

Parent/Student
Handbook
South Mountain School

2 Southern Slope Drive
Millburn, NJ 07041
973-921-1394



A Letter from the Principal

Dear South Mountain School Families,

This Parent/Student Handbook has been prepared to help answer any questions that you may have in regards to South Mountain School, its policies, procedures, and programs. Please look it over with your child(ren) to assure that everyone understands what is stated in this handbook. All of these items have been created in order to help assure that all students are given the opportunity to learn in an environment that is conducive to learning.

There are many great things about South Mountain School that are only possible through the constant communication and cooperation between school staff, parents, students, and the community as a whole. Your support is what truly makes South Mountain School a great place for the staff to work, and the students to learn.

I am extremely proud of everyone here in our school community, and look forward to our continued work together to assure the success of our students as they move through our school, and on to bright futures.

Sincerely,

Scott Wolfe
Principal

Mission Statement

The mission of South Mountain School is to provide all students an opportunity to achieve their highest intellectual, creative and interpersonal potential in a safe, nurturing, collaborative environment that promotes self-worth and fosters a love of learning.

Student Conduct, Citizenship, and Responsibilities

In an effort to make South Mountain School the best possible learning environment for children, we have established the following expectations of conduct. These are a guide for students, and serve as the backbone to help children develop their own personal behavior standards, that reflect the philosophy of South Mountain School. We truly value mutual respect and understanding within our school community, and the development of self-discipline on the part of all of our students, K-4. These guidelines are designed so that children can make appropriate choices regarding their behavior. Discipline procedures are intended to be a positive way to promote respect, responsibility, and cooperation between students, teachers, parents, and staff.

Behavioral Expectations

The following expectations were developed in order to help students create a positive and safe environment for their learning:

1. Students may not leave the school building, or school grounds, without the supervision of a staff member, or by being signed out by a parent or guardian.
2. Good conduct is expected at all times. This includes complying with all school/classroom/bus rules, and walking quietly in the halls as not to disturb other students' learning.
3. Students are not allowed to bring to school any items that will be a distraction to learning, such as cards, handheld computer games, iPods, toys, etc.
4. Students must refrain from using inappropriate language at all times.
5. Students are expected to leave the school building by 3:15 unless they have a school related purpose with adult supervision such as ASE or Homework Club.
6. Students are not to re-enter the school after 3:30 to retrieve forgotten homework.
7. Students are to arrive at school no earlier than 8:25, and are to enter their classrooms at 8:35.

South Mountain's School Rules

1. Respect and value the rights, feelings, and property of others
2. Keep hands, feet, and objects to yourself
3. Use language and gestures appropriately
4. Be courteous, understanding, and kind
5. Listen to the adult in charge
6. Dress respectfully and appropriately

Discipline

SMS has established a code of conduct to ensure an orderly and safe academic environment. The code of conduct is comprised of guidelines designed to assist students in meeting their responsibilities and obligations. Students are expected to adhere to all school regulations and to treat all school personnel and property with respect. Administrators and teachers have established a firm, but fair, code of conduct for our school community. In conjunction with the classroom disciplinary procedures, the following state laws provide general guidelines for disciplinary action concerning serious offenses: NJSA 18A:37-2.

Disciplinary Guidelines

When deemed necessary and appropriate, disciplinary consequences will be imposed when a student's actions do not comply with the SMS Code of Conduct. The following guidelines have been developed for students and situations that are of a serious nature. After thorough investigation of an incident, the SMS staff and/or administration will determine what the appropriate course of action will be.

Any child that is sent to the main office due to legitimate discipline issues will meet with either the principal or instructional supervisor, an investigation of the incident will occur, parents will be contacted, and the appropriate discipline will be decided upon. This will be handled on a case-by-case basis.

In following district policy for discipline issues that involve extreme instances such as harassment, intimidation, bullying, fighting, weapons, etc., further disciplinary action(s) may be taken.

