

Transfers

Please contact the main office as soon as possible when planning to move; they will provide you with information on how to proceed to make the move as smooth as possible.

Attendance

Springville Elementary School maintains high expectations for attendance and punctuality. Regular attendance and punctuality enables students to benefit from well-planned and well-delivered instructional activities, including classroom discussions, presentations and cooperative activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study. Attendance and punctuality play a significant role in a student's success at school and are essential life skills.

TARDY: A child not in the classroom by 9:00 AM is considered late. Students who are tardy for school should report to the school office upon arrival.

ABSENCE: When your child is going to be absent, please call the school nurse before 8:45 AM. It will be necessary for school staff to call home if a phone call from a parent or guardian does not verify a child's absence.

A note with a parent's/guardian's signature explaining the nature of the absence is required upon the first day of return.

Arrival and Dismissal

The hours at Springville School are 9:00 AM to 3:25 PM. The AM kindergarten session is from 9:00 to 11:30, and the PM session is 12:55 to 3:25. On half-days, afternoon kindergarten begins at 10:30 and dismisses at 1:00. Students begin entering the building at 8:45. There is no supervision before 8:45 AM. Any student arriving prior to that time is encouraged to enroll in the morning daycare program.

Student Drop-off (AM)

In an effort to provide a greater level of safety for our children along with additional convenience for parents, children are to be dropped off at the entrance to the Kindergarten wing. At 8:45 AM, an adult will be posted at the back door, close to the school vegetable garden, to direct your child safely into the building.

We ask the following to help us make this a smooth process; Please...

- do not drop your child off before 8:45 as the back doors will be locked and unmanned.
- have your child exit your vehicle promptly.
- note that these roads are one-way, so you must go the long way around.
- observe the 5 m.p.h. speed limit.

Any child arriving after 9:00 AM is considered late and must be escorted, through the main (front) entrance, by a parent to be signed in.

Student Pickup (PM)

The student pickup venue is located in the hallway just inside the side doors, on the east side of the building, just across from the bus parking yard. The window of time to pick your child up is 3:20 and 3:35 PM. In order to have your child packed and ready for pickup, please send a note to his/her teacher no later than the morning of the day s/he is to be picked up.

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Parking is very convenient as there is a lot adjacent to the bus yard and right across from the parent pickup entrance.

Extended Day Care

The Extended Day Care Program (EDC) operates concurrently with the school calendar and is supervised by qualified staff. The EDC accommodates working parents by providing childcare before and after school within a flexible schedule. Homework help, athletic activities and arts and crafts are offered in an informal setting. For information on registration, cost and space availability, contact Ms. Suzanne Haftman, Extended Day Care Supervisor, at 231-5890.

Early Dismissal

As a general guideline, children should not leave school during school hours, except for an emergency. We do recognize that scheduling a doctor's or dentist's appointment during the school day is sometimes unavoidable. In such cases a note should be sent to the child's teacher on that day and the parent must come to the office to sign the child out of school. For security purposes, we ask that parents be prepared to present identification if requested by the office staff.

Emergency School Closing/ 2 Hour Delayed Opening

- ▶ If adverse weather conditions cause a cancellation of school, word of the closing will be sent to radio and television stations for announcement. School closing announcements start as early as 6:00 AM and are repeated frequently. Emergency information may also be found on our district web site at www.mtlaurelschools.org. The central office will also carry recorded messages at 856.235.3387. Each school district is assigned a code number; Mount Laurel's code number is **659**.
- ▶ In the event of an emergency school closing, Extended Day Care will also be closed.
- ▶ Closing school early due to inclement weather is avoided as much as possible. However, please discuss your family's emergency plan with your children just in case safety dictates early dismissal.

ACADEMIC PROGRAM

Differentiated instruction is integral to the way the Mount Laurel School District "does business." Differentiation is an instructional approach for each elementary grade level without "walls or ceilings" for students, ensuring that each student is challenged by a variety of instructional strategies suited to his/her achievement and ability levels, learning styles and interests. All students in every classroom at every grade level are nurtured and encouraged to learn and grow to their full potential.

The elementary curriculum emphasizes total child development—cognitive, affective, social and physical. The curriculum is directed by a five-year plan, which ensures that all programs are reviewed and updated cyclically. This plan considers the Core Curriculum Standards approved by the New Jersey Department of Education. It is developed and implemented through input from teachers and administrators, ensuring that all programs represent current theory and practice and reflect high expectations of students.

Classroom Assignments

The Mount Laurel School District cannot honor requests from parents for placement with a particular teacher or in a particular class. If a parent is dissatisfied with the placement that has been made, the principal should be contacted in writing and informed of the reasons. The principal will evaluate the situation on its individual merits and inform the parent of the decision. If a parent is not satisfied at this level, the parent may appeal to the superintendent in writing. The superintendent will then review the case and render a decision.

