority
- Vandalism
- Abusive, profane, or obscene language or behavior
- Suspected use, possession, or actual use of alcoholic beverages or controlled substances on school property or during a school sponsored activity
- Use of tobacco on school property
- Truancy
- Theft
- Sexual harassment, harassment, intimidation, bullying, ethnic/racial/religious slurs or threats
- Leaving school grounds without authorization
- Dress code violation
- Serious misconduct or disruption
- Disrespect or misconduct when with a substitute teacher

## **DUE PROCESS**

Students facing suspension or expulsion are entitled to due process under XIVth Amendment of the Constitution that requires notice to the student and some kind of hearing. The timing and content of the notice and the nature of the hearing will depend on the circumstances.

Before any in-school or out-of-school suspension, except in extraordinary circumstances, the student is entitled to a preliminary hearing during which the administration will:

1. advise the student of the allegations against him; explain the evidence for the allegations; and
2. allow the student to explain and/or deny the allegations.

## **DETENTION**

Students assigned detention must attend. Detention will take precedence over other after school commitments by students. This includes participation in school and/or community sports activities. Failure to attend will result in an additional day or days of detention and could result in school suspension in cases of repeated failure to attend. Students must have a written excuse from a parent to be excused from detention. Excused detentions must be made up the following day.

Any teacher for disciplinary reasons may issue a "teacher detention." A teacher may keep a student after school for a short disciplinary conference on the day of the infraction, for no more than 15 minutes. However, teachers may detain students for up to an hour after the end of the student day. If a teacher assigns the student a detention for more than 15 minutes, twenty-four hours notice shall be given to the student and the teacher will notify parents. Failure to appear for a teacher detention will result in administrative intervention.

The administration assigns administrative detention for disciplinary reasons. A teacher, under the direction of the administration, or the administration supervises administration detention. The administration will inform parents by telephone or in writing whenever an administration detention is assigned. Administrative detention may involve performing service to the school. It may be assigned after school from 3:15 p.m. to 4:15 p.m. Students who are not cooperative in performing assigned tasks or who are dismissed from detention for misconduct will be assigned two (2) additional detentions. The administration will inform parents. A second dismissal from detention due to inappropriate behavior may result in an in school suspension.

**Whether the detention is teacher or administration assigned, a parent must pick up his/her child before that child will be allowed to leave.**

## **IN-SCHOOL SUSPENSION (ISS)**

In-School Suspension is used when student behavior is such that the student continues to disregard established rules and regulations. Before it is issued, except in extraordinary circumstances, the student is entitled to a preliminary hearing at which the administration will afford due process. The student's notice and hearing must follow as soon as it is practical and feasible. Parents/guardians will be notified when an In-School Suspension is to be given. The offense and previous disciplinary behavior will determine the number of days that ISS will be served.

In-School Suspension will be served away from the general student population. Students in ISS will receive work (age and ability appropriate) to be completed during the day (s). If the work is not completed to the best of the student's ability, that student will serve a detention at the end of that day. Students in ISS will be dismissed at 4:15. The administration will notify the parents/guardians if a detention is to be served. **As with any detention, a parent/guardian must pick up his/her child before that child will be dismissed.**

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students and parents/guardians must understand that Out-of-School Suspension is a very serious consequence of student behavior, which causes disruption of the educational program, danger to the health and well being of fellow students and/or staff, or damage to community property. OSS will be assigned by the administration and requires that the parents/guardians attend a suspension hearing.

Before Out-of-School Suspension, except in extraordinary circumstances, the student is entitled to a preliminary hearing at which the administration will afford due process. Where a student's presence poses a continuing danger to persons, property, or an ongoing threat of disrupting the learning process, the student may be removed immediately from the school property. The student's notice and hearing must follow as soon as it is practical and feasible. Parents/guardians will be notified when a suspension is given.

It is the responsibility of the student's parents/guardians to notify the student's classroom teacher (s) with a request for class assignments. These and additional assignments must be completed during the Out-of-School Suspension period. Students placed on OSS are restricted from the school grounds for any reason.

# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<i>1 Early Dismissal 12:35</i>  <i>End of Third Marking Period</i>	<i>2 Spring Recess School Closed</i>	3
4 <i>Easter</i>	5	6	7	8	9	10
11	<i>12 School Resumes</i>  <i>Penny Wars Begins</i>	13	<i>14 Board of Ed. Mtg. 7:00</i>	15	<i>16 School Spirit Day</i>  <i>Report Card Day</i>  <i>PTO Movie Night</i>	17
18	19	20	<i>21 Administrative Professional's Day</i>	22 <i>Earth Day</i>	<i>23 Penny Wars Ends</i>  <i>"Go Green" Family Night</i>	24
25	26	27 <i>NJ ASK 7 and 8</i>	28 <i>NJ ASK 7 and 8</i>	29 <i>NJ ASK 7 and 8</i>	30 <i>NJ ASK 7 and 8</i>	

<b>Definition</b>	<b>Unacceptable</b>	<b>Possible Consequences</b>
<p>I. Minor or infrequent misbehavior that interferes with learning or the orderly operation of the school.</p> <p style="text-align: center;"><b>Teacher/Staff Initiated</b></p>	<p>Late to class/school  Running in the building  Unsupervised eating outside the cafeteria  Wearing hats  Possession of electronic equipment/toys  Not following classroom rules  Throwing objects  Breaking cafeteria/playground rules</p>	<p>Warning  Verbal reprimand  Conference with teacher  Apology of Action  Detention with teacher  Telephone/personal contact with parent  Counseling  Confiscation of item  Special assignment/service  Withdrawal of classroom privileges</p>
<p>II. Misbehavior that is frequent or serious enough that it disrupts the learning climate and interferes with the orderly operation of the school.</p> <p style="text-align: center;"><b>Carried out by Teachers/Staff/Administration</b></p>	<p>Repeated Category I offenses  AND:  Refusing to follow directions of staff  Disruptive behavior  Cutting class (or more than 10 minutes late)  Failing to appear for detention  Forging a note/excuse  Chronic absenteeism or tardiness w/o valid excuse  Lying/Cheating/Plagiarism  Offensive behavior/disrespect  Offensive language, swearing, or gestures  Spitting  Leaving school grounds w/o permission  Abusing school property  Misconduct with a substitute teacher</p>	<p>Appropriate Category I consequences  Apology of Action  Administrative detention  Parent contact/conference  Loss of extracurricular privileges  Removal from class-restriction from school activities  In-School Suspension  Peer mediation  Pre-referral/problem solving process</p>
<p>III. Misbehavior that is serious enough to endanger the physical or psychological health of others, the safety or property of others OR which violates Board Policy OR that violates the law.</p> <p style="text-align: center;"><b>Carried out by Administration</b></p>	<p>Repeated Category II offenses  AND:  Truancy, Fighting, Stealing, Making threats or threatening remarks, Trespassing, Extortion, Smoking/possession of tobacco, Tampering with a fire alarm or extinguisher; lighting a match/lighter</p> <p>Abusing/bullying another student: verbally, physically; sexual harassment; offensive ethnic/racial/religious remarks; abusing personal property of others</p>	<p>Appropriate Category II consequences  Apology of Action  Referral to administration  Parent conference  Assigned tasks/service  Reparation  Confiscation of materials  In or Out-of-School Suspension  Removal from class  Referral to CST  Referral to Police/Fire Chief</p>
<p>IV. Criminal Acts</p> <p style="text-align: center;"><b>Carried out by Administration</b></p>	<p>Repeated Category III offenses  AND:  Possession/use/sale of illegal substances including alcohol  Assault  Vandalism  Breaking and entering  Firecrackers/smoke bombs  False alarms  Possession of weapons(s)  Arson/lighting fire</p>	<p>Referral to Administration  In or Out-of-School suspension  Notification to legal authorities  Legal action/prosecution  Mandated counseling  Referral to CST  Referral to Fire Chief  Referral to Police  Expulsion</p>

