

# *Millington School*

## *Parent/Student Handbook*



*91 Northfield Rd.  
Millington, NJ 07946*

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## *I. The School Day*

*The doors open at 8:45 for students to report to their homeroom class. Since Supervision begins at 8:40, students should not plan on arriving to school until 8:40. Upon arriving at school, students are to line up by grade level on the sidewalk outside the main door. Students in grade 2 & 3 should line up on the sidewalk to the left of the main entrance. Students in grades 4 & 5 should line up on the sidewalk to the right of the main entrance. Students who are not in class by 9:00 are marked tardy. Students who enter the school at 9:00 need to report to the main office for a late pass. We expect all buses to drop off prior to 9:00. On the few occasions that a bus may run late, those students would not be considered late.*

### *Regular Day Schedule:*

*Grades 2-5 8:45-9:00 Homeroom time  
9:00-3:10 Students not in the HR by 9:00 are considered tardy*

### *Single Session Day Schedule:*

*Grades 2-5 8:45-9:00 Homeroom time  
9:00-1:25 Students not in the HR by 9:00 are considered tardy*

- There is no lunch on a single session day. Students will be allowed to bring in a hearty snack,*

### *Delayed Opening Schedule:*

*Grades 2-5 10:45-11:00 Homeroom time  
11:00-3:10 Students not in by 11:00 are considered tardy*

- Students may need a hearty snack. Please send your child in with a lunch. There is no recess on a delayed opening.*

**Millington Elementary School**  
Drop Off & Pick Up Procedures

**Walkers** – Students will be dismissed at 3:10. They will exit out of the **gym doors** and walk down the sidewalk to the crossing guard. She will then cross them in a group to travel south down Northfield Rd. or to walk over to the Crescent where another crossing guard will cross them over Northfield Rd. The children heading north on Northfield should follow along the school sidewalk and proceed in that direction.

*\*If you have a bicycle on school grounds, you must walk it and follow the above procedures.*

**Bus Riders** – Students riding the first set of buses will be dismissed at 3:10. They will exit the front doors to board their assigned bus. If their bus has not arrived, they will be instructed to stand in line to wait for their bus. Students who ride the second set of buses will be dismissed to the gym at 3:12. They will sit with their bus line until called to walk to the front of the school for dismissal.

**Drop Off-** Parents may pull up on Northfield for a quick drop off. This means that parents do not park. Students **exit the car on the sidewalk side** and not into the street. Traffic needs to flow so please help us by making this a quick drop off. Do not stop in the crosswalk on Northfield. Parents also have the option of pulling into the side lot where staff members park. There may be some available spots. Please assist your student with crossing the lot. Parents may also enter the parking lot for a quick drop off. Parents should drive all the way into the back turn around, follow that around towards the exit and drop off their child before the crosswalk. This should be a quick drop off as well. Students **exit the car on the sidewalk side** and not into the lot.

**Pick Up-** Parents will be entering the side lot to travel around the school to the pick up area. We ask that parents **do not begin entering the lot until 3:05**. We cannot let parents into the lot sooner than that. You will meet with a staff member by the back fire lane. You will have to stay in line until 3:10. The staff member will instruct you to form **two alternating lines**. At that time, he/she will instruct you to proceed slowly around the building. **Each family will need to write the last name of the student(s) on a piece of paper. It should be large enough for our staff to see the name.** This needs to be placed on the driver's side dashboard for our staff to see. **We ask that you do this everyday.** We do not remember everyone's last name (we do remember friendly faces). We may also have various staff members assisting or substituting. Please help us with this effort. Cars will not be allowed around the back of the building until a staff member indicates that they may proceed. If your child is not ready for you when you get to the front of the line, you will have to exit the lot, re-enter and then wait on line. We encourage you to stagger the pick-up time. **The line is open until 3:30.**

You will pass 3 exits along the way. We ask that you proceed slowly and follow the stop patterns at these doors. We need to ensure the safety of all students, parents and staff that are part of the Millington School family.