Reporting Student Progress

Report cards, interim progress reports and parent-teacher conferences are the primary means by which to inform parents of a child's progress in school.

Springville Elementary is committed to effective communications between students, teachers and parents. Conferences will be held twice a year. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences—call your child's teacher as soon as possible.

Report cards are issued quarterly.

Homework

Homework is the opportunity for students to practice specific skills, to extend learning, to remediate learning, to provide enrichment and to complete assignments not completed in class. Furthermore, it is important for students to develop a sense of responsibility for their learning. Teachers and parents are important partners in helping students learn this responsibility. Taking into consideration the benefits of regular homework and how it can enhance the children's education, Springville Elementary is committed to setting clear expectations for homework and communicating those expectations to students and their families.

Character Education

Character Education is a lifelong developmental process by which children learn about and apply core ethical or shared values to their lives. The State of New Jersey Department of Education has identified the following Six Pillars of Character Education—*Responsibility, Fairness, Citizenship, Caring, Trustworthiness and Respect*, which are interwoven throughout the core content curriculum. Many of our school activities and special events will have the Six Pillars of Character Education themes embedded.

Art

Creative expression is a universal component of human culture. Art education addresses the needs of the whole child. Exposing children to rich and artistic works will enable them to celebrate and appreciate cultural differences and similarities. The art program at Springville will encourage problem solving, concentration, self-discipline, cooperation and individuality and afford children both verbal and nonverbal avenues for communication allowing them choices for self-expression.

General Music

General music classes at Springville expose every child to a musical learning environment that is positive and encourages creativity. Students receive age appropriate lessons that consist of kinesthetic, visual and aural experiences. Through the playing of instruments, reading of music and other multi-tasking abilities, students learn to work together as a team to achieve a common goal. These experiences provide our children with an enriching appreciation for the arts as well as a positive outlet for individual growth.

Instrumental Music

Instrumental music serves to raise self-esteem and improve academic performance. It is offered to all third and fourth grade students. The student receives lessons once a week on a "pull out" system and also attends band or orchestra rehearsals. This program culminates in a Spring Concert performance for all to enjoy.

Physical Education

Physical education is an integral part of Springville's instructional program. All students are afforded the opportunity to participate in physical and health-related activities on a weekly basis that improve health, fitness, motor skill development, safety practices, positive social skills, team building and sportsmanship—just to name a few areas of emphasis!

Library and Media Center

The Springville Media Center is an exciting haven where books and media come alive! Children are encouraged to explore the library independently, use research skills to answer questions about the world around them and appreciate different genres of literature. Information literate individuals are responsible, independent, lifelong users of information, capable of accessing, organizing, evaluating, synthesizing and communicating information in all its forms.

Technology

The Mount Laurel Public School District is committed to the infusion of technology into all aspects of the educational program, making the use of technology natural to the educational experience and inherent to the way students work and think, in and beyond the classroom. It is in that spirit that most classes are co-taught, by both the classroom and computer teacher, within the authentic setting of the classroom.

Intervention & Referral Service (I&RS, I-Team)

Springville Elementary School operates a multidisciplinary Intervention and Referral Service (I&RS or I-Team). The I-Team offers teachers and parents the means of drawing on the resources of both the individual school and the larger district in an effort to assist students experiencing academic, behavioral, social, or emotional difficulty. Any staff member or parent may request that a child's needs be considered by the I-Team. This process is the mechanism by which district educational support services can be accessed to assist in providing success for all students.

Basic Skills

The Basic Skills Improvement Program is funded through both district and federal resources. It provides assistance to students functioning below our district's standards in reading, writing and/or mathematics. The program offers individual and small group assistance. A student must meet the criteria to be considered for the program.

Gifted Academic Program (GAP)

Gifted Academic Programming at Springville Elementary is based on student needs. In general, our students have an elevated achievement level, so most of their needs are met within the regular classroom. A variety of adaptations and modifications are made by the classroom teacher, including tiered assignments, differentiated expectations, compacting, acceleration, flexible ability grouping and enrichment opportunities.

In addition to providing pullout groups to those that qualify, the responsibilities and role of the GAP teacher are to serve as a resource for classroom teachers in providing the above-listed needs.