# May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 NJ ASK 5 and 6	4 NJ ASK 5 and 6	5 NJ ASK 5 and 6 <i>Project ACES (All Children Exercising Simultaneously) Mother's and Father's Day Craft Board of Ed Mtg. 7:00</i>	6 NJ ASK 5 and 6	7	8
9 <i>Mother's Day</i>	10 NJ ASK 3 and 4 NJ Pass 2	11 NJ ASK 3 and 4 NJ Pass 2	12 NJ ASK 3 and 4 NJ Pass 2	13 NJ ASK 3 and 4 NJ Pass 2	14 NJ ASK 4 NJ Pass 2  <i>PTO Dance</i>	15 <i>Armed Forces Day</i>
16	17	18 <i>Book Fair</i>	19 <i>VIP Day</i> <i>Book Fair</i>  <i>Progress Reports</i>	20 <i>Book Fair</i>	21 <i>School Spirit Day</i>	22
23	24 <i>Algebra I Test</i>	25 <i>PTO General Mtg.</i>	26	27	28 <i>Field Day</i> <i>Early Dismissal</i> <i>12:35</i>	29
30	31 <i>Memorial Day</i>					

## **HARASSMENT, INTIMIDATION, AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Bullying can be further defined as repeated harmful acts and an imbalance of power. It involves repeated physical, verbal or psychological attacks or intimidation directed against a victim who cannot properly defend him or herself because of size or strength, or because the victim is outnumbered or less psychologically resilient. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act (s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

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

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct,

pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent (s) or legal guardian (s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline. General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent (s) or legal guardian (s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of the pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the mission and physical facilities of the individual school (s) in the district.

This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### **Consequences and Appropriate Remedial Actions**

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

### **Factors for Determining Consequences**

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior (s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

# June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 <i>Field Day</i> <i>Rain Day</i>	5
6	7	8	9 <i>End of Fourth</i> <i>Marking Period</i>	10	11 <i>8th Grade Dance</i>	12
13	14 <i>Patriotic Day</i> <i>Flag Day</i>	15	16	17 <i>Last Day of School</i> <i>(Tentative)</i> <i>Early Dismissal</i> <i>12:35</i> <i>Report Card Day</i>	18	19
20 <i>Father's Day</i>	21 <i>First Day of</i> <i>Summer</i>	22	23	24	25	26
27	28	29	30			

## Factors for Determining Remedial Measures

### Personal

- 1.Life skill deficiencies;
- 2.Social relationships;
- 3.Strengths;
- 4.Talents;
- 5.Traits;
- 6.Interests;
- 7.Hobbies;
- 8.Extra-curricular activities;
- 9.Classroom participation; and
10. Academic performance.

### Environmental

- 1.School culture;
- 2.School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
- 4.General staff management of classrooms or other educational environments;
- 5.Staff ability to prevent and manage difficult or inflammatory situations;
- 6.Social-emotional and behavioral supports;
- 7.Social relationships;
- 8.Community activities;
- 9.Neighborhood situation; and
- 10.Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### Examples of Consequences

- 1.Admonishment;
- 2.Temporary removal from the classroom;
- 3.Deprivation of privileges;
- 4.Classroom or administrative detention;
- 5.Referral to disciplinarian;
- 6.In-school suspension during the school week or the weekend;

- 7.After-school programs;
- 8.Out-of-school suspension (short-term or long-term);
- 9.Legal action; and
- 10.Expulsion.

#### Examples of Remedial Measures - Personal

- 1.Restitution and restoration;
- 2.Mediation;
- 3.Peer support group;
- 4.Recommendations of a pupil behavior or ethics council;
- 5.Corrective instruction or other relevant learning or service experience;
- 6.Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- 7.Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- 8.Behavioral management plan, with benchmarks that are closely monitored;
- 9.Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- 10.Involvement of school disciplinarian;
- 11.Pupil counseling;
- 12.Parent conferences;
- 13.Pupil treatment; or
- 14.Pupil therapy.

#### Examples of Remedial Measures - Environmental (Classroom, School Building or School District)

- 1.School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
- 2.School culture change;
- 3.School climate improvement;
- 4.Adoption of research-based, systemic bullying prevention programs;
- 5.School policy and procedures revisions;
- 6.Modifications of schedules;
- 7.Adjustments in hallway traffic;
- 8.Modifications in pupil routes or patterns traveling to and from school;
- 9.Targeted use of monitors (e.g., hallway, cafeteria, bus);
- 10.Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- 11.General professional development programs for certificated and non-certificated staff;
- 12.Professional development plans for involved staff;
- 13.Disciplinary action for school staff who contributed to the problem;

- 14.Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
  - 15.Parent conferences;
  - 16.Family counseling;
  - 17.Involvement of parent-teacher organizations;
  - 18.Involvement of community-based organizations;
  - 19.Development of a general bullying response plan;
  - 20.Recommendations of a pupil behavior or ethics council;
  - 21.Peer support groups; and
  - 22.School transfers; and
  - 23.Law enforcement (e.g., school resource office, juvenile officer) involvement.
- N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

### Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

# July 2010

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**Response to an Incident of Harassment, Intimidation, or Bullying:**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual (s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident (s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent (s) or legal guardian (s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including but not limited to school counseling services and environmental modifications.

