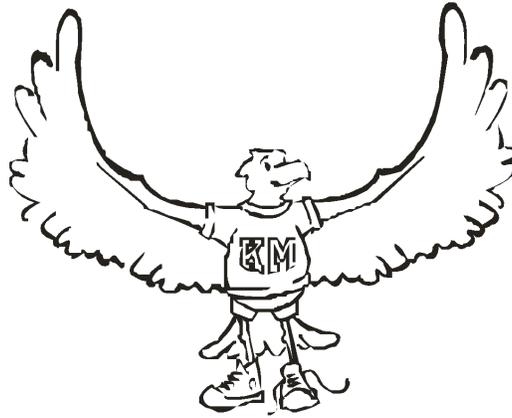


Kirby's Mill Elementary School

Student/Parent Handbook



2016-2017

151 Hartford Road
Medford, NJ 08055
(609) 953-7014

Mrs. Helen Saul, Principal
hsaul@medford.k12.nj.us

www.kirbysmill.org

Please complete the below portion, tear off this cover page and return it to Kirby's Mill.

I have read/reviewed the student handbook with my child. A copy of the handbook can also be found on the Kirby's Mill website at: www.kirbysmill.org.

Child's Name

Homeroom Teacher

Parent Signature

Date

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School Hours

Pre K (AM & PM) classes

	Normal AM	Normal PM	Early Dismissal AM	Early Dismissal PM	2-hr Delay AM	2-hr Delay PM
Arrival	8:30	11:45	8:30	No	No	11:45
Dismissal	11:00	2:15	11:00	School	School	2:15



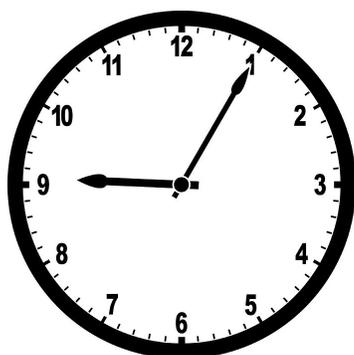
Pre K (Full Day) class

	Normal	Early Dismissal	2-hr Delay
Arrival	8:30	8:30	10:30
Dismissal	2:15	2:15	2:15

Grades K-5

	Normal	Early Dismissal	2-Hour Delay
Arrival	9:05	9:05	11:05
Dismissal	3:20	1:05	3:20

Arrival & Dismissal Procedures



The school day begins at 9:05. Students may not enter the building before 8:45. If students are being dropped off, students in K-2 should report to the playground behind the school closest to the main office entrance. Students in 3rd through 5th grade should report to the playground on the side of the building closest to the cafeteria. On days of inclement weather, all students should report to the cafeteria. Supervision will not be provided before 8:45 or after 3:20. If you need to make arrangements before or after school, please contact the School's Out program c/o YMCA Camp Ockanickon at (609)654-8225.