Child Study Team Services

The Child Study Team (CST) is a group of specialists employed by the Mount Laurel School District to provide consultative, evaluative and prescriptive services to teachers, parents and students. The CST, along with the school principal and the Intervention Team, makes recommendations for programs and placements that best address the needs of students who experience school-related difficulties. Questions regarding CST services should be directed to:

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- ▶ Preschool and Kindergarten Autistic—Ms. Angela Stoner, School Psychologist
- ▶ Grades K through Four—Ms. Kathryn Gulbin, Social Worker & Ms. Christina Daily, Learning Consultant (LDTTC)

Counseling Services

Springville has a full time counselor, Mr. Michael Sansone, who provides a broad spectrum of services that are an integral part of the educational process for every child. Mr. Sansone, also a certified School Psychologist, implements a comprehensive developmental program that focuses on educating the whole child—living in family, school and community systems—to produce positive educational outcomes.

Health Services

A school nurse is available if your child becomes sick or injured during the school day. Parents will be notified if the situation cannot be remedied by simple first aid. It is very important that all the information on the emergency contact list in PowerSchool is correct so that parents can be contacted promptly in an emergency. If any of the contact information changes, particularly parents' work numbers, please notify the school nurse of the new number so that we may reach you when you are needed.

Any medication, including over-the-counter medications, that needs to be taken during the school hours must be in its original container and requires **written authorization from the parent/guardian and a physician. All medication must be delivered to the nurse by a parent or guardian.**

In September, an authorization sheet for the “as needed” administration of Tylenol, Motrin, Tums and cough drops will be offered for parent signature. This will allow the nurse to administer these medications to the child when treatment is deemed necessary without contacting the parent each time for permission.

Physical exams are required of all new enrollees as well as students in kindergarten and fourth grade. Physicals must be completed by the student's family physician. School physicals are no longer being offered unless a parent signs a district form stating that the family does not have a medical provider.

Your child will be screened yearly in height, weight, blood pressure, sight and hearing. Deviations from the norm will be screened a second time. If deviation is noted again, the parent will be notified. All 10 year olds will also be screened for scoliosis.

Elevator

Regular use of the school elevator is limited to students that are disabled, wheelchair-bound or on crutches only. Individuals who sustain temporary injuries may also be permitted the use of the elevator with a parent/doctor note.

Homebound Instruction

Home instruction is available to students who cannot attend school for more than two weeks due to health-related issues. Please call the school nurse or the school counselor to inquire about specifics.

Child Abuse or Neglect

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Division of Child Protection and Permanency. Failure to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

School Citizenship

The goal of our school discipline system is to help children learn to regulate their own behavior. We try to take into account the developmental level of students and explicitly teach certain behaviors to our younger students. Mistakes are an opportunity for children to learn more about themselves and their place in the world; positive behavior is an opportunity for recognition. By the time our students reach fourth grade, personal responsibility for good behavior should be ingrained.

We seek to develop in students a sense of responsibility that causes them to interact appropriately with one another in a way that provides a safe environment for all. A safe environment, in turn, creates a climate that is conducive to learning. Our concern for safety is not limited to the physical environment, but includes caring for others and fostering social competency, positive values and a positive identity.

Transportation/Bus Safety

Bus transportation is provided for all students who live more than one mile from school or where walking conditions have been determined to be hazardous. Transportation provided by Mount Laurel Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year. Bus policy and rules will be distributed the first day of school. Buses are equipped to utilize video cameras to monitor student behavior.

Students must ride the bus to which they have been assigned. If an *emergency* arises and a student needs to be transported on a different bus the following steps must be taken:

- Send in a note making a request to switch buses for a specific date; please be sure to state the reason/s
- Secure a note from the adult whose home is the child's destination
- Submit **both** notes to the principal for approval
- Give **both** notes—with the principal's signature—to the bus driver when boarding

Lunch

The kitchen serves a complete hot lunch program; however, students who prefer may bring a lunch from home. Milk may be purchased separately.

Cost of School Lunch	
Lunch	\$2.30
Milk	\$.50

If your child has forgotten his/her lunch, they may charge one. *It is important that s/he repay the charge on the next school day.*

Children who are in need will be provided a lunch at reduced price or at no charge to the student. Students in need of such assistance will be determined by the criteria issued by the state of New Jersey. Eligibility requirements and application for free and reduced price meals are distributed to all students annually.

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A computerized cafeteria system is in effect at all Mount Laurel Schools. The good news for parents is that they may now place funds on deposit in any amount (as opposed to paying by the lunch). Students may select the lunch and ala carte items, and their choices will automatically be deducted from their personal account using a personalized pin number at the cash register in the lunch line. Parents can monitor the account (including what is being purchased) through our PowerSchool student database system.

Policies

A complete set of Board of Education policies is on file for review in the district website: www.mtlaurelschools.org

Pupil Records

Your child's records contain only information that is relevant to their education and is objectively based on personal observation or knowledge of the originator of the record. Parents and children have a right to individual privacy and the right to know concerning information gathered by the school. If you wish to see your child's records, you may do so by making an appointment with the principal's office.