*We encourage you to follow the same dismissal routine everyday. This will ensure that your child will not be in the wrong dismissal location.*

*II.*



# **The Long Hill Township School District**

## **Student Code of Conduct & Parent Compact Gillette and Millington Schools Grades PreK-5 2017-2018**

The Long Hill Township School District strives to create a nurturing, caring and safe environment for all of our students. Each school is expected to promote a positive school culture and climate that provides students with a supportive environment in which to grow academically and socially. In addition to academic development, Gillette and Millington Schools are responsible for fostering behaviors that are necessary for students to develop into good citizens to sustain society. The Code of Conduct is aligned with Board of Education policies 5131, 5131.1, 5132, 5114, and 5145.6, and sets the foundation for developmentally appropriate guidelines and consequences for all students.

### **PARENTS AS PARTNERS**

Parents are our students' first and most important teacher. The District recognizes the critical role that parents play in educating their children with positive role models and behaviors. In order to strengthen the home and school connection, our teachers, administrators and faculty will continue to offer a warm and inviting environment to our parents and students. Parents are critical partners who will be contacted to assist solving issues that may negatively impact the learning environment of their child. Understanding discipline as a "teachable moment" is essential to a positive approach to solving issues when they arise at the elementary level. The District recognizes differentiated consequences or outcomes based on the developmental appropriateness of our students. A one-size fits all approach to consequences at the elementary level limits the effectiveness of the concept of a teachable moment. Please note that when discipline issues arise, the issues and the consequences are confidential and can only be shared with the parents of the child in question. Lastly, we encourage parents to contact their child's teacher directly to resolve issues as they arise. Most times, issues can be resolved directly with the teacher. After speaking to your child's teacher, if you feel that the issue has not been fully resolved, please contact your building Principal so that she may look into the matter further and assist you accordingly. On page five of this document, you will find more information on the grievance procedure for parents.

### **DRESS CODE GUIDELINES**

Each school requires that students follow a dress code which adheres to Board Policy 5132. Students should come to school looking neat, and well-dressed. Students will wear clothing that does not pose a distraction to the learning environment. Clothing that promotes violence, profanity, or is offensive is not permitted. Shorts and skirts must be an appropriate length. Thin straps (spaghetti straps), flip flops, loose fitting sandals, and bare midriffs are not allowed. If students violate these guidelines, parents will be telephoned and asked to bring a change of clothes for their children. Subsequent offenses will require a parent teacher conference and/or sending the child home to change their clothing.

### **CELL PHONE/SMART WATCHES GUIDELINES**

According to Board Policy 3151.1, students are not allowed to use cell phones, smart watches or other electronic devices during school or on school busses unless it is part of an instructional activity and supervised by the classroom teacher or building Principal. Also, cell phone cameras

on school busses and in the school building are not allowed due to privacy issues and can be a distraction to the learning environment. Students using a device will be directed by the classroom teacher to turn it off and put it away. Depending on how the cell phone was used, the electronic device may be collected by the classroom teacher and given to the Principal. Parents will be notified and instructed to pick up the device from the main office. Subsequent offenses will require a parent teacher conference, an after school detention, or in-school suspension.

### **DISCIPLINE GUIDELINES**

The goal of this code of conduct is to help students recognize negative behaviors, why certain behaviors are unacceptable, and harm it may cause to others. We aim to assist students in taking responsibility for their actions, to help them learn social strategies and skills to use in the future. Additionally, our staff will encourage positive behaviors through praise, recognition and will from time to time communicate this to parents.