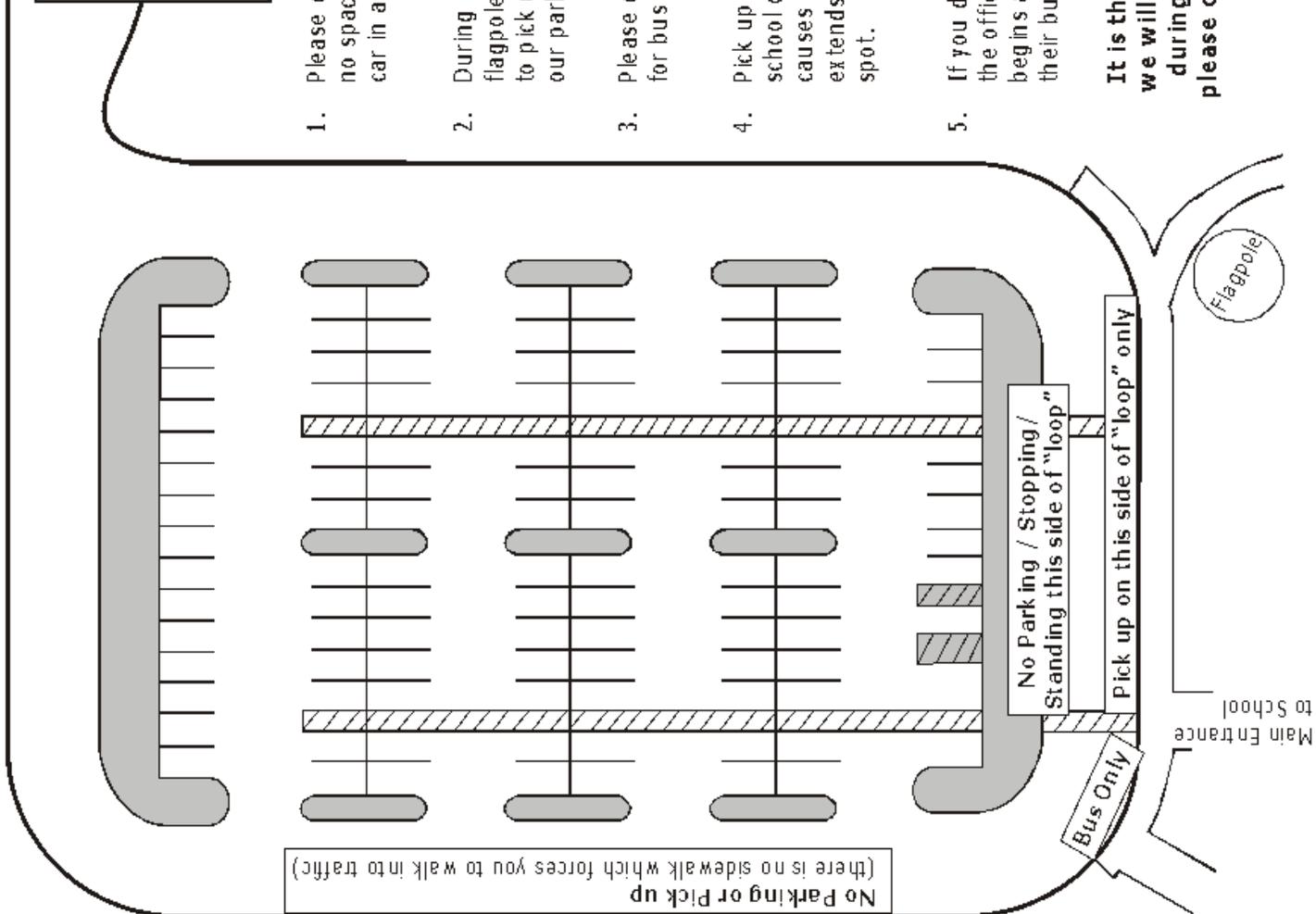
Students who are dropped off after 9:05 are considered late and must report to the front office with a parent/guardian to check the student in using the sign-in computer in the front office. The school day ends at 3:20pm. Parents/guardians who are picking a student up must wait in the hallway by the front office for the first call to be made at 3:10. Parents are then asked to sign that they are picking their child up. If you are picking your child up, please contact the office by sending in a letter in the morning or calling before 2:00pm the day you are picking up.

Dismissal

If you sent in a note and are picking your child up, please form a line in front of the table in the main hallway. Two staff members will be at this table at the start of dismissal. You will be asked to sign a sheet of paper acknowledging you picked up your child. This is to help us account for every child and make sure students are going with the correct person. While it will minimally slow down dismissal, it is a safer, more secure system.

1. Please do not park or drop off anywhere where there is no sidewalk. If there is no space to park, stop or stand where a sidewalk is present, please park your car in a parking spot.
2. During dismissal, if a parking area exists between the main entrance and the flagpole, please feel free to park on the side closest to the school and come in to pick up your child. If there is no area in that section, please find a spot in our parking lot.
3. Please do not block crosswalks. The space to the left of the main entrance is for bus only. Pickup is between the main entrance and the flagpole only.
4. Pickup parking in the loop should be on the side of the loop closest to the school only. Cars on both sides of the loop cause difficulty with bus traffic and causes dangerous situations for people walking in crosswalks. If the car line extends from the flagpole to the entrance, please park your car in an available spot.
5. If you did not send in a note that you will be picking your child up, please notify the office before 2:55pm with your pickup intentions. After that time, dismissal begins and we cannot guarantee that we will be able to pull your child from their bus.