SAMPLE of Student Contract

(will be handed out by the child's classroom teacher)

Please review the Parent/Student Handbook with your child. Make sure that you focus on the importance of following these rules to create a positive and safe learning environment for everyone. You, along with your child, are to sign the contract below, and return the bottom portion to your teacher.

I will respect and value the rights, feelings, and property of others.

I will keep my hands, feet, and objects to myself.

I will use language and gestures appropriately.

I will be courteous, understanding, and kind.

I will listen to the adult in charge.

I will dress respectfully and appropriately.

Return this portion to your child's teacher.

I understand the rules of South Mountain School, and I also understand that the consequences that come along with not following these rules are essential to create a safe and happy school community. I agree to follow all of the South Mountain School rules.

Date: _____

Student's Name (print): _____

Student's Signature: _____

Parent/Guardian's Signature: _____

Teacher's Name: _____

Harassment, Intimidation, Bullying

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act or electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either 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 handicap or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus or off school grounds that:

A. A reasonable person should know, under the circumstance, will have the effect of harming a pupil or damaging the pupil's property or placing a pupil in reasonable fear or harm to his/her person or damage to his/her property; or

B. 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.

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

1st or any Offense – the following may be required: counseling (in and/or out of school), staff-assisted mediations, missed lunch/recess, suspension, police involvement, referral to the anti-bullying specialist for further review.

The Board of Education Policy on Bullying, Harassment and Intimidation (5512) can be found on the District website.

Building Schedule

Regular/Daily Schedule

Period 1	8:45-9:25
Period 2	9:25-10:05
Period 3	10:05-10:45
Period 4	10:45-11:25
Period 5	11:35-12:15 (11:30-12:20 Lunch/Recess) 11:30-11:55 K Lunch/1 and 2 Recess 11:55-12:20 1 and 2 Lunch/K Recess
Period 6	12:25-1:05 (12:25-1:15 Lunch/Recess) 12:25-12:50 4 Lunch/3 Recess 12:50-1:15 3 Lunch/4 Recess
Period 7	1:00-1:40
Period 8	1:40-2:20
Period 9	2:20-3:00

Extended Single Session Schedule (12:40 dismissal)

Period 1	8:40-9:10
Period 2	9:10-9:40
Period 3	9:40-10:10
Period 4	10:10-10:40
Period 5	10:40-11:10
Period 6	10:40-11:10
Period 7	11:10-11:40
Period 8	11:40-12:10
Period 9	12:10-12:40

Student Emergency Information Sheet

Important student information is kept on file in the office. This information will be used in the event of an emergency. It is imperative that we have this information back by the end of the first week of school. Please make sure to include all possible phone numbers at which you may be reached, as well as other pertinent emergency contact information. If there are any changes to this information throughout the year, please contact the school so that we may update our records.

Emergency Closing of School

When heavy snow, sleet or any other reason necessitates either closing of school for the entire day or a two-hour delayed opening, the following methods will be employed to notify students, parents and teachers. The district will be using an automated communication service to inform parents/guardians of school closing, delayed openings and early dismissals. Two numbers are required and should have been filled out on the Student Contact Information Sheet. The first number is an emergency phone number. This number will be used between the hours of 7:30am-3:00pm. The second number is a snow chain number that will be used for the hours of the day when school is not in session.

1. Check the district website at millburn.org and Ed-line.
2. Announcements on radio station NJ 101.5FM, WJRZ.
3. Do not call the Millburn Police or Fire Departments. This interferes with emergency work.

Emergency Early Dismissal

In the event of an emergency early dismissal, the District will implement the following procedures:

1. Parents/Guardians will be contacted by phone or email via an automated service provided by the district, as well as by the PTO.
2. It is the parents' responsibility to instruct their children as to procedures to be followed and destination to which children are to go in the event of a dismissal. Parents are also responsible for notifying individuals who will receive their child.
3. Information regarding emergency school closings will be available at the Education Center (973-376-3600). Do not call the SMS office. Our phone lines need to be kept open for emergency communications. Check the school website and Ed-line.
4. All students will be held until actual contact can be made with parents/guardians/emergency contacts by the school or class parents.
5. Students whose responsible adult cannot be reached will be transported to the Education Center by the principal, or designated staff member, until an adult can come to pick them up.