#### ***Procedure/ Rules:***

1. Be kind, safe and show respect to other people and for property inside and outside the school buildings at all times. Kindness, Safety and Respect will be discussed and reviewed within the classrooms and within the school all year long. Please continue these conversations at home.
2. All teachers are responsible for creating a safe learning environment for our students. Teachers will develop basic guidelines for appropriate school behavior at the beginning of the school year. Students may help develop some of these guidelines with the teacher.
3. Classroom rules and consequences or outcomes should be age appropriate, fair and consistent. No child should be humiliated because of inappropriate behavior. Students should be warned if a rule is broken so that the student is alerted to the problem. If the behavior persists, teachers may request a parent conference.
4. Teachers are encouraged to implement their own classroom rules and seek advice from colleagues and administrators if needed.
5. If a student displays severe disruptive behavior, the teacher may contact the main office and send the student to meet with the Principal. The parents will be notified.
6. In the event a student misbehaves outside the classroom, lunchroom, playground, special classes, or on the bus, the supervising adult will report the behavior to the main office. Furthermore, bus drivers will complete an incident report which will be shared with the building principal. Depending on the infraction committed, students may lose bus privileges for a determined amount of time or have their seats changed on the bus.

### **DISCIPLINE LEVELS:**

At the elementary level, our schools recognize three levels of discipline. The following list is a guideline in identifying appropriate behaviors.

#### **LEVEL ONE**

- Teasing, inappropriate behavior towards another child
- Throwing food or playing inappropriately with food
- Conflict-teasing, name calling, or other inappropriate behavior directed toward a specific child
- Spreading gossip/rumors, spreading lies
- Excluding someone from playing or sitting at the lunch table
- Profanity

#### **LEVEL TWO**

- Disrespectful behavior (verbal and/or physical) toward a child/adult (For example punching, kicking, pinching, screaming, profanity)
- Verbal and/or written threats of harm
- Theft
- Physical assault of a student or adult
- Defacing school property (desk, wall, classroom, bathroom, student's belongings)
- Cheating/Plagiarism
- Inappropriate use of technology (cell phones, e-mail, text messaging, etc.)

#### **LEVEL THREE**

- Bringing a weapon to school (i.e. gun, knife)
- Bringing a banned substance to school (drugs, alcohol, prescription medication, etc.)
- Threatening to cause severe harm to self, others, or school property

### **OUTCOMES:**

Please note that when determining which disciplinary measure to apply, it is important to evaluate all of the circumstances concerning the discipline issue. The following details must be considered prior to determining the appropriate disciplinary measures:

1. The student's age and maturity
2. The nature, severity and range of the behavior
3. The student's previous disciplinary record
4. The circumstances/setting in which the conduct occurred
5. The frequency and duration of the behavior
6. The number of persons involved in the behavior
7. The student's Individualized Education Plan, Behavioral Intervention Plan and/or 504 Accommodation plans, if applicable.

The following list includes possible actions taken in the case of inappropriate student behavior. Principals/administrators may use their discretion:

1. Teachers and building administrators may conference with the student and then notify the parents.
2. Students may be kept in the main office for a short discussion and time-out.

3. Students may be required to reflect on their actions and meet with the school counselor.
4. Students may serve an after school detention, an in-school, or out of school suspension. Academic work will be provided for the student.
5. In the event that a student needs to be removed from the school environment, the parents/guardians will be asked to come to school for a conference and the child will be sent home.
6. If the situation falls under Harassment, Intimidation, and Bullying (Policy 5131.1), we will follow state mandated HIB procedures and parents will be notified.

To grieve a disciplinary outcome, the procedures are as follows:

- **Step 1:** Within 2 school days of the occurrence, the pupil or parent/guardian is to discuss the matter with the staff member or members involved.
- **Step 2:** Within 10 school days, if the grievance is not satisfactorily resolved, the pupil or parent/guardian is to write a letter to the building principal stating the grievance.
- **Step 3:** Within 10 school days the building principal is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter under grievance.
- **Step 4:** Within 10 school days, if the grievance is not satisfactorily resolved, the parent/guardian is to write a letter to the Superintendent of Schools stating the grievance.
- **Step 5:** Within 10 school days, the Superintendent of Schools is to respond in writing to the pupil and the parent/guardian as to the disposition of the matter.
- **Step 6:** If the grievance is still not satisfactorily resolved, the pupil or parent/guardian may seek other avenues of redress, including contacting the Long Hill Board of Education, the Morris County Office of the New Jersey Department of Education, and may use any other legal form of redress.