It is the hope that if we can all adhere to these dismissal guidelines, we will create a safer, more efficient system for students and parents during our afternoon dismissal process. If you have any questions, please contact our Main Office. Thank you for your understanding and cooperation.



No Parking or Pick up (there is no sidewalk which forces you to walk into traffic)

No Parking / Stopping / Standing this side of "loop"

Pick up on this side of "loop" only

Bus Only

Main Entrance to School

Flagpole

Calendar Dates for the Year

August 31, September 1	Teacher Orientation
September 6	Student First Day
October 3	Rosh Hashanah
October 6	2 Hr. Delayed Opening/Teacher In-Service
October 12	Yom Kippur
November 8	Election Day (Schools Closed)
November 10-11	NJEA Convention (Schools Closed)
November 21,22	Parent/Teacher Conferences Grades K-8 (Early Dismissal)
November 23	Grades K-8 (Schools Closed)
November 24-25	Thanksgiving Recess
December 23	Early Dismissal
December 24-January 2	Winter Recess
January 3	School Reopens
January 10	2 Hr. Delayed Opening/Teacher In-Service
January 16	Martin Luther King Day (Schools Closed)
February 16	Parent/Teacher Conf. (Early Dismissal)
February 17	No School – Professional Development
February 20	President’s Day Weekend (Schools Closed)
March 15	2 Hr. Delayed Opening/Teacher In-Service
April 14	Easter/Spring Recess
April 24	School Reopens
May 29	Memorial Day (Schools Closed)
June 21	Last Student Day K-8 (Early Dismissal)

After School Policies

If your child is being picked up by a family member or another adult, your child *cannot* be released to that adult without written parental/guardian permission. Written permission must contain the name of the adult picking up your child and they must be prepared to provide photo identification to school personnel upon their arrival. They should report to the front office hallway at 3:10.

Early Sign-Out Procedures

Parent’s written request to sign a child out early for doctor/dental appointments, etc. must be brought in with the student the morning of their dismissal and given to the homeroom teacher. The homeroom teacher will then forward the notice to the main office. ***Please refrain from signing your child out of school early simply for convenience purposes as this disrupts the learning continuum.*** If a family member is picking up your child for a mid-day appointment or at the end of the school day, he/she must have identification that is consistent with your written permission. Your child will not be released without written permission and matching identification.

Attendance

Medford Township Board of Education adheres to New Jersey State Statute on attendance found in **NJAC 6A:16-7.8 Attendance**. This policy states that:

- A definition of unexcused absence, for the purpose of this section, that, at a minimum, shall be based on the definition of a school day, pursuant to N.J.A.C. 6A:32-8.3 and the following considerations:
 - Family illness or death;
 - Educational opportunities;
 - Written parental permission;
 - Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16



The following is the school staff's responsibility for unexcused absences:

For up to four (4) cumulative unexcused absences, the school district shall:

- Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- Conduct an investigation of the cause of each unexcused absence, including contact with the student's parents;
- Develop an action plan in consultation with the student's parents to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
- Cooperate with law enforcement and other authorities and agencies, as appropriate.

For between five (5) and nine (9) cumulative unexcused absences, the school district shall:

- Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
- Conduct a follow-up investigation, including contact with the student's parents, to determine the cause of each unexcused absence;
- Evaluate the effectiveness of the action plan developed pursuant to previously stated plan;
- Revise the action plan, as needed, to identify patterns of unexcused absences and establish outcomes based upon the student's needs and specify the interventions for achieving outcomes, supporting the student's return to school and regular attendance.

For cumulative unexcused absences of ten (10) or more, the student, between the ages of six and 16, is truant, pursuant to N.J.S.A 18A:38-27, and the school district shall:

- Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;
- Make a reasonable attempt to notify the student's parents of the mandatory referral;
- Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- Proceed in accordance with N.J.S.A 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal Statutes, as required.