Financial Assistance for SMS Activities

Any parent/guardian that may be in need of financial assistance for any activities at South Mountain School, such as special lunches, school supplies, etc., should contact Mrs. Fiory. All of this information will be kept confidential, and only be made available to those absolutely necessary (ex. PTO Lunch Chairperson). Millburn residents in need of additional financial support are encouraged to contact "Down The Block" at www.downtheblock.org, or call 973-943-1424

Fire Drills/Emergency Evacuations

Whenever the fire bell sounds, all students, visitors and staff must exit the building immediately. Teachers will review exit procedures with students at the beginning of the school year, as well as at various times throughout the year. Exit routes are posted in every classroom. If the customary exit is blocked, teachers and students will proceed to the nearest exit. Students will move quickly and quietly out of the building and await further instruction. No fooling around or talking will be tolerated during an evacuation. Students need to remain quiet and attentive in order to hear further instructions. The district buildings will hold one fire drill and one other emergency drill each month.

Homework

Homework is considered to be an important part of the education process at SMS. Homework involves the following types of tasks that extend learning at home, and allows our curriculum to be delivered during the course of the school year:

1. Practice of various problem-solving approaches in math.
2. Reading and note taking in the content areas.
3. Rehearsal of newly acquired vocabulary and language.
4. Ongoing reading of literary works.
5. Completion of writing tasks, including essays, reports, and open-ended math questions.
6. Completion of individual projects.
7. Ongoing review of course material.
8. Preparation for assessments.

Homework, in a sense, bridges the lessons taught from day to day and requires a more demanding commitment from each grade level as the depth of the material and expectations continue to rise. It is important for students to do the homework themselves.

The time allocated for homework should be reasonable and allow students to have necessary recreation, rest, and family time. These are other important goals for preadolescents in our community, and as a community of learners we must walk the line between offering a rigorous educational experience while not providing unnecessary additional stress for our students. The average amount of time spent on completing homework per night should be approximately 20-30 minutes in the primary grades (K-2), and 30-60 minutes for the intermediate grades (3-4).

Students should write down assignments in the provided agendas as directed by their classroom teacher. Students are not to return to the classroom after dismissal to retrieve homework that they may have forgotten. Ed-line may be used by teachers as a back-up for students, , and as support for parents to actively supervise quality and completion of assignments. It is important that students follow directions when completing assignments.

No homework will be assigned during the December, February and April breaks. When absent for more than one day, the student's parent/guardian may contact the classroom teacher and make arrangements for work. It is the parent/guardian's responsibility to pick up the homework in the main office, or make other arrangements to have the work picked up. Work can be picked up on the 2nd day of the absence as long as the classroom teacher is given 24 hours notice so that the appropriate materials can be collected and prepared.

Homework assigned by the classroom teacher is contingent upon the students' recent learning. The homework assigned may be adjusted on a daily basis in response to the lesson that day and/or to meet the needs of individual students based on their understanding of the lesson in question. Therefore, a teacher may not provide students with homework in advance of any such lessons.

Students who are absent from school for a family trip will not be given class work to complete while they are away, but will be expected to make up all missed work upon their return to school. Parents who wish to keep their students working and focused on school during these vacations are welcomed to have their child continue to read, as well as create a vacation journal that they can share with the class upon their return.

Student Dress

Dress for school must not distract from, nor disrupt, the educational process. Clothing must be modest and appropriate for the school setting. Clothing must be neat, clean, decent, and inoffensive. SMS discourages clothing that is too tight or revealing or that does not cover undergarments when students are sitting, standing, or bending. Unacceptable clothing includes, but is not limited to the following items: any clothing with profane or sexually suggestive language, pictures or images, bare midriffs, halter or tank tops with spaghetti straps, flip-flops, "Crocs" (w/o back straps), any clothing which exposes undergarments; clothing that references drugs, alcohol, tobacco, racism or violence. Sunglasses, hats, and coats are not permitted to be worn in the classroom during the school day. If a student is found to be in violation of the dress code, he/she will be asked to change, and parent contact will be made.

