

PARKWAY SCHOOL STUDENT-FAMILY HANDBOOK



2017-2018

Parkway Elementary School

142 Ramblewood Parkway

Mount Laurel, NJ 08054

Phone - (856) 235-3364

FAX – (856) 222-9758

Mrs. Donna A. Kinn, Principal

Mrs. Linda Randazzo, Secretary

Mrs. Joyce Borawski, School Nurse

Ms. Jessica Tisa, Guidance Counselor

Mrs. Linda Campbell, Office Aide

Central Administration

(856) 235-3387

Mr. George Rafferty, Superintendent

Transportation

(856) 778-6905

Mrs. Kat Lewis, Supervisor

Child Study Team

(856) 235-3417

Dr. Diane Willard, Director

Extended Day Care / Extended Kindergarten Option

856) 231-5890

***MOUNT LAUREL SCHOOLS WEBSITE ***

We encourage you to visit the Mount Laurel District Website frequently at:

www.mountlaurelschools.org

Here is where you will be able to find a multitude of District and Parkway School information such as Electronic Backpack, Parent/Family Portal, on-line calendar, LunchTime Portal, information regarding emergency closings, upcoming school and PTO events/fundraisers, just to name a few.

SCHOOL HOURS

- Grades 1-4 - 9:00 a.m. to 3:25 p.m.
- AM Kindergarten session - 9:00 a.m. to 11:30 a.m.
- PM Kindergarten session- 12:55 p.m. to 3:25 p.m.

Students may begin entering the building after 8:30 a.m.

Please note: There is no supervision before 8:30 a.m. Any student needing to arrive prior to that time should be enrolled in the morning Extended Daycare program. Please contact the EDC Office at (856) 231-5890 for information. Students arriving late to school must sign in at the main office & receive a late slip.

Early Dismissal

- Grades 1-4 - 1:00 p.m. dismissal
- PM Kindergarten - 10:30 a.m. to 1:00 p.m.

Two-Hour Delayed Opening Schedule

- Grades 1 thru 4 - 11:00 a.m. to 3:25 p.m.
- K-AM Session - 11:00 a.m. to 1:30 p.m.
- K-PM Session - 12:55 p.m. to 3:25 p.m.
- Lunches will follow the usual schedule.



ATTENDANCE

Attendance is extremely important for all school children. However, if your child will be absent from school, please call Parkway School and follow the phone prompts for reporting a student absent. This may be done outside of the normal school hours. If your child is absent and we have not heard from the parent/guardian, a phone call will be made to follow up. If your child is absent more than 15 days during a school year, a notice will be sent home to parents. If the absence continues beyond that time, a follow-up notice will be sent.

If it becomes necessary for a child to be away with his/her family while school is in session, parents are required to notify the building principal two weeks in advance, in writing, of such a planned absence. Parents are urged not to abuse the practice of extended absence when school is in session and to follow proper procedure when such absence is necessary.

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 standard in reading, writing and math. The program offers individual and small group assistance. If you have any questions, please contact Mrs. Maria Kelly.

BIRTHDAYS AND CLASSROOM PARTIES

Birthday Treats:

Parents/guardians like to send in special treats to make their children feel special on their birthdays. We request non-food items such as pencils, erasers, or stickers. You may also check the district website under **Cafeteria Service** for information on our Healthy Snack Service to celebrate your child's special day. If you are sending in something for your child to distribute to classmates, **please contact your child's teacher to arrange a convenient day**. The teacher will inform you if there are any allergies or other restrictions. Summer birthdays are usually celebrated at the end of the school year.

Birthday Party Invitations:

To avoid hurt feelings, please do not send invitations to school unless you are able to invite every student in your child's classroom.

Classroom Parties:

During the school year, several classroom parties are scheduled and your child's Room Parents will be in contact with you about them. Additional celebrations must be arranged with the principal and classroom teacher.