Procedure for Absences

- Parents are to notify the school **EACH DAY** that their child is absent. If notification is not made, the absence is considered unexcused.
- Please call the absence hotline at (609) 953-7014. Leave your child's name, homeroom teacher's name and reason for absence. If your child is ill, please describe their symptoms including their temperature if they are running a fever. **If a parent/guardian does not call, we must call the parent/guardian to verify the absence from school.**
- Following an absence please send in a note to our school nurse explaining the absence. If there is a note from a doctor, dentist, or medical provider please send it in to the attention of our school nurse.
- If your child will be coming to school late for any reason, please call the absence hotline.
- An absence of five or more consecutive days requires a doctor's note.
- Family vacations during the year are discouraged. When vacations during the school year are planned by the parents/guardians, a written notice should be sent to school at least one week in advance of the intended vacation.

- Teachers **MAY NOT** provide vacationing students with work ahead of time. Work will be saved for them to be completed upon their return to school.

Cafeteria Charges

A computer payment plan is available to all students. Each child has a personal account with a personal pin number. Money (cash or check) may be sent to the school office and will be deducted from your child's account when lunch or snacks are purchased. The checks should be made out to MTPS with your child's name in the memo section. Parents may designate how the money is to be spent if they so desire. This plan is encouraged, especially for younger students who often lose money. Parents are notified when the account balance gets low.

2016-2017 Lunch Prices

<u>ITEM</u>	<u>PRICE</u>
Elementary School Lunch	\$2.70
Milk	\$.75
Pure Fruit Juice (4 oz.)	\$.65
Chilled/Fresh Fruit	\$.65
Vegetable on menu	\$.65
Reduced-Price Pattern Lunch	\$.40
Soup Bowl (8 oz.)	\$.75
Entree, A La Carte- Elementary	\$2.25
Crackers	\$.25
Ice Cream	\$1.00



Report Cards and Dates

Report cards are distributed four times per year. Varying by grade level, portions of the report card must be signed and returned. The following are the dates for report card distribution:

1 st Marking Period	November 9
2 nd Marking Period	January 27
3 rd Marking Period	March 31
4 th Marking Period	Last Student Day

Conference Dates

Parent/Teacher conferences are scheduled for the afternoon of Monday, November 21, the afternoon and evening of Tuesday, November 22 and the morning of Wednesday, November 23. Parents will sign up for conferences at Back to School Night.



February 16 is currently scheduled for the spring conference date. Conferences on this date are scheduled by the teacher and strictly on an as-needed basis.

Acceptable Use Policy

The District will notify the parents about the District's Internet access and the policies governing its use. Parents must sign an agreement to allow their students to access the Internet. Parents may request alternative activities for their child(ren) that do not require Internet access.

The District Acceptable Use Policy contains restrictions on accessing inappropriate material. There is a wide range of material available on the Internet, some of which may not be fitting with the particular values of the families of the students. The district utilizes a web filtering system in an attempt to prevent access to any inappropriate material. Although every effort will be made to closely monitor students' use of the Internet and their compliance with the Student Acceptable Use Policy, it is not possible for the District to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The District will encourage parents to specify to their child(ren) what additional material is and is not acceptable for their child(ren) to access through the District system.

The District will provide student and parents with guidelines for student safety while using the Internet.

For the complete Medford Township Board of Education Policy, please visit:

<http://www.medford.k12.nj.us/>

Affirmative Action Policy

The Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to insure continuing compliance with anti-discrimination laws and regulations.

An individual(s) appointed by the Superintendent shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation, sex, social or economic status, or disability. He or she shall:

1. Review current and proposed curriculum guides, textbooks, and supplemental materials for bias and determine whether such materials fairly depict the contribution of both men and women and various racial and ethnic groups in the development of human society;

2. Develop an ongoing program of in-service training for school personnel designed to identify and solve problems of bias in all aspects of the school program;
3. Review current and proposed programs, activities, and practices to insure that all pupils have equal access to them and are not impermissibly segregated in any duty, work, play, classroom, or school practice except as may be permitted under rules of the State Board of Education;
4. Insure that similar aspects of the school program receive commensurate support as to staff size and compensation, purchase and maintenance of facilities and equipment, and access to such facilities and equipment;
5. Insure that tests, procedures, and guidance and counseling materials that are designed to evaluate pupil progress or rate aptitudes, or analyze personality or in any manner establish or tend to establish a category by which a pupil may be judged are not impermissibly differentiated or stereotyped.

Parents or legal guardians, pupils, staff members, and members of the public shall be informed annually about the district's affirmative action plan for school and classroom practices, the designation of the Affirmative Action Officer, and the procedure by which an affirmative action complaint may be filed and processed.