**Reprisal or Retaliation Prohibited**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district

policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

**Consequences for False Accusation**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

**Policy Publication**

This Policy will be disseminated annually to all school staff, pupils, parent (s) or legal guardian (s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

**Harassment, Intimidation, and Bullying Prevention Programs**  
Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

N.J.S.A. 18A:37-13 through 18A:37-19

N.J.A.C. 6A:16-7.9 et seq.

**CYBER-BULLYING**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

**Definitions**

"Cyber-Bullying" is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to

# August 2010

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the individual or damage to the individual's property; or

3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

#### Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

#### Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

#### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

#### Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

#### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent (s) or legal guardian (s).

Adopted: 18 September, 2007

## **AFFIRMATIVE ACTION POLICY** **SEXUAL HARASSMENT**

### **I. THE POLICY**

- A. It is the policy of the Milford Board of Education to maintain a learning environment that is free from sexual harassment.
- B. It shall be a violation of this policy for any member of the Milford Public School staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a

violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

### **II. DEFINITION**

A. Sexual harassment shall consist of unwelcomed advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the staff to another staff member or when made by any student to another student when:

1. Submission to such conduct made either explicitly or implicitly a term or condition of an individual's employment or education, or when:
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or employment performance or creating an intimidating, hostile, or offensive employment or education environment

B. Sexual harassment, as set forth in Section IIA, may include, but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person, with sexual or demeaning implications
- Unwelcomed touching
- Suggesting or demanding sexual involvement
- Accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. PROCEDURES**

- A. Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his/her principal or teacher. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignment.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **IV. SANCTIONS**

- A. A substantial charge against a staff member shall subject such staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion, consistent with the discipline code.

**PUPIL SUPERVISION AFTER SCHOOL**  
**DISMISSAL Policy 8601**

The Milford Board of Education recognizes that dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades pre-school to eighth.

Any parent (s) or legal guardian (s) of a pupil attending Milford Public School in grades pre-school to eighth, may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian (s) or escort (s) designated by the parent (s) or legal guardian (s). The parent (s) or legal guardian (s) requesting their child 9ren0 only be released to a parent (s) or legal guardian (s) or parent (s) or legal guardian (s) -designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

**The Request for Supervision form shall be made available:**

- in the Main Office of the school building or the location of the program
- upon request to the Principal, or designee, or the program administrator
- To parent (s) or legal guardian (s) in the beginning of the school year
- Parent (s) or legal guardian (s) of all Milford School students must complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol

effective the date indicated in the rescinding request. In the event that a parent(s) or legal guardian(s) wishes to revise the information set forth in a previously submitted Request Form, the parent(s) or legal guardian(s) shall submit a new Request Form to the Principal or program administrator and shall indicate the date on which the new Request Form shall be effective.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member (s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

The Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

Two Milford Public School staff members are assigned to monitor the dismissal of all students. One staff member is located adjacent to the playground and the other staff member is located at the door to grades one and two. Both staff members monitor the dismissal of students: to their parents, escorts, siblings, or to walk or ride their bikes home unescorted.

In the event the parent (s) or legal guardian (s) or designated escort does not arrive to pick up their child (ren) after the dismissal time of school, the Principal or designee will attempt the contact the parent (s) or legal guardian (s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil and signs the pupil out of school.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by each Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will:

- Remain in the same location supervised by school staff in the school building until the parent (s) or legal guardian (s) or designated escort arrives and signs the pupil out of school

OR

- be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

OR

- Be relocated to the child care classroom where the pupil will be supervised by after school program staff until the parent(s) or legal guardian(s) or designated escort arrives and signs the pupil out of school.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted: November, 2007

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