General Safety

A safety committee meets on a regular basis to discuss security and safety issues. Any staff member, student or parent is invited and encouraged to bring concerns to our attention.

Visitors

Parents are always welcome to visit Springville, but as a matter of courtesy, the classroom teacher should be notified in advance. All Springville visitors must register in the main office and receive a self-adhesive visitor's pass. The pass must be worn at all times while in the building and returned to the office at the conclusion of the visit.

Emergency Telephone Numbers

It is essential for your child's health and safety that the school has a local telephone number of someone who is to be contacted, and who is available to pick up your child in the event of illness, injury, or early dismissal. Parents/guardians are reminded that if at any time they change their home, work, or emergency phone numbers the school nurse and main office should be notified immediately.

Fire Drills & Other Evacuation Drills

There will be fire drills conducted each month as required by state law. An auditory and visual alarm will signal the need to evacuate the building. Students will follow the directions given to them by their teachers or other staff members. A map indicating the nearest exit, as well as an alternative route, is posted in every room. Fire drills are concluded when the principal or her designee indicates the drill is completed.

Lock Down Drills

Multiple lock down drills will be scheduled during the year. The purpose is to account for all the students and faculty and move them to a safe place in case of an emergency. They will be tactfully and sensitively discussed with the children prior to the drills.

Parent Information

▶ Parent/Teacher Conferences

The educational welfare of our children is best served when there is mutual understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year—once in the fall and again in the spring.

Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences—call your child’s teacher or the school counselor as soon as possible. Parents are urged to utilize parent conferences to establish an active communication that will assist in the progress of their child.

▶ Principal Blog and Teacher Webpages

Dr. Mitchell blogs regularly about all the happenings at Springville, and teachers post news and information on their webpages. Check them out at <https://springvilleelementary.wordpress.com/> and <http://sv.mtlaurelschools.org/Staff-Websites/index.html>

▶ Wednesday Folder

The school will communicate with parents regularly by sending notices home with your child. We have provided each child a special folder for this purpose. Although some notices are “time sensitive,” and in rare cases, emergencies, the majority of school-to-home communication will arrive in the school folder on Wednesday. Please ask your child for the folder each Wednesday. However, most PTO notices will come attached to the Tiger E-Tails email.

▶ Parent Teacher Organization

The mission of the Springville PTO is to enhance and enrich our children’s academic experience by inspiring parents and teachers to work together to build a strong school community. Parental involvement is critical to a child’s success in school, and we encourage all parents to show their support for their children by getting involved in the PTO. While many PTO programs require parental participation during school hours, there are many committees and activities that support the children, the school and the PTO that are flexible and can be managed after hours, at your convenience, and do not require parental involvement during the school day.

We want every child at Springville to have the opportunity to benefit from a sense a pride in his/her parents’ involvement in the school, and we have plenty of opportunities for parents to show their support. Please join us as we work together for the benefit of our children. For additional information, please contact Mrs. Abbie Friedman, PTO President, at 856.234.8194.

Website

Springville Elementary School has a web presence that can be accessed at www.mtlaurelschools.org/springville. We encourage you to visit often!

English as a Second Language

The primary goal of the English as a Second Language (E.S.L.) program is the development of essential skills that will enable the student to function successfully in the mainstream of American schools and society. E.S.L. instruction in Mount Laurel is an integrated process of developing useful and necessary communication skills. Speaking, reading, writing and listening skills are developed and improved through the use of literature-based thematic units.



*Mount Laurel Schools
District Handbook Pages*

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Parents: Please review with your child and return signed acknowledgement form found at the end of this section to your school office.



Mount Laurel Township Schools' Student Discipline Code

Educational Philosophy

The Board of Education, Administration and Staff of the Mount Laurel Schools are dedicated to providing students with the opportunity to develop academic skills, interests, and abilities to their fullest potential. The schools strive to encourage students to form an appreciation for lifelong learning including critical thinking skills, good work habits, and self-discipline. We help motivate students to become responsible citizens and community members with a strong sense of values and ethics. To promote an appreciation for diversity with respect for oneself as well as others, our philosophy is to provide an educational program fostering creativity, cooperation, and collaboration. We believe that through a partnership with parents and community we can encourage students to develop an awareness of the environment and of the world, with a sense of integrity and responsibility. Meeting and even exceeding the expectations of our comprehensive educational program can only be accomplished through a shared responsibility and alliance among students, parents, staff and administration of the Mount Laurel Schools.