The Affirmative Action Officer shall report as required to the Board on progress made in the affirmative action program for school and classroom practices. The Board will annually review district progress toward the objectives of any state-approved affirmative action plan.

Student Behavior Guidelines

In an ongoing effort to promote a learning environment of safety and respect for all members of the school community, the following code of conduct has been developed. While the goal is to focus on positive behaviors, clear consequences for not following the rules are also addressed.

Expectations for Student Behavior

Students are expected to:

1. Use appropriate language and good manners in class, on the playground, and on buses.
2. Maintain a positive attitude.
3. Respect the rights of others, including personal and school property.
4. Avoid physical contact, harassment, or bullying.
5. Avoid verbal teasing, harassment, or bullying.
6. Refrain from bringing anything to school that could cause harm to others.
7. Maintain good attendance.
8. Come to class ready to learn, prepared with materials and assignments.
9. Dress for success. Be neat and clean.
10. Be cooperative and always follow directions.



Outcomes for Following the Expectations

Students who meet expectations by demonstrating appropriate behaviors may receive the following:

1. Positive verbal recognition from adults in the school community
2. Full participation in school-wide privileges
3. Participation in special events for students

Consequences for Not Following the Expectations

The following consequences, in accordance with the inappropriate actions and the student's age and/or grade, may result:

1. Verbal and/or written discussion and warning by school staff
2. Recess and/or lunch detention
3. Before or After school detention
4. Conference in the Principal's Office
5. Written explanation of an incident by the student(s) involved to be reviewed by the Principal, Teachers, and/or Parents.
6. Written or oral apology to a person affected by one's inappropriate behavior
7. Restitution for items taken from another student
8. Restitution for school property that has been damaged
9. Exclusion from special events for students
10. In-school suspension
11. Suspension from school
12. Other individual consequences that may be assigned as a result of conversations between the Principal, Teachers, and/or Parents

MTPS BOARD OF EDUCATION POLICIES

For up-to-date information on the following policies, access your school or district website (District website – www.medford.k12.nj.us). Copies are available upon request from the school's main office.

- Harassment, Intimidation, and Bullying – Policy 5512/Regulation 5512
- District Sexual Harassment – Policy 5751/Regulation 5751
- Pupil Discipline – Policy 5600/Regulation 5600
- Acceptable use of Computer Network/Computers and Resources – Policy 2361/Regulation 2361
- Substance Abuse – Policy 5530/Regulation 5530
- Pupil Records – Policy 8330/Regulation 8330

All students have the right to:

- Be respected; therefore, have the responsibility to be respectful to others.
- Feel safe, free from bullying and harassment; therefore, have the responsibility to be safe and to keep others safe.
- Learn; therefore, have the responsibility to work peacefully.
- Be successful in school; therefore, have the responsibility to be prepared and do their personal best.
- Know what appropriate behavior is and the consequences that may result from their behavior.

Change of Address Requirements

If a change in residency is made, a parent or guardian is required to inform the district of such a move. Please contact Ms. Christina Hughes whose office is located at Kirby's Mill School. A change of address form will have to be completed as well as three proofs of new residency must be provided. Examples may include but are not exclusive to:

- Utility bill
- Car insurance card
- Driver's license
- Bank statement
- Settlement sheet may be used temporarily until the proper documentations are procured

Upon the school district's receipt of change of address form as well as proofs of residency, you may notify the transportation department of your new residency to arrange for proper transportation.

Transportation Supervisor

Liz Poblete (609) 953-5841
Press 1 ext. 1567

Class Placement

At the Kirby's Mill School, our focus is on teaching and learning. We are committed to the goal of academic excellence and believe that fundamental skills in core curriculum areas are the highest priority in the education of our young people. Additionally, our focus is on establishing safe, stimulating classroom environments that foster the social and emotional development of children.

It is our belief that the creation of class communities is critical in our ability to achieve these goals. As such, our process is one that is extremely extensive, taking into consideration a wide array of factors in an attempt to create balanced communities that will best serve every student.