Telephones/Cell Phones

The phones in the main office are for school business. Students and parents should plan ahead to make arrangements for a ride home or going to a friend's house after school. Check backpacks for lunches and HW before leaving for school in the morning. Parents can help students develop a routine for checking for all necessary items. If a call home is necessary, the student should ask for permission from their teacher to use the classroom phone. All forgotten items should be labeled and placed on the table outside of the main office.

Cell phones pose a major challenge for schools. Students in other buildings and districts have texted their friends during tests, snapped pictures during class/recess, and taken videos in bathrooms. Due to these issues, cell phones are to be turned off, and placed in student backpacks during school hours. Students may not use cell phones during the school day. Students may not be in possession of remotely activated paging devices, including beepers and all types of phones during school hours. Any such devices will be confiscated and turned over to the Principal or Instructional Supervisor. (Criminal Justice Code: 2C:33-19)

Visitors/Volunteers

All parents/guardians/visitors are required to report to the Main Office upon entering the school to sign in and obtain a visitor's pass. At the conclusion of the visit, you are to return to the Main Office to sign out. Appointments for conferences with teachers, staff, and administration need to be made ahead of time. No one may enter the building and proceed directly to a classroom or area other than the main office, at any time. Students who do not attend our school may not "visit" the school for a day or any part of the school day. "Tours" of the school will not be given to anyone not currently enrolled in our school and its programs. Volunteers may not bring their younger children in during classroom parties, field trips, etc.

Volunteers are a valuable part of our school community, and the work that they do here is appreciated by everyone at South Mountain School. These volunteers need to follow the same procedures as any "visitor" to the school. Once the activity you have volunteered for has concluded, you must sign out in the main office, and exit through the main doors.

Assemblies

There are a variety of assemblies and performances held throughout the year. Siblings are not permitted to attend these events to watch their brother or sister, as it is a disruption to their learning day. The only exception to this rule is the 5th grade Moving Up Ceremony, at which siblings may attend. Students are required to sit with their class and teacher. Food and drinks are not allowed during the assembly.

Attendance

Absence from School:

It is requested that parents notify the main office as soon as possible each day that their child will be absent by pressing #2 in the voicemail menu (if the phone call is made before or after school hours). Someone will call home for any student who is absent without a phone call or previous note from the parent. Any student that is absent for a period of 5 consecutive school days must return with a note from their physician. (In accordance with Board Policy and Regulations, any absence due to a planned vacation that does not coincide with the school calendar is defined as an unexcused absence).

Tardy to School:

If a student enters the school after 8:45, he/she must report to the main office with a parent or guardian to sign in for the day. The secretaries will notify the administration of any student that is chronically tardy. More than ten (10) days in a trimester is considered chronic. A letter will be sent to parents informing them of this problem. If the tardiness continues, disciplinary action may be taken.

Leaving the Building:

No student may leave the building at any time without prior permission from the main office. Students must be signed out and escorted by their parent/guardian/emergency contact. No student may leave the building without an adult. A parent/guardian may not call the office and ask to have a child released from school. To leave the building without following these procedures is considered truancy.

When a student becomes ill or is injured, the school nurse will contact parents/guardians. If they are not available, the nurse will call the individuals listed as emergency contacts. These emergency contacts

should live within close proximity to the school for ease of pick-up in a timely fashion. Students will only be released to designated adults who must sign the student out in the main office. If a student is seriously injured or ill, a 911 call will be initiated.