**Potential outcomes for infractions according to the frequency of the offenses and the discipline levels:**

# O F F E N S E S	LEVEL 1	LEVEL 2	LEVEL 3
1	<ul style="list-style-type: none"> <li>● Teacher, Administrator or Recess/Lunch Aide conferences with students and provides a verbal warning.</li> <li>● Reflection of actions</li> </ul>	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention – 1 day</li> <li>● After school detention</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>
2	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention</li> <li>● Appropriate Remediation, (i.e. Reflection Activity, Peer Mediation)</li> </ul>	<ul style="list-style-type: none"> <li>● Lunch and/or Recess Detention</li> <li>● After school detention</li> <li>● Parent Conference</li> <li>● Appropriate Remediation, (i.e., Reflection Activity, Peer Mediation)</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>
3 o r m o r e	<ul style="list-style-type: none"> <li>● After school detention</li> <li>● Parent conference and a potential behavior improvement plan</li> <li>● In School Suspension</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> </ul>	<ul style="list-style-type: none"> <li>● After school detention</li> <li>● Parent conference - potential behavior improvement plan</li> <li>● In School Suspension</li> <li>● School counselor meets with student</li> <li>● Loss of bus privileges</li> <li>● Possible referral to Child Study Team</li> </ul>	<ul style="list-style-type: none"> <li>● Crisis team mobilized</li> <li>● Parent Conference</li> <li>● Out of school suspension</li> <li>● Superintendent contacted</li> </ul>



# KINDNESS

## *Pass it on!*

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Give a flower **Eat lunch with someone new**  
Listen with your heart Visit a sick friend  
Clean a neighbor's walk **Offer a hug**  
**Give an unexpected gift** Make a new friend  
*Pick up litter* **Say "hello"** Call a lonely student  
Open a Door *Help carry a load* **Plant a tree**  
Pass a kindness on **Share a snack**  
Cheer up a friend Thank a Teacher Lend a hand  
Read to a young child **Do a kind act daily**  
**Leave a thank you note** Offer your seat  
**Cycle courteously** BE TOLERANT *Let another go first*  
**Bake cookies for firefighters** **Give a compliment**  
**Help a student make friends** **Assist an adult**  
**Give a balloon away** Lend a classmate a pencil  
*Celebrate something every day* Encourage a friend  
Respect others **Walk a dog** **Do a favor**  
Forgive mistakes **Smile at someone new** 

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[www.actsofkindness.org](http://www.actsofkindness.org)

the random acts  
of kindness foundation

**Parents and students please review, sign, and return this sheet to your child's teachers**

In order to promote the best learning environment for my child, I will:

1. Support the school's expectations for behavior and reinforce them at home.
2. Do my part to form a trusting and positive partnership with my child's teachers.
3. Always acknowledge and be supportive of the school expectations listed in this Code of Conduct, even if it is my child who has not met the expectations.

In return, Gillette/Millington Elementary Schools will:

1. Do our part to form a trusting and positive partnership with you by communicating regularly about your child's progress.
2. Provide a caring and supportive environment for your child's learning and encourage your child to achieve.
3. Strive to be aware of your child's unique strengths and needs.
4. Maintain a safe and secure building.

We have read, discussed, and understand and support this Code of Conduct, school pledge, expectations of behavior, as well as the outcomes of not meeting expectations. "I promise to be kind, safe and show respect to other people and for property inside and outside the building at all times. I will not intentionally damage property or hurt another student with my words, my body or my actions."

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**Parent Signature  
teacher**

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**Student acknowledgement**

**Classroom**

## Long Hill Township Attendance Procedures

### **Absences From School**

*New Jersey Title 18A 38-25: **Attendance required of children between six and sixteen; exception.** Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school.*

Parents are asked to call the school attendance line whenever their child is absent from school or will be more than 15 minutes late. Calls may be made at any time during the day or night.