Student Outlook

Because no school can function successfully without rules, regulations and requirements are developed to which students are required to adhere. However, the most important component of student success is a positive attitude. The following are a list of "senses" which we believe students should develop and exhibit in order to advance to their greatest level of success.

1. **A Sense of Motivation** – School staff and administration understand that school involves hard work and we all know it should. Therefore, students are most successful when they arrive to school with a positive attitude towards expanding their academic, physical, social, and emotional growth.
2. **A Sense of Responsibility** – Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on your efforts, then many valuable opportunities may be wasted.
3. **A Sense of Courtesy** – In daily school life, it is routine to come into contact with people of different ethnicities, ages, beliefs, and backgrounds. Courtesy is the sense that helps you get along with others. Mount Laurel Schools require all students to display a sense of courtesy.
4. **A Sense of Good Citizenship** – Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student activities, and setting a positive example in the classroom, the hallways and when attending assemblies and other school events.
5. **A Sense of Sportsmanship** – This sense is especially applicable to athletic games/competition. Students must show respect to all teachers or parent

volunteers and consider their decisions as final. Competitors deserve spirited competition, but never hostility. Spectators must show positive spirit and enjoyment without annoying those around them.

The following pages outline specific behaviors and consequences that are enforced by our teachers and administrators.

Teacher-Enforced Behaviors		
<i>These behaviors (T1 – T16) may warrant any/all of the following consequences, depending upon the nature of the offense, and/or the discretion of the teacher. Students who repeatedly and/or chronically misbehave will be referred to the designated administrator as a result of their actions, and may face administrative-level assigned consequences.</i>		
#	Behaviors	Consequences
INAPPROPRIATE BEHAVIOR		
<i>T-1</i>	<i>Disobedience/disrespecting authority in the classroom</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-2</i>	<i>Leaving class without permission</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-3</i>	<i>Cutting teacher detention</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-4</i>	<i>Issuing verbal, visual, or written insults</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-5</i>	<i>Misrepresenting the truth</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-6</i>	<i>Copying/forging signatures, documents, etc.</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-7</i>	<i>Demonstrating disruptive behavior</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-8</i>	<i>Misbehaving during a fire drill</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-9</i>	<i>Arriving late to class</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-10</i>	<i>Chewing gum/eating unauthorized items</i>	▪ <i>Written Warning/Reprimand, Parent Contact via phone or e-mail, Detention</i>
<i>T-11</i>	<i>Writing/distributing notes</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-12</i>	<i>Being in unauthorized areas of the building</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-13</i>	<i>Plagiarism/Cheating</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-14</i>	<i>Violating the dress code</i>	▪ <i>Warning/Reprimand, Remedy/Change Clothing, Parent Contact</i>
<i>T-15</i>	<i>General class rules violation</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-16</i>	<i>Using electronic devices at inappropriate times (cell phone,</i>	▪ <i>Warning/Reprimand, Temporary Confiscation of Equipment, Parent</i>

	<i>CD player, radios, etc.)</i>	<i>Contact</i>
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<i>Administrator-Enforced Behaviors</i>		
<p>These behaviors (A17 – A51) may warrant any of the following consequences, pending the nature/severity of the offense, and/or the discretion of the administrator. Students who repeatedly receive administrative disciplinary actions may be recommended for expulsion procedures.</p>		
#	<i>Behaviors</i>	<i>Consequences</i>

INAPPROPRIATE BEHAVIOR

A-17	Disrupting the classroom	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-18	Making verbal insults	<ul style="list-style-type: none"> • First Offense: Detention, Peer Mediation Referral, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-19	Being generally disruptive	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-20	Inappropriate bus conduct	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral, Temporary or Permanent Removal from Bus
A-21	Disobeying authority	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-22	Distributing/possessing inappropriate material	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-23	Using inappropriate language	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral

A-24	Inappropriate/disruptive conduct in lunchroom/recess	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-25	Entering another student's locker	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-26	Abusing computer/network privileges	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: Temporary or Permanent Suspension of User Account, In or Out of School Suspension, Parent Conference, BSC Referral
A-27	Insubordinate behavior	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-28	Inappropriate physical contact	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-29	Leaving school grounds without permission	<ul style="list-style-type: none"> • First Offense: After School or In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-30	Throwing objects that may be dangerous to others	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-31	Cutting administrative detention	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral
A-32	Cutting class	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In-School Suspension, Parent Conference, BSC Referral

A-33	Cutting school, truancy	<ul style="list-style-type: none"> • First Offense: In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Extended Detention, Parent Conference, BSC Referral
A-34	Misrepresenting the truth	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral

DEFACING/DAMAGING SCHOOL PROPERTY

A-35	Damaging school property or property of others	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral, Restitution
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A-36	Stealing/Extortion	<ul style="list-style-type: none"> ▪ First Offense: Detention, Parent Notification, Restitution ▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, BSC Referral, Restitution
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THREATS AGAINST ANOTHER

A-37	Obscene/profane, harassing language or gestures (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Warning, Parent Conference, and/or Suspension (ISS option) up to 3 days depending on the nature of the incident. ▪ Subsequent Offenses: Suspension up to 5 days
A-38	Obscene/profane, harassing language or gesture directed at <i>staff members</i> (verbal, written, or visual)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days (depending on the nature of the incident), Parent Conference, BSC Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, BSC Referral
A-39	Making biased/racial/sexually harassing remarks/behavior	<ul style="list-style-type: none"> • First Offense: In or Out of School Suspension, Parent Notification, BSC Referral • Subsequent Offenses: Suspension, Police Contact, Parent Conference, BSC Referral

A-40	Making a verbal, visual, or written threat	<ul style="list-style-type: none"> ▪ First Offense: In-School Suspension, Parent Notification ▪ Subsequent Offenses: Suspension, Parent Conference, BSC Referral
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SEXUAL MISCONDUCT

A-41	Sexual Misconduct, (self and others)	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 10 days, BSC Referral, Parent Conference, Behavioral/Psychiatric Evaluation, Police Contact
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FIGHTING

A-42	Hitting/punching/striking	<ul style="list-style-type: none"> ▪ First Offense: In or Out of School Suspension, Parent Notification, BSC Referral ▪ Subsequent Offenses: Suspension, Parent Conference, BSC Referral
A-43	Fighting	<ul style="list-style-type: none"> ▪ First Offense: Suspension up to 3 days, Parent Conference, BSC Referral ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, BSC Referral, Possible Police Contact
A-44	Harassment, Bullying, Intimidation	<ul style="list-style-type: none"> ▪ First Offense: Peer Mediation Referral, Suspension up to 3 days, Parent Conference ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, BSC Referral

GANG ACTIVITY

A-45	Involvement in Gang Activity	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Police Intervention, Parent Conference, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
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POSSESSION OF WEAPONS

A-46	Possessing weapons or items that may be dangerous to others	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
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POSSESSION OF DRUGS

A-47	Possessing, using, or distributing tobacco, alcohol, or illegal drugs (may include legal drugs as well)	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
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VIOLENCE

A-48	Setting off fire alarm	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Fire Marshall Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-49	Firecrackers, matches, lighters, smoke bombs, stink bombs (possession of same)	<ul style="list-style-type: none"> ▪ First Offense: Suspension Up to 3 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance ▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, Police Contact
A-50	Making verbal, visual, or written, or physical threats of violence toward another student, adult, or member of the school community.	<ul style="list-style-type: none"> ▪ Suspension 5 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-51	Taking part in terrorist activity	<ul style="list-style-type: none"> ▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance

Note to Parents:

Please review these rules and guidelines with your children and return the acknowledgement form that follows to your child's school.

Know that disciplinary action will be applied consistently and uniformly with due process as outlined in the New Jersey Administrative Code. Student and staff confidentiality will be protected in accordance with federal and state law.

Certain infractions may require action that exceeds the above-named consequences and requires law enforcement notification. Those conditions are detailed in the district's Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

A copy of that agreement is available through our Office of Communication Services, 330 Mount Laurel Road. State and federal statute may supercede in some instances.



Harassment, Intimidation and Bullying Policy

Mount Laurel Board of Education Policy # 5131.1

The Mount Laurel Board of Education has adopted a comprehensive Policy on Harassment, Intimidation and Bullying as prescribed by New Jersey's Public Law 2010, Chapter 122, known as the Anti-Bullying Bill of Rights. The intent of this law, and Mount Laurel Board Policy 5131.1, is to ensure positive school climates that promote civility, respect and caring.

Under the new Board Policy, harassment, intimidation or bullying is defined in part as "any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived to be motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability".

It is important for parents to know that the law and policy cover incidents of harassment, intimidation and bullying that occur on school grounds, at school-sponsored functions, on school buses and off school grounds (such as in the case of electronic communications) when those acts substantially disrupt or interfere with the orderly operation of the school or the rights of other students.

The policy requires that students, parents, staff members and school volunteers receive training on the prevention of bullying as well as the procedures for reporting and promptly investigating related complaints. It outlines expected behavior for students and details consequences and remedial action for those who commit acts of harassment, intimidation and bullying.

Twice annually, under the policy, the Superintendent of Schools will report all acts of violence, vandalism, and harassment, intimidation or bullying to the Board of Education and to the New Jersey Department of Education. Information related to those reports will be included in a State Report Card for each school that will be posted on school websites.