BUSING & 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. Buses are equipped to utilize video cameras to monitor student behavior. Two bus evacuation drills are scheduled during the school year. Bus policy and rules are included at the end of this handbook. **The policy must be read and acknowledged by signing and returning the 2016-2017 District Policy Acknowledgement Form.** Students must ride the bus to which they have been assigned. If an emergency arises for babysitting reasons only and a student needs to be transported on a different bus, the following steps must be taken:

- Notes from BOTH the parent/guardian making the request to switch buses and the adult whose home is the child's destination must be submitted to the main office, noting the specific date(s) requested.
- The principal must approve both notes.
- Both notes must be given to the bus driver when boarding at dismissal time.
- Do not make arrangements directly with the bus driver. Drivers are not authorized to do this without approval from the principal.**
- To reach the Transportation Dept. directly, please call 856-778-6905.**

CELL PHONES

The **Mt. Laurel Board of Education** permits the possession and use of wireless e-mail devices and cellular telephones on school property **where it is supportive of staff and student safety**, the general school building welfare and academic/co-curricular education programs.

All wireless e-mail devices must be turned off and stored in a locker or book bag, inaccessible to the student during school hours unless authorized by the teacher through the principal for a specific learning activity. Such use must not disrupt instructional programs or before/after school activities. Disruption to the teaching and learning process will result initially in confiscation of the cellular telephone. Further disruptions will result in disciplinary actions.

For good cause, the Superintendent or designee may prohibit the use of such devices within a particular school.

The Board of Education takes no responsibility for the loss or theft of such devices.

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.** Teachers emphasize the character development aspect of the educational experience in classroom activities and lessons. Many of our school activities & special events focus on the **Six Pillars of Character Education.**

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, parent/guardians and students. The CST, along with the school principal and the Intervention & Referral Service, make recommendations for programs and placements that best address the needs of students who experience school-related problems. The Child Study Team Office is located in the Larchmont School building (856) 235-3417.

CLASSROOM ASSIGNMENTS

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

COMMUNICATION WITH TEACHERS/STAFF

The Parkway teachers and staff are anxious to keep the lines of communication open between home and school. When you wish to speak to a teacher for any reason send an email to the teacher, leave a voice mail or send a note to school with enough information so that the teacher can call you at a convenient time. For anything needing immediate attention, please be aware that an email may not be opened until later in the workday. If there is no time for a note to be written, please call the school office and leave a message. The staff email addresses can easily be accessed through the Mount Laurel Schools website (www.mtlaurelschools.org) by clicking on Parkway Elementary School, then Staff Roster.

CORRECTIVE READING

The corrective reading program at Parkway provides assistance to students who are experiencing difficulty with reading, not only in their reading class, but in the disciplines as well. The role of the corrective reading teacher is to help raise a student's basic reading level to the point where he/she can return to classroom reading with understanding and enjoyment. If you have any questions, please contact Mrs. Nicole Beale.

COUNSELING SERVICES

At Parkway, counseling services are an integral part of the educational process for every child. Our school's counseling program is a future-oriented, ongoing process, which engages pupils when they enter our school in kindergarten, and continues until they leave. Counseling services include developmental whole class instruction, as well as

individual and group interaction on a short-term basis. Parents/guardians are encouraged to call our Guidance Counselor, Mrs. Jessica Tisa, with any questions concerning the counseling or testing programs.

CRISIS TEAM

The Crisis Team Committee meets on a regular basis to discuss security and safety issues. Any staff member, student or parent is invited to bring concerns to our attention.

CURRICULUM

The district's 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.

DELAYED OPENING SCHEDULE

In order to allow school to remain open on days when weather conditions are poor in the early morning hours; a two-hour delayed opening schedule has been developed. In the event of a two-hour delayed opening, regularly scheduled transportation will be delayed accordingly. Lunches will be served as usual when there is two-hour delay.

TWO-HOUR DELAYED OPENING SCHEDULE Grades 1 thru 4 -11:00 a.m. to 3:25 p.m. K-AM Session - 11:00 a.m. to 1:30 p.m. K-PM Session - 12:55 p.m. to 3:25 p.m.

DISCIPLINE

Please refer to the **Mount Laurel Township Schools' Student Discipline Code** at the end of this handbook. **The policy must be read and acknowledged by signing and returning the 2017-2018 District Policy Acknowledgement Form.**

DISMISSAL PROCEDURES

In conjunction with the Mount Laurel Police Department, and in the interest of the safety and security of our students and staff, our dismissal procedure is as follows:

- Extended Day Care Students will be dismissed to the care of the EDC staff first, beginning at approximately 3:20 p.m.