Pupil Supervision for After School Dismissal (Board Policy 8601)

This policy requires that elementary and middle schools do the following: publish our dismissal procedures in the beginning of the school year; provide the school's calendar including the starting and dismissal times for full session, single session and early dismissal days; communicate changes in the school's calendar made during the school year; and maintain a list of students who are required to have a parent or other adult pick them up. The "Request for Supervision at Dismissal Form" should be filled out only by parents. The parent request shall be in force every school day for the duration of the school year, though it can be cancelled in a written request by the parents at any time.

For the safety of the student, please discuss your dismissal preferences with your child. "Request for Supervision at Dismissal Forms" are mailed in the summer mailing packet, and are also available online for convenience. A full school calendar can be found on the district/school website.

Arrival/Dismissal – Walkers

Children who have been designated as "walkers" to and from school should make sure that they dress appropriately for the weather and allow enough time to walk to school to assure timely arrival. Primary grade students are not to walk to school alone. Students are not to ride their bicycles to school. Any student found riding their bike to school will have their parents notified.

Those students walking home from school should leave the school property immediately upon dismissal. No student is to stay and play on the playground at the front or back of the school without a parent or guardian being present. Students are welcome to come back to play once they have arrived home and received permission from a responsible adult. Any child found to violate these rules will be sent home and parents will be contacted.

Bus Procedures/Regulations

Riding the bus is a privilege, not a right. Any student whose behavior jeopardizes the safety of classmates or creates a disturbance for the bus driver may be suspended from riding the bus. Transportation will then become the responsibility of the parent. All school rules apply.

1. Students must obey the bus driver at all times.
2. Students must stay in their seat at all times and use the seat belt.
3. Hands and/or property are not to be extended out of the bus window.
4. Enter and exit the bus in an orderly manner.
5. Fooling around, horseplay, screaming, foul language, aren't permitted
6. Students may only ride on the bus to which they have been assigned. Students may not opt to ride a different bus to go to a friend's house or a different part of town, even with parent permission. Students who are not bus students are not permitted on a bus at any time, except for class field trips. Students who violate this bus policy will be suspended from the bus. The suspension can range from several days to the permanent loss of bus privileges.

Any questions about bus routes, etc., should be directed to the Transportation Department located in the Board of Education building.

Parent Pick Up During School Hours

Parents are encouraged to schedule medical and other appointments after school hours. When it is not possible, the following procedure must be followed in order to avoid interrupting the learning environment with calls to the classroom:

Parents need to write a note indicating the reason for pick up, date and time. They should instruct their child to bring the note to the office before school starts. Students will show the note to the main office and classroom teacher. The secretary in the main office will record the request. We realize that emergencies arise unexpectedly that may require us to call or walk to a classroom, but in order to limit the interruptions to the learning process, these will be the only exceptions. This procedure will continue to be in place on days before holiday weekends or vacations and during the last days of school. Any parent who is requesting another parent or person to pick up/sign out their child during the school day must make that request in writing.

School Points of Entry/Exit

All students are to enter the building at their designated points at the start of school. (Students should not arrive to school before 8:25, and should not walk through the parking lot at the rear of the school)

Grades K and 1 – Kindergarten Entrance from Southern Slope

Grade 2 – Main Entrance

Grades 3 and 4 - 4th grade entrance near front playground

Students will be admitted to the building no earlier than 8:30 am, weather permitting. Due to safety reasons, no parents or students should enter the building at any other point. The Main Entrance is to be the only point of exit during the school day (except during an emergency).

Carpool Line

Arrival:

- the carpool line begins forming on Southern Slope Drive at the intersection of Mountainview Road and Southern Slope
 - from this point it continues back Southern Slope, down Beech, and onto Ridgewood Road toward Myrtle Avenue
- cars may not enter the carpool line from Southern Slope (west of Beech) or from Ridgewood (west of Beech)
- as cars pull out, cars behind them are to pull up
 - no one should double park
 - no one should go around others and pull into “open” spots
 - no one should leave their car

Dismissal:

In an ongoing effort to assure the safety of your children at dismissal, we have studied the carpool line, and dismissal procedures further, and have come up with the rules/guidelines that need to be followed. We have been very successful with this process, and hope to continue the great work. The rules of the carpool line at dismissal are outlined below:

- the carpool line begins forming on Southern Slope Drive at the intersection of Mountainview Road and Southern Slope
 - from this point it continues back Southern Slope, down Beech, and onto Ridgewood Road toward Myrtle Avenue
- cars may not enter the carpool line from Southern Slope (west of Beech) or from Ridgewood (west of Beech)
- all loading of students is to take place on Southern Slope between Beech and Mountainview (in front of the school)
- as cars pull out, cars behind them are to pull up
 - no one should double park
 - no one should go around others and pull into “open” spots
 - no one should leave their car

Forgotten Items

Any forgotten items that are brought into the school are to be clearly labeled with the students name and class and placed on the table located at the main entrance. Students are not allowed to use the phones in the main office to call for forgotten items such as homework, instruments, lunch, sneakers, etc.

Birthday Celebrations/Star Student/Etc.

No food is permitted. Please refer to District Policy 5311.

Medical

Allergies:

We have a number of students with severe allergies at South Mountain School. If your student has an anaphylactic allergy, please make sure that our school nurse, Jane Nelson, is provided with a doctor's note, directions for care, and any applicable medications such as Benadryl and/or EpiPen. The classroom teacher should also be notified of any allergies and specific modifications. We are not a "peanut free school", but consider ourselves to be "peanut responsible", with a designated lunchroom table for our allergy students and their friends.

Illness:

If your child is sent to the nurse's office, and it is deemed necessary for them to be sent home, it is the parent's responsibility to come to pick up the child, or send an emergency contact to do the pick up. This emergency contact should live nearby for expedited pick up. Parents are expected to make every effort to get to the school as soon as possible. Any child with a fever must not return to school until they are fever free for at least 24 hours without medication. This helps with the prevention of the spread of disease to other students and staff.

Medication:

All medication, including vitamins, Tylenol, Advil, cough drops, inhalers, etc. must be taken to the nurse. All medication must be in the original box with the patient's name, date, doctor's name, the name of the medication, and the times it is to be dispensed. No medication can be dispensed by the nurse without a signed Medication Authorization Form. These forms are readily available in the Nurse's office.

This form must be signed by your child's doctor, as well as you, the parent. Students are not to administer these things on their own, carry them on their person, or in their backpacks. Cough drops are discouraged, as they are a choking hazard, and the American Academy of Pediatrics recommends that gargling with salt water is more effective for a sore throat.

Lice:

Parents will be notified if there has been a case of lice reported in their child's classroom. Students are allowed to return to school the next day, and report to the nurse's office, as soon as they have had one treatment.

Hygiene:

Students are reminded to wash their hands after using the restroom, and prior to eating. Wipes, water, and soap are always available to students that wish to use them at any time to clean their hands. Science tells us that this is one of the most effective ways to prevent the spread of disease.

Pets/Animals

According to Board Policy, dogs and other pets are NOT PERMITTED on school district grounds, except by the express permission of the building principal. Without this permission, a pet owner who brings or permits his/her animal on school grounds has committed an act of trespass.

Lunch/Recess

There will be special lunches each week provided through the PTO that parents have the opportunity to purchase for their children. If parents do not purchase a special lunch on any given day, it is their responsibility to provide lunch for their child. Students sit in the lunchroom according to their grade. The same lunch table each day, and for each lunch period, will be designated as an allergy responsible table for allergy students and their friends. No food is to be shared by any students at any table. Glass bottles are not to be brought in for water, juice, etc.

We will make every effort for the students to be able to go outside for their recess period. However, weather sometimes hinders our ability to do so. Wet or snow-covered ground will prevent us from going outside due to obvious safety concerns. Furthermore, when the temperature, including wind chill, gets below 25F, we will also stay in.

SAM Program

This is an after school program for students (currently located at Glenwood School). For information on this program, please feel free to call Jennifer Fischkoff at 973-376-0437 for details.