Electronic Device Policy

In accordance with District Policy 5516, students may possess, display and use electronic portable devices only as set forth in this policy. In general, students and parents should follow these guidelines:

- The device must be set to the "Off" position throughout the entire school day. This includes lunch, recess, morning and afternoon dismissal times as well as while on the bus.
- The device must be concealed in the student's backpack.
- Students are responsible for ensuring their devices are off and concealed in their backpacks correctly.
- Kirby's Mill and Medford Township Board of Education are not responsible in any circumstance for the loss, destruction, damage or theft of these devices.



An electronic portable device may include, but is not limited to, the following:

- Cell Phones
- Walkie-Talkies
- Portable Video Game Systems
- iPods
- Other MP3 players

Upon the first infraction of this policy, the student will receive a written warning documenting the infraction. Upon the second infraction, the electronic portable device will be confiscated by a Kirby's Mill staff member and held at the main office until a parent or guardian can come and pick up the device at the office.

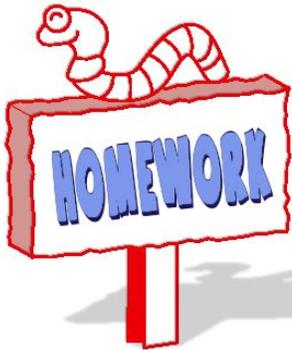
Guidance Services

An elementary school counselor is a person who helps children, parents, and teachers in a variety of ways:

- He or she meets with students individually and in small groups to assist them with achievement, social relationships, problem solving, and conflict resolution, as well as understanding and responding to thoughts and feelings.
- The counselor may initiate contact with students to assist them with disciplinary concerns, emotional responses, academic progress, and personal problems.
- In addition, the counselor conducts developmental classroom lessons that conform to the NJ Core Curriculum Standards.
- The counselor also facilitates a Pupil Assistance Committee.

The counselor will contact parents/guardians to discuss any concerns which are believed to be urgent and necessary. Students may ask to see the counselor directly, or can be referred by their parents, teachers, the principal, the Child Study Team, or any staff member who determines a need exists to support the student.

The child's well-being is at the forefront of the counselor's focus. Confidentiality involving all parties is honored and considered to be of the highest priority. Together with the school and home, guidance services can make a difference for the children of Kirby's Mill School.



Homework Policy

The Medford Township Board of Education, as well as the staff at Kirby's Mill School, acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

The staff at Kirby's Mill understands the importance of homework being used as a tool to help reinforce the day's instruction. It is the expectation of the school and staff that students utilize parents and/or guardians as a resource while completing homework. *Please ensure that you are making yourself available*

whenever possible to your child to help with their homework should they require it. We thank you for your continued support with this.

Students in grades 3-5 should be encouraged or required to maintain a homework assignment book, in which the pupil records his or her daily assignment. Pupils and parents or legal guardians may be asked to record the time necessary to complete each assignment; this information will assist teachers in verifying their estimates of the length of time a given assignment will require.

The following are general guidelines for suggested time limits of homework:

- **Grades 1 & 2** - ½ hour per day
- **Grades 3 & 4** - ¾ hour per day
- **Grade 5** - 1 to 1½ hours per day

Library

Kirby's Mill takes great pride in the Media Center here and all that it has to offer. Students will be exposed and have access to multiple forms of print as well as access to the latest forms of technology while in the library. Students will have weekly library times with their homeroom class that will include book retrieval and check-out, literacy exposure, lessons in research, exploration of literacy genres, as well as gain experience in the field of technology. Our staff and volunteers work hard to ensure that student's time in the Media Center is utilized effectively to produce knowledgeable and well-informed members of the Kirby's Mill School community. Our staff is extremely knowledgeable and accomplished in the field of library technology. The newest computer software, websites as well as a Promethean ActivBoard are utilized on a regular basis in our Media Center.

Each week, when students attend the Media Center for their instruction, they will be given the opportunity to return checked-out materials as well as check out new materials for the upcoming week. If a student forgets to bring back their due materials, the student:

- May place items on hold until the item(s) is returned.
- Will receive written notification of the item(s) overdue.
- May be asked to cover the cost of the material(s) so that replacements may be purchased.