Follow-up calls will be made to parents who have not called the answering service about absent or tardy children. Parents are encouraged to keep the school informed about all of their child's absences by calling the school whenever their child is unable to attend school for any reason, including family emergencies. These procedures will assist the school and parents in verifying that pupils have arrived safely at school each day.

**Parents should continue to send a written excuse to their child's homeroom teacher whenever an absent child returns to school. If a child is out for a significant number of days, a doctor's note may be required.**

Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians to focus on this critical goal.

- If a student has accumulated a total of eight (8) absences during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of fifteen (15) absences during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to determine the effects of absences on academic progress.
- If a student has accumulated a total of twenty-five (25) absences during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent to discuss the possibility of retention.

### **Planned Absences** (Appendix A)

Parents are discouraged from removing children from school for vacation purposes.

- A planned absence of more than **3** days requires that the student pick up a "planned absence" form from the main office.
- This form must be initialed by the student's teachers, signed by the parent/guardian, and returned to the main office at least three days in advance.

- The student will be responsible for all material missed. Students will be expected to return work to their teacher upon their return back to school.
- The responsibility of the school shall be limited to giving assignments of work covered in absentia. Teachers shall not be asked to give additional time to explain work covered during time of absence.

### **Tardiness**

*New Jersey Title 18A:38-27: **Truancy and juvenile delinquency defined.** Any child between ages of six and sixteen years who shall repeatedly be absent from school, and any child of such age found away from school during school hours whose parent, guardian or other person having charge and control of the child is unable to cause him to attend school and any pupil who is incorrigible, actually vagrant, vicious, or immoral in conduct, shall be deemed to be a juvenile delinquent and shall be proceeded against as such.*

Children in grades 2-5 are considered tardy if they are not in their classroom and ready to begin at **9:00 a.m.** Unavoidable exceptions, however, caused by weather or transportation, will be excused at the discretion of the school principal. When a student arrives tardy to school, they must visit the Main Office to obtain a late pass before going to their classroom. Parents of Millington students must also accompany the student into the building and sign the student in.

Since being prompt to school is essential for developing critical life skills, similar guidelines from our attendance practices have been established to assist parents and guardians. The following procedures will be followed for students of Millington school:

- If a student has accumulated a total of five (5) late arrivals during the school year, excluding documented medical illness, the school will notify the parents that improvement in attendance is necessary.
- If a student has accumulated a total of ten (10) late arrivals during the school year, excluding documented medical illness, the parents will be required to attend a conference with the Principal to design an improvement plan.
- If a student has accumulated a total of twenty (20) late arrivals during the school year, excluding documented medical illness, the parents will receive notification from the Superintendent.

### **Early Dismissal**

Parents are requested NOT to ask that children be excused early except when an emergency makes early dismissal unavoidable. Early dismissal should be arranged through the Principal's office in writing. Students will be called to the office **after** the parent/guardian arrives and signs the child out of school.

### III. General Information

- A. Visitors and Volunteers
  - **All Visitors must sign in with the main office.** A sign in sheet will be in the front hall for all visitors to sign in and take a visitors badge. Please make sure you check in with the main office as well. This includes all scheduled meetings with teachers, the CST, volunteers, etc.
  - Food Day Volunteers – You are to report directly to the volunteer area and receive a badge from the chairperson. We ask that you not sit with the students during the student lunch period. Volunteers should also use the faculty bathrooms and not the student bathrooms.
- B. I&RS
  - I&RS stands for Intervention and Referral Services. This is an interdisciplinary committee of professional staff members created to provide students with a systematic process for receiving help with school related difficulties. Areas of concern may include academics, as well as behavioral, medical or social issues. The purpose of I&RS is to identify, intervene, and monitor the progress of students determined to be “at risk” and to provide a series of actions and recommendations designed to help those students succeed in both school and life.
  - Any staff member or parent may refer students to the I&RS team. The Principal should be contacted for the referral.
  - Once a student has been referred, the I&RS members and parents will meet and review the referral to discuss interventions and or services that might be provided. Each student is seen as an individual situation with needs that are particular to that student. Strategies are put in place for a period of approximately six weeks. If the student’s academic performance and/or behavior seem to merit a formal evaluation and intervention after the six week period, the I&RS team may refer the student to the district Child Study Team.
- C. Special Services
  - The Long Hill Township Special Services Department is housed at Millington School. This group is referred to as the **Child Study Team**. The CST is comprised of a director, two learning consultants, a school psychologist and a social worker.
  - The team identifies students who have learning disabilities and oversee specific cases. They are also available to provide counseling services if needed.
- D. Marking Period and Report Cards
  - Students are graded quarterly. Each marking period runs for approximately nine weeks. Teachers do not give out progress reports at Millington School. They will, however, report to a parent if there is an academic concern. Parents should contact the teacher directly if there are any concerns regarding homework, quizzes, tests, projects, etc.
  - Report Cards are sent home with the students at the end of each marking period. Check the school calendar for report card distribution dates.