Restrooms

There are a number of restrooms for the students to use throughout the day and throughout the building. Before leaving the classroom, students are to follow the classroom rules for asking the teacher to leave the classroom to use the restroom.

Any student found to be using the restrooms in an unsafe, or unsanitary fashion, will have consequences for their actions. Any child that cannot responsibly use the student restrooms will be directed to use the restroom in the nurse's office where they can be more closely monitored.

Restrooms are not for use while playing outside after school. You should not expect to be let back into the building after school for this purpose.

Parent Request for Paperwork

If your physician, camp, etc. requires that you get a recommendation letter from the teacher, or need for them to fill out some type of survey, medical or not, you must provide a self addressed stamped envelope for the teacher. The teachers have been directed to send the information directly to the physician, camp, etc. Copies will not be made by the teachers to be given to parents.

Back to School Night

Each year the school will hold a Back to School Night where parents get a chance to come in to meet the teacher and find out about classroom procedures, as well as attend a general meeting run by the principal. Please understand that the nature of Back to School Night does not allow time for individual conferences with your child's teacher. In addition, we ask that children not be in attendance for Back to School Night, as it is a time for you, as parents, to interact with the staff.

Grading Periods/Conferences/Report Cards

The elementary school year is broken into trimesters. Parent/Teacher conferences are held in November and April. If your child will not be attending the last day of school, they will not be able to get their report card early. You may provide the teacher with a Self Addressed Stamped Envelope to have the report card mailed to you.

Field Days

The 1st through 4th grades will have their Spring Field Day held at a scheduled time at South Mountain School. Students are encouraged to wear their team colors. No student is to decorate their face, hair, arms, legs, etc. once they arrive to school. This is to be done at home only.

Field Trips

Each grade level will take a minimum of 2 field trips throughout the school year to locations that relate to the district's curriculum. These field trips are paid for by the PTO, with no financial responsibility on the part of the parent/guardian. More information will be provided by each grade level at the appropriate time.

Instrumental/Strings

Beginning in 4th grade, students will be offered the opportunity, if they wish, to begin lessons on a stringed instrument. Please be aware that regular class time will be missed due to lesson scheduling, so if you do not feel that they can afford to miss instructional time, you may want to have that discussion with them. If any student is asked to leave a lesson or rehearsal due to behavior, you will be contacted by the instrumental music teacher, and the “3 strikes and you’re out rule” will apply.

Faculty and Staff Information

<u>Position</u>	<u>Name</u>	<u>Email (@millburn.org)</u>
Principal	Scott Wolfe	scott.wolfe
Inst. Supervisor	Heather Fiory	heather.fiory
Secretary	Barbara Priore	barbara.priore
Secretary	Shawn Vath	shawn.vath
Nurse	Jane Nelson	jane.nelson
Kindergarten	Jessica Lazorko	jessica.lazorko
Kindergarten	Kim Laverty	kimberly.laverty
Kindergarten	Michele Shamis	michele.shamis
1 st Grade	Natalie Giammarino	natalie.giammarino
1 st Grade	Katie Mattis	kathryn.mattis
1 st Grade	Karin Odell	karin.odell
2 nd Grade	Tara Palatini	tara.palatini
2 nd Grade	Linda Sims	linda.sims
2 nd Grade	Holly Geist	holly.geist
3 rd Grade	Danielle Fabi	danielle.fabi
3 rd Grade	Maureen Sullivan	maureen.sullivan
3 rd Grade	Tina Watkins	christina.watkins
4 th Grade	Cathy Cereste	catherine.cereste
4 th Grade	Evelyn Smolenski	evelyn.smolenski
Resource	Diana Knight	diana.knight
Resource	Kate Phelan	kathleen.phelan
Resource	Suzanne Sheil-Romano	suzanne.sheilromano
Art	Carol Ayotte	carol.ayotte
Art	Janet Tsakis	janet.tsakis
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