Nurse/ School Health Guidelines

The school nurse is an integral part of the well-being and safety of the entire Kirby's Mill School community. Our Registered Nurse is on-site during all regular school hours to assist with any medical situation, no matter how large or small the need may be. Besides offering medical care, our nurse spends time visiting classrooms to provide students with General Health lessons, including areas such as personal hygiene, drug and alcohol awareness, building a positive school community, promoting positive mental health and various other health areas useful to the students of Kirby's Mill.



Regular school attendance is necessary for optimal learning. However, a mere presence at school does not ensure effective learning. A child must be feeling well in order to maximize the learning experience. If your child has any of the following symptoms please keep your child at home:

- Fever- The child should remain at home with a fever greater than 100. The child can return to school after he/she has been fever free for 24 hours (without fever reducing medicine such as Tylenol or Motrin).
- Productive or persistent cough.
- Vomiting or diarrhea- A child with vomiting and/or diarrhea should stay at home and return to school only after being symptom free for 24 hours.
- Persistent sore throat.

A child who has started antibiotics needs to be on the medication for 24 hours before considered non-contagious and able to return to school. You know your child best. If he/she does not feel well and will not be able to fully participate in routine school activities, please keep your child home.

Medication at School

Students may not have medication in their possession. This includes cough drops, cold medicine, aspirin, vitamins, or any other over-the-counter medications or preparations. The following steps must be taken in order for your child to receive any prescription or any other over-the-counter medication besides acetaminophen, ibuprofen, antacids, and cough drops while at school:

1. A Medication Authorization form must be filled out and include the name of the medication, time of administration and reason for the medication. This form must be signed each year by your child's health care provider.
2. The Medication Authorization form must include the parent/guardian's signature directing the school nurse to administer the medication at school.
3. All medication must be in the original container clearly marked with the child's name.
4. Due to safety concerns, students are no longer permitted to transport their own medication to school. Parents or a designated adult *MUST* bring the medication to school and hand it to a staff person. At the end of the school year, any unused medication must be picked by a parent or a designated adult. Any unused medication not picked up by the last day of school will be discarded.
5. Any child diagnosed with a life threatening illness or condition that requires self-medication should contact the school nurse.
6. Our school physician has written orders for acetaminophen (Tylenol) and ibuprofen (Motrin/Advil) for students. We must have written permission signed by a parent/guardian to administer these medications. The emergency card has been revised to include check boxes for you to indicate your preference regarding the administration of acetaminophen/ibuprofen.

Snacks at School

Teachers may permit students to bring in a daily snack to help students maintain focus during the morning periods of instruction. We ask that you please keep nutrition in mind as you prepare a snack for your child. Foods high in sugar are not permitted as an acceptable snack food and are actually detrimental to the child as they can create a loss of focus, make the child hyper or lethargic, and do not give your child the proper nutrition they need to learn. Foods that are high in protein as well as fruits and vegetables are the best options for a healthy snack.

Occasionally, your child may be a classmate with a student that has a food allergy. Should this be the case, the school nurse and/or homeroom teacher will notify all families of the allergy. It is vital that these guidelines are strictly observed to ensure the safety of all students in the classroom.

Parental Access to Student Records

In accordance with requirements set forth in New Jersey Administrative Code 6:3-2.3, entitled "Pupil Records," districts must notify parents annually of their rights in regard to pupil records and shall make copies of the applicable State and Federal Laws and Local policies upon request. Pupil records shall only contain information relevant to the education of the pupil and is objectively based on the personal observation of knowledge of the originator of the record. The local school district may not compile any other records except mandated and permitted records.

Mandated Pupil Records

Mandated Pupil Records are records which the school has been directed to compile by the New Jersey Statute, regulation or authorized administrative directive. Examples of mandated pupil records are: identifying data, pupil's name, address, date of birth, name of parents, citizenship and gender of the pupil; record of daily attendance; description of pupil progress; history and status of physical health compiled in accordance with state regulation; and all other records required to be kept by the State regarding the education of handicapped pupils.

Permitted Pupil Records

Permitted Pupil Records are records which our local Board of Education has authorized the district to collect by resolution adopted at a regular public meeting to promote the educational welfare of the student. Examples of permitted pupil records are: systematically gathered teacher or counselor ratings; and observations and varied reports of serious or recurrent behavior patterns.