- E. Web Site & Communication
- The Long Hill School District Web Site is [www.longhill.org](http://www.longhill.org). You may visit that site for important district and school information.
  - Each teacher in the building maintains a page with homework and contact information. Please visit the teacher web sites for classroom information.
  - The school calendar is posted on the Millington page. Please use this to view food days, testing dates, and other school based activities.
  - Announcements are sent home from the school Principal or main office through the schoolwires.
- F. Parent Teacher Organization
- The Long Hill Township Parent Teacher Organization (PTO) supports academic and other programs in Millington School.
  - You can link to the PTO website via the Long Hill Township School web site at [www.longhill.org](http://www.longhill.org).
  - The PTO has donated thousands of dollars to assist teachers with supplies in the classroom.
  - The PTO proudly sponsors the following grade level programs:
    - \*2<sup>nd</sup> Grade Environmental Day
    - \*3<sup>rd</sup> Grade International Day
    - \*4<sup>th</sup> Grade Science Fair
    - \*5<sup>th</sup> Grade Colonial Day
  - The PTO meets monthly. Please attend the meetings, get involved and sponsor your Parent Teacher Organization. Volunteers are always needed and appreciated.
- G. FORCE (Focusing Our Resources for Children's Enrichment)
- The Long Hill Township Education Foundation*
- FORCE provides enrichment classes after school hours for students.
  - FORCE is instrumental in raising funds to support academic programs in the district.
  - FORCE has donated thousands of dollars towards technology, textbooks, teacher grants and other projects.
  - FORCE is always looking for volunteers. You may access their web site through the district site. Go to [www.longhill.org](http://www.longhill.org) to visit the FORCE link.

Appendix A

Long Hill Township School District  
Millington School  
Planned Absence Form  
**Grades 2-4**

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office at least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed

**LAL Teacher (if different from HR teacher):**

\_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed

**Math Teacher (if different from HR teacher):**

\_\_\_\_\_

Assignments Attached: \_\_\_\_\_ Yes \_\_\_\_\_ No work to be completed

**Long Hill Township Public Schools  
Millington School  
5<sup>th</sup> Grade Planned Absence Form**

In accordance with the Long Hill Township Attendance Procedures, students must submit this form for a planned absence. A planned absence refers to a situation where the child has to travel when school is in session. This form is to be signed by the parent/guardian and returned to the main office at least three days in advance of the absence. This will allow enough time for the teacher(s) to assign work that the student will miss. *As stated in the Attendance Policy: Teachers are not required to provide additional instruction to students upon their return from a planned absence.*

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Reason for Absence: \_\_\_\_\_

Dates of Absence: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian: Please complete the top portion of this form and have your child return it to the Main Office. The Office will make copies for each of the teachers.

***Teachers: Please complete this form and return it directly to the student.***

<b>Teacher</b> <i>(Academic Classes only)</i>	<b>Period</b>	<b>Teacher's Initial</b>		
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work
_____	_____	_____	<input type="checkbox"/> Assignment(s) Attached	<input type="checkbox"/> No Work

C: Health Office

(Office Use Only: Date Copied and sent to teachers: \_\_\_\_\_)