- Students who are designated as "walkers" by the School District (i.e. they are not assigned to ride a bus) will be dismissed out of the "A Wing" side doors at 3:25 p.m. where they will proceed to the crossing guard at Ramblewood Parkway. Parents of walkers, who choose to pick up their children, may meet them at this spot, or at the "A Wing" door. Parking will be available for this purpose on Ramblewood Parkway, or on

St. Andrews Drive. **Do not pull into the school parking lot, as buses will be picking up students.** “Walkers” do not need to be signed out of school, so please have a back up plan in place in the event that you are unable to meet them.

☐ “Parent Pick-Up” students (students who normally ride a bus but are being picked up that day) will be announced and will report to the library. **These students must be signed out in the Lobby.** Once signed out, a staff member will call them to be dismissed to their parents. Parents picking up their children will wait at the front entrance of the building until a staff member unlocks the door. Parents will then proceed to the sign-out table. All parents are required to send in a note to school to alert the teacher and office staff of their plans. **Students will not be released to a parent/guardian unless they have proper photo identification.**

☐ Once daycare and walkers are dismissed, buses will be called.

Please Note: Driving in the circular drive in front of our building is not permitted as it is used for buses to transport our students to and from school. This would create a dangerous situation and would add to the congestion of traffic at dismissal time.

EARLY DISMISSAL BY PARENT/GUARDIAN

If it is necessary to pick up your child from school early, please send in a note to alert the teacher and Main Office of your plans. We respectfully ask that you do so, only if truly necessary, so as not to disrupt classroom instruction. For the same reason, please try to schedule doctor’s appointments after school. Please write a note stating **when** and **who** will be picking up your child. The student will be called to the Main Office upon arrival of the person picking up the child. The parent/guardian should wait for the child in the Main Office or designated area. **The parent/guardian must sign the child out of school and be prepared to show photo ID.**

EMERGENCY EARLY DISMISSAL

Closing school early due to inclement weather *or any other emergency* is avoided as much as possible. However, please discuss your family’s emergency plan with your child just in case safety dictates an early dismissal. Please see the **EMERGENCY NOTIFICATION SYSTEM** section. **In the event of an emergency school closing, Extended Day Care will also be closed.**

DRESS CODE

Research shows that the way students dress for school affects their attitude and behavior. District dress regulations are intended to make the student body, staff, parents/guardians and visitors proud of our students’ appearance. All students are expected to wear clean, sensible attire at all times. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others, interfere with school work, create disorder or disrupt the educational process.

The principal shall determine whether the dress or grooming of a student comes within these prohibitions. **Please note: For safety reasons and problems with breakage, flip-flops and other beach/shower-type footwear are not appropriate. Sneakers must be worn for physical education class. Also, please be sure your child is always prepared with appropriate outerwear for outdoor recess.**

EMERGENCY PHONE NUMBERS

It is essential for your child's health and safety that Parkway School have a local phone 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 Main Office, school nurse, and room parents should be notified immediately.** You can easily do this by going to the district website and checking your child's demographic information through the parent portal. Print out your child's demographic page, make the necessary changes, and send it to school.

EMERGENCY NOTIFICATION SYSTEM

The Mt. Laurel School District encourages parents/guardians to sign up for one of our emergency notification systems. First - be assured that the information submitted is completely private and is not used for any other purpose. The system is used rather sparingly - but will announce important information such as **snow days, delayed openings or a real-time emergency situation**. In the event of a real emergency - you will have access to the most up to date information and, most importantly, it will be *accurate!*

The Mt. Laurel School District is able to keep you up to date in several ways. You can choose to do whatever way works best for you, **but please make sure you register for some type of instant notification**. Also, register **all** of your email addresses and cell phone numbers to ensure both parents are kept informed and ready to act on the information. Visit www.mtlaurelschools.org, go the Parents tab and click on "Communications" for more information and to sign up. Please act on this immediately, so that you can rest easy knowing you are truly in the loop!