As a parent or guardian, you and your child have a right to individual privacy and the right to know concerning information gathered by the school. This protection should help you maintain faith and trust in your local school system and will also assist school administrators and other staff members to effectively educate your child. If you have any questions or desire to examine your child's record file at any time, you may arrange to do so by contacting the Main Office at (609)953-7014.

Student Records and Confidentiality

When a student transfers to a public school district from another public school district, all information collected on that student pursuant to NJSA 2A:4A-60 shall be provided to the receiving district in accordance with the provisions of NJSA 18A:36-19a

1. The records shall be provided within two weeks of the date that the student enrolls in the receiving school district.
2. Written consent of the parent, guardian or adult student shall not be required as a condition of the transfer of this information

When a student transfers to a private school, (sectarian or non sectarian) records will be provided in the same manner listed above.

Student Dress Code

The Kirby's Mill School recognizes that each student's mode of dress is a matter of personal style and individual preferences. The staff will impose judgment only when a student's dress affects the safety or education of its students.

The following guidelines have been adapted from the Medford Township Dress and Grooming Regulation #5511:

- Students are expected to be clean and well-groomed.
- Students are expected to avoid extremes in appearance.
- Dress or grooming that jeopardizes health or safety will not be tolerated.
- Clothing should be mid-thigh or longer length.
- Hats are to be removed upon entering the building, except on theme days.
- Clothing which is excessively tight, sheer, brief or revealing will be prohibited.
- Clothing imprinted with obscene or violent images or vocabulary will not be permitted.
- Clothing advertising tobacco or alcohol may not be worn.
- Sunglasses, glazed and/or tinted glasses may not be worn inside the school building.
- Footwear that is not firmly attached to the foot, or shoes designed for beachwear are not to be worn. Sneakers must be worn on gym days.
- Any mode of dress that the principal decides is a safety or health hazard, or a distraction to other students may not be worn.



Students who are in violation of the dress code will be sent to the office and given an opportunity to change into more appropriate dress. If a student does not have a change of clothing, he or she will be asked to call home to request a change of clothes to be brought to the building. The student will not be allowed to return to class until dressed appropriately.

Highly Qualified Teachers

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The Elementary and Secondary Education Act requires that all teachers must meet a specific legal definition of "highly qualified" in order to teach in schools that receive federal funding. The legal definition of a Highly Qualified Teacher has three parts. It states that the teacher must have the following:

1. A four-year college degree;
2. A regular teaching certificate/license; and
3. Proof of their knowledge in the subject they teach.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Medford Township Public School District. All of our regular teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Visitor Information

Visitors are a vital and welcomed part of our educational community. However, all visitors to Kirby's Mill, for any purpose, must report to the Main Office. The doors to Kirby's Mill, for safety reasons, are locked during the school day. Please ring the buzzer and await the receptionist's directions for entrance. Parents and other visitors may not go directly to a classroom without permission from the office and an official visitor's badge. Such action causes unnecessary interruptions to the classroom proceedings and violates our security procedures. Visitors and volunteers are required to sign in at the Main Office prior to receiving a visitor's badge.



Birthday Treats

Board Policy 5331, Management of Life Threatening Allergies in Schools provides for Prevention Measures – Considerations for the Classroom, Regulation 5331, Section C., #2. It states "If possible consider prohibiting the use or consumption of allergen – containing foods in the classroom." As a result, Medford Township Schools do not allow birthday snacks/treats to be brought in for the class. Instead, Please know that we want to celebrate your child's birthday and have not lost sight of the fact that it is, in the eyes of the child, one of the most important days of the year. Below, you will see what Kirby's Mill does to help recognize your child's special day.

Student's name is read over the morning announcements. If your child has a summer birthday, they will have their name read on their "half birthday." For example, if your child's birthday is August 4th, their half-birthday will be announced on February 4th. This is so that no student is left out.

- Every child will receive a birthday certificate on their birthday (or half-birthday).
- Every child will receive a birthday sticker that they can wear throughout the day.
- Every child will receive a Happy Birthday pencil on their special day.
- Additional activities may occur in the classroom, organized by the teacher.

It is our intention to make sure that your child feels special every day they are here at Kirby's Mill, but with the above mentioned, that their birthday is one that is extra special.