

BLOOMINGDALE PUBLIC SCHOOLS

Ms. Allison Peischl
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Early Childhood Education*
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Martha B. Day Elementary School
225 Raffkind Road
Bloomingtondale, NJ 07403
(973) 838-1311 x 1301

MBD Handbook 2026-2027

Attendance:

All students are expected to be at school by **7:40 am**. Parents are to drop preschool students off at the side of the building. Kindergarten and first grade students are to be dropped off at the front entrance of the school. Parents are not permitted to accompany students into the building. Any child entering the building after **7:50 am**, must obtain a late pass from the office. If chronic tardiness becomes an issue, the building administrator will contact the parents to set up a meeting.

All children must be present in school for 4 hours to be considered 'present' for that day.

Arrival Procedures can be found at this [link](#).

Birthday Party/ Invitations:

Invitations to birthday parties are only able to be distributed in school if the entire class is receiving an invite. Birthday snacks or treats are not permitted for celebrations of your child's birthday in school. The only items permitted are small tokens given to each student in the class- pencils, stickers, keychains, etc. If you wish to come in for your child's birthday to read to the class, you must request permission from the classroom teacher and building administration prior to that date.

Change in Routine Procedures:

Changes in your child's routine- i.e. walking home, taking the bus, going home with a friend, aftercare, etc.- need to be made in advance by emailing the building secretary at aalbrecht@bpsnj.org. You are **strongly encouraged** to make any changes and/or accommodations known by 1:45 pm by contacting the main office secretary **AND** your child's classroom teacher(s).

Conduct:

Martha B. Day and the Bloomingdale BOE believes in a balance of remediation measures with disciplinary measures to support our learners at all ages. Classroom teachers will develop classroom routines and rules with their students. Please see the [code of conduct](#) for specifics:

Building rules include the following:

- Safety in the hallways- We will walk and use inside voices.
- Safety in the classroom- Students will adhere to all classroom rules.
- Safety with our peers- Students will engage in kindness and respectful behavior

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Dress Code:

Dress should be appropriate by age level. Shoes should be functional for the child's school day and remain firmly on their feet. 'Flip-flops' and slides are discouraged due to safety concerns.

As the weather changes, please ensure your child is sent to school with appropriate clothing to go outside at lunchtime. Recess will occur outside if weather permits and the temperature remains above 32 degrees. It is also recommended to label your child's belongings as our lost and found becomes very popular as the school year continues.

Emergency Information:

Emergency contact information must be kept current in Genesis so that you will receive information regarding school closings, early dismissals, etc. School closing plans should be reviewed regularly with your child to ensure that they know what arrangements they should follow in the event of an early school closing. Children should be familiar with all persons named in their emergency contact list in the event they are called to pick up your child in an emergent situation.

Any individual listed as an emergency contact will be required to show proof of identification.

Homework:

Homework is designed to support and extend the learning that takes place in the classroom. The district [Homework Policy \(2330\)](#) suggests that the number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the individual students. When assigned, it provides students with opportunities to practice skills, reinforce concepts, develop independence, and take responsibility for their learning.

Our homework practices are guided by the following principles:

- Homework is meaningful, purposeful, and connected to classroom instruction.
- Assignments help students practice new skills, strengthen understanding, and address individual learning needs when appropriate.
- Homework encourages responsibility, organization, and independent thinking.
- Teachers consider each student's age, abilities, and individual needs, as well as extracurricular activities and family time, when determining the amount and type of homework assigned.
- Directions, expectations, and due dates will be communicated clearly, and students will receive timely feedback on their work.

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- We value parents as partners in learning and encourage families to support students by providing a consistent time and place for homework, offering encouragement, and communicating with teachers if questions or concerns arise.
- Homework is assigned to enhance learning and is never used as a form of punishment.

All students are encouraged to read or be read to for at least 20 minutes per day as part of their daily routine.

Homework assignments will not be provided in advance unless the child is out for 3 consecutive days or more.

Lunch/ Recess Policies:

Children are expected to behave appropriately during lunch and recess. All school rules are to be maintained. Lunchroom aides will have access to the code of conduct and uphold district expectations for behavior.

Trust tickets are available for students who do not have money or lunch on a certain day. Trust tickets are not to be used excessively and are required to be paid back the next school day. Prepaid lunch is also available.

Nurse's Office:

The nurse is available in the building to take care of any child who may be experiencing a medical ailment. Children should not come to the nurse for assistance with injuries that have occurred outside of school time. **Children should be fever free and free from vomiting for 24 hours (without medication) prior to returning to school.**

All medications to be administered during school hours must be in a prescription bottle with the child's name, instructions for administration, dosage, and the name of the medication. Parents are required to bring in the medication, whether it is prescribed or over-the-counter, and doctor's orders for all medications, giving it directly to the school nurse.

If a parent does not call to report an absence, they will receive a phone call from the school nurse.

Phone Calls:

Student arrival and dismissal times (7:40 AM-8:10 AM/ 2:00 PM- 2:25 PM) are very busy for the main office and the school staff. If you call the office and we are not able to pick up, kindly leave a

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detailed message and we will contact you as soon as we can. You are also encouraged to email if you have not received a response from the school in a timely manner.

Prohibited Items:

Personal toys are encouraged to remain at home. Hand-held video game systems, iPads, and cell phones should not be brought to school. If any inappropriate item is brought to school, it will be confiscated and returned at the end of the day, following a discussion with the parent or guardian.

Teacher/ Administration Conferences:

If you require a meeting with your student's classroom teacher, a member of the support staff, or the building administrator, you are encouraged to call or email to set up a conference that is mutually agreeable by both parties.

Please refrain from using the chat feature in the Bloomingdale Application to request a meeting or conference.

Vacation:

If you would like to request work for your child during an unscheduled school vacation, you must contact your child's classroom teacher ONE WEEK prior to your departure. Any content the student misses during their vacation, will be covered once the child returns to school.

Visitors:

All visitors entering the building must ring the bell located at the front door. Upon entering the building, visitors must walk up the stairs and sign in at the kiosk using the ipad. The ipad will instruct you to complete questions. **An ID is required upon entering the building.** If you do not have an ID with you, please follow the instructions provided to you by the building secretary.

Any items that need to be dropped off to students, will be kept in the building vestibule. Parents will NOT be provided access to the main office to drop items off, unless they follow the above sign-in procedures.