EXTENDED DAY CARE

A self-supporting program, Extended Day Care, accommodates working parents by providing childcare before and after school. The program features flexible scheduling where homework help, athletic activities, and arts and crafts are offered in an informal setting. Please remember that when school is closed due to inclement weather, Extended Day Care is also closed! To register or for additional information please contact: **Extended Day Care Coordinator at (856) 231-5890.**

FIELD TRIPS

Field Trips are considered a part of our educational program and are planned, as such, with definite objectives determined in advance. Appropriate instruction will precede and

follow each trip. Students are expected to conduct themselves courteously at all times during field trips. Students may be barred from class trips when there are concerns for their safety or the safety of others. School rules for cell phones remain in effect while students are on field trips. Pictures may be taken with cameras only.

GAP (GIFTED ACADEMIC PROGRAM)

Gifted and talented children are identified and provided services in grades K thru 4 at Parkway Elementary School. While the promise of challenging work is attractive to all parents/guardians, gifted children learn and think differently and only those children who truly need to be in the program will be appropriately placed. Consistent with child development and the field of gifted education, the process includes input from diverse sources, including the adults that know the child best (parents/guardians, teachers and principals). Testing data and work portfolios are included in the evaluation. The resulting comprehensive profile enables the screening committee to properly identify children for the program. Any questions regarding the program at Parkway can be directed to Ms. Kelly Schew, GAP Teacher.

GOOD CITIZENSHIP

No matter where you go or what you do, you will find certain regulations. Naturally, there are rules at Parkway Elementary School. They are meant for your child's benefit and the entire school community. Students should conduct themselves at all times to reflect their good upbringing. Students should show respect and appreciate the respect when others show it to them. While students are at Parkway School, they are responsible to the school authorities and teachers for their conduct. Good behavior can help make our students school life happy and rewarding. We want our students to be proud of their school and their fellow classmates, and we want others to be proud of them, too. Each student has a responsibility for making Parkway Elementary School the best it can be.

HARRASSMENT/INTIMIDATION/BULLYING

The Mount Laurel Board of Education and the Parkway Community believe that an integral part of each student's academic, personal and social growth is the acquisition of life skills that will assure success over the entire course of his/her life's journey. It is the policy of the Board of Education and School District that harassment, intimidation and bullying activities are inconsistent with the educational process and will be prohibited at all times. Please see important District information at the end of this handbook regarding Harassment/Intimidation/Bullying. **The policy must be read and acknowledged by signing and returning the 2017-2018 District Policy Acknowledgement Form.**

HEALTH SERVICES

Our School Nurse, Mrs. Joyce Borawski, is on duty every school day. Any child suspected of having an infectious or contagious disease should be referred to the nurse. Any medication(s), including over-the-counter medication(s), that needs to be taken during school hours must be in its original container and requires **written authorization from the parent/guardian and a physician. All medication(s) must be delivered to**

the nurse by a parent or guardian. Medication must be in its original labeled container.

In September, an authorization sheet for the “as needed” administration of Tylenol and cough drops will be offered for parent/guardian signature. This will allow the nurse to administer these medications to the child when treatment is deemed necessary without a physician’s note. Students may not self-administer cough drops or other pain relief medications.

Parents of children with special health care needs should contact the school nurse for assistance and information on policies to aid the student while in school. Physical exams are required for all new enrollees as well as students in kindergarten. Physicals must be completed by the student’s family physician. School physicals are no longer being offered unless a parent/guardian 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, hearing and vision. 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.

24-Hour Rule:

If your child has a temperature, diarrhea, vomiting, throat infection or strep, he/she should not return to school until 24 hours after the symptoms have subsided, or 24 hours after antibiotics have been started.

HOME INSTRUCTION

Home instruction is available to students who cannot attend school for more than two weeks due to health reasons or serious illness. Please call the School Nurse or the School Counselor to inquire about specifics.

HOMEWORK

Homework serves as an important function of the educational and social development of all students. It is an integral part of the overall instructional program. It enables parents/guardians to be kept up to date with the lessons of the day. It provides students with additional time to practice and apply learned skills and it allows them to prepare for class discussions and activities. Parental support and cooperation is necessary so that homework will provide a positive impact on their child’s/children’s learning. Therefore, parents/guardians providing an appropriate time, a quiet work place and support, serve to create in their child a responsibility for learning.