A link to Mount Laurel Board Policy #5131.1 in its entirety can be found on our district website at: www.mtlaurelschools.org. It may also be obtained by mail by contacting the District Anti-Bullying Coordinator listed below.

Pursuant to Board Policy 5131.1, Mount Laurel School District has appointed a District Anti-Bullying Coordinator and a School Anti-Bullying Specialist in each of our eight schools. Contact information is as follows:

District Anti-Bullying Coordinator

Kelly Neiman - Mount Laurel Hartford School
397 Hartford Road, Mount Laurel, NJ 08054
Telephone - 856-231-5899

Countryside School Anti-Bullying Specialist

Claudia Horner - 115 Schoolhouse Lane
Mount Laurel, NJ 08054, Telephone - 856-234-2750

Fleetwood School Anti-Bullying Specialist

Jennifer Murphy - 231 Fleetwood Avenue
Mount Laurel, NJ 08054, Telephone - 856-235-3004

Hillside School Anti-Bullying Specialist

Brenda Betley - 1370 Hainesport-Mount Laurel Road
Mount Laurel, NJ 08054, Telephone - 856-235-1341

Larchmont School Anti-Bullying Specialist

Aimee Zabel- 301 Larchmont Boulevard
Mount Laurel, NJ 08054, Telephone - 856-273-3700

Parkway School Anti-Bullying Specialist

Jessica Tisa - 142 Ramblewood Parkway
Mount Laurel, NJ 08054, Telephone - 856-235-3364

Springville School Anti-Bullying Specialist

Michael Sansone - 520 Hartford Road
Mount Laurel, NJ 08054, Telephone - 856-231-4140

Mount Laurel Hartford School Anti-Bullying Specialists

Marc Cianfrani and MaryBeth Perella - 397 Hartford Road
Mount Laurel, NJ 08054, Telephone - 856-231-5899

Thomas E. Harrington Middle School Anti-Bullying Specialists

MaryEllen Slott and Sharon Sheehan - 514 Mount Laurel Road
Mount Laurel, NJ 08054, Telephone - 856-234-1610



Consent and Waiver Agreement

Board of Education Policy #6142.10

Internet Safety and Technology

Parents must review and sign the acknowledgement form that follows. Acknowledgement form must be returned to your child's school. By signing this consent and waiver agreement, parents/guardians state that they have discussed the rights and responsibilities contained herein and agree to abide by the restrictions contained in this agreement.

Further, parent/s or legal guardians are hereby advised that the Board and its employees do not have control over the information on the Internet, although the Board shall attempt to provide prudent and available barriers to objectionable material. Sites accessible by way of the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to certain individuals. The intention of the Board is to make the Internet available for the purpose of furthering its educational goals and objectives. The Board does not guarantee that pupils will not find some means to access materials not linked with those goals and objectives.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent/s or legal guardian/s understand that the Board and its employees have no control over content. While most of the content on the Internet is innocuous and much of it is a valuable educational resource, some objectionable material exists. The Board will provide pupils access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parent/s or guardian/s are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and its employees do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent/s or legal guardian/s having accounts on the Internet should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils who knowingly bring such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupils' accounts on the computer network and their use of computers.

The Board believes that the benefits to staff and pupils from access to the Internet as a source of information and collaboration, outweighs the disadvantages of access. Ultimately, the Board recognizes that it is the responsibility of parents and legal guardians to set and convey the standards pupils should follow over and above school standards. Toward that end, the Board respects each family's right to determine whether or not to permit pupils to use the computer network and Internet access.

Specific conditions and services on the computer network and the Internet change from time to time and the Board makes no guaranties with respect to services and specifically assumes no responsibility for:

1. The content of any information or advice received by a pupil from a source outside of the school district or any costs that are incurred as a result of seeking or accepting such advice;
2. Any costs, liability or damages caused by pupil use of the computer network or the Internet;
3. Any consequences of service interruptions or changes whether or not they were under the control of school district staff; and/or;
4. The privacy of electronic mail.

By signing this agreement, all signatories agree that the Board shall not be held liable for the use of the computer network and the Internet and that all users will abide by the following terms:

1. Use of the computer network and the Internet shall be for educational purposes;
2. Use of the computer network and the Internet shall not be for illegal purposes of any kind;
3. The computer network and the Internet shall not be used to transmit threatening, obscene or harassing material in any form;
4. Pupils will not disrupt the computer network and the Internet services by any unauthorized personal action;
5. Pupils will not attempt to gain access to any computer sites or files for which they do not have authorization;
6. Pupils will not copy information in any form to which individuals or organizations hold copyright without specific written permission from those individuals or organizations;
7. Pupils will not engage in game playing on computer networks except when authorized to do so for educational purposes;
8. Pupils will print materials for educational purposes only to authorized printers; and/or;
9. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks/computers are provided.

Individuals violating Board policy shall be subject to the consequences and other appropriate discipline, which includes but is not limited to:

1. Use of computer networks/computers only under direct supervision;
2. Suspension of computer/network privileges;
3. Revocation of computer/network privileges;
4. Suspension from school;
5. Expulsion from school; and/or;
6. Legal action and prosecution by authorities.

It is understood that employees of the Board may monitor pupil activity on the computer network and the Internet and that they may access files stored by pupils on district computers or a remote site accessed by district computers. It is further understood that the principal or superintendent may discontinue the computer network and the Internet access privileges and discipline any pupil who violates the terms of this agreement.

Curriculum Opt-Out Letters

The Department of Education allows public school students to choose not to participate in certain experiments involving animals in our Science Program.

In addition, parents or guardians who believe that any part of our Health or Family Life curriculum is in conflict with their conscience or sincerely held moral or religious beliefs may have their child excused from that portion of the course.

Such requests for opt-out must be sent in writing to your child's building principal. There will be no penalties as to grade, credit or graduation.



330 Mount Laurel Road • Mount Laurel, NJ 08054
Phone - 856-235-3387 • Fax - 856-787-9692
Robert F. Wachter Jr., MBA
Assistant Superintendent for Business/Board Secretary
www.mtlaurelschools.org • rwachter@mountlaurel.k12.nj.us

TO: ALL PARENTS OF TRANSPORTED STUDENTS
FROM: ROBERT F. WACHTER, JR.
SUBJECT: BEHAVIOR ON SCHOOL BUSES
DATE: SEPTEMBER 7, 2016

In order to help ensure that your child and other children riding the bus receive the safe transportation they deserve, we are using the following Assertive Discipline Plan:

Our Philosophy: We believe all students can behave appropriately and safely while riding on a school bus. We cannot tolerate students who would prevent drivers from doing their job or prevent other students from receiving safe transportation.

The following rules must be observed by students on the bus:

1. Follow the driver's directions the first time they are given.
2. Stay in your seat.
3. Wear your seatbelt properly at all times.
4. Keep all parts of your body and all objects (books, paper, etc.) in the bus.
5. No loud talking, screaming, shoving or fighting at any time.
6. No eating, drinking or smoking.

If a student chooses to break a rule, the following consequences are applied:

- | | |
|----------------------|---|
| 1st Incident: | Verbal warning. |
| 2nd Incident: | If problem persists, change seat. |
| 3rd Incident: | Reported to principal and written bus conduct report submitted. |
| 4th Incident: | Parent/principal/driver conference (possible suspension of bus privileges). |

5th Incident: Suspension of bus privileges.

NOTE: A serious offense warrants a written conduct slip immediately, i.e., fighting, vandalism, severe disrespect to a driver.

If a student chooses to follow the rules, they will earn:

1. Praise (Example - Good Conduct Award)
2. The right to listen to music.
3. Positive notes to parents.
4. Other appropriate rewards, as approved by Administration.

This transportation policy has been, or shortly will be discussed with your child. Please take some time to discuss it with him or her to be sure it is understood. We feel strongly that this program will help us provide safe transportation. We need your help and support to ensure its effectiveness.

Important: Please sign the attached acknowledgement form with your child and return it to school as soon as possible to ensure that you have reviewed the transportation discipline policy.

Below is a copy of the statute that grants the Board of Education the right to exclude pupils who display behavior detrimental to the safety of the other pupils.

Chapter 175, Laws of 1969

An act concerning transportation of pupils to and from certain schools and amending section 18A:25-2 of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

1. Section 18A:25-2 of the New Jersey Statutes is amended to read as follows: The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.

2. This act shall take effect immediately.



2016-2017 District Policy Acknowledgement Form

Parents:

This form must be signed and returned to your child's school as acknowledgement that you have reviewed the district policies and procedures listed and discussed them with your child. Please return this form promptly to your child's teacher.

- I acknowledge that I have reviewed and discussed the **Mount Laurel Township Schools' Student Discipline Code.**

- I acknowledge that I have reviewed and discussed the **Harassment, Intimidation and Bullying Policy Notice.**

- I acknowledge that I have reviewed and discussed the **Mount Laurel Township Schools' Internet Safety & Technology Policy.**

- I acknowledge that I have reviewed and discussed the **Mount Laurel Schools' Bus Safety Rules and Regulations.**

Parent Name (Please Print) _____

Parent Signature _____

Date _____

Student Name _____

Student Grade _____

Student's Teacher or Homeroom _____