INCLEMENT WEATHER (DELAYED OPENINGS/SCHOOL CLOSINGS) **EMERGENCY CLOSING #659**

It is the responsibility of each parent/guardian to know when school is cancelled, delayed or will be closing early in case of inclement weather. **Please refer to the EMERGENCY NOTIFICATION SYSTEM section.** If adverse weather conditions

cause a cancellation of school or delayed opening, in addition to the Emergency Notification System, word of the closing will also be sent to local radio and television stations for announcement as early as 6:00 a.m. Emergency information may also be found on our web site at: www.mtlaurelschools.org and **Cable Channel 19**.

Please do not call the school to inquire about school closings, as our phone lines must be kept open.

INTERNET SAFETY AND TECHNOLOGY POLICY

Please refer to the **Mount Laurel Township Schools' Internet Safety and Technology Policy** at the end of this handbook. **The policy must be read and acknowledged by signing and returning the 2017-2018 District Policy Acknowledgement Form.**

INTERVENTION & REFERRAL SERVICES (I&RS)

Parkway Elementary School operates a multidisciplinary Intervention and Referral Service (I&RS). The I&RS offers teachers a means of drawing on the resources of both the individual school and the total district in an effort to assist students experiencing academic, behavioral, social or emotional difficulty. Certified staff members, parents or guardians may request that a child's needs be considered by the I&RS Committee.

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 concert performance at our annual "Night of the Arts" for all to enjoy. Look for information regarding Instrumental Music Sign-up in September.

LOST AND FOUND

Lost or misplaced items begin to pile up soon after the year begins. **Please label all personal items such as coats, sweatshirts, lunchboxes, etc.** This will make it much easier for lost items to make their way back to their owners, and will save you from having to replace them. All unclaimed items will be donated at the end of the year.

LUNCH PROGRAM

The kitchen serves a complete hot lunch program, however, students who prefer may bring a lunch from home. More information regarding the Lunch Program, including forms, can be found on the district website under "Cafeteria Service." **The cost of a School lunch is \$2.35. Milk may be purchased separately for \$.50.** Children who are in need will be provided a lunch at reduced price or at no charge to the student(s). 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.

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

MORNING DROP OFF PROCEDURES

If you are dropping your child off at school in the morning, please adhere to the following rules. These rules have been established **in conjunction with the Mount Laurel Police Department** and must be followed for the safety of the entire Parkway community. **Please pass this information on to anyone who is responsible for bringing your child to school in the morning.**

- Please *obey all directional traffic signs* that are posted in the Parkway parking lot.
- Children should be dropped off at *the crosswalk only* – do not pull up to the yellow painted curbs. This is hazardous and blocks the buses coming into the lot.**
- If you need to get out of your car for some reason, you must pull into a parking space. Please *do not get out of your car in the drop-off line for any reason*. This holds up traffic and is an inconvenience for everyone else in line.
- If you need to walk your child into the school building, please do not pass through the parked cars, but proceed to the painted crosswalk area.
- Please *be aware of pedestrians* walking in the parking lot – we have had many close calls when drivers are not paying attention to where they are going!
- When dropping your child off at daycare in the morning, please **drive slowly and cautiously** through the parking lot since staff members are also arriving at this time.
- Please *be respectful and courteous to our Aides* who are outside assisting with morning arrivals to school and *please comply with their directions*. These hardworking staff members are doing their job and are there to help ensure the safety of all our children, parents and staff!

PARENT/TEACHER CONFERENCES

The educational welfare of our children is best served when there is complete understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year, in the fall and in the spring. In addition to the two scheduled conferences, parents/guardians may make appointments to see the teachers at other times during the school year. An appointment can be scheduled by contacting the teacher. Parents/guardians are urged to utilize parent/teacher conferences to establish an active communication that will assist in the progress of their children.

PARENT TEACHER ORGANIZATION (PTO)

The mission of the Parkway Elementary School PTO is to enhance and enrich our children's academic experience by inspiring parents/guardians and teachers/staff to work together to build a strong school community. Parental involvement is critical to your child's success in school and we encourage all parents/guardians to show their support for their children by getting involved in the Parkway PTO. While many PTO programs require parent/guardian participation during school hours, there are many committees that are flexible and can be managed after hours, at your convenience. We want every child at Parkway Elementary School to have the opportunity to benefit from a sense of pride in

his/her parent's/guardian's involvement in the school and we have plenty of opportunities for parents/guardians to show their support.

Please join us as we work together for the benefit of our children, Parkway Elementary School, and the community. For additional information, or if you have any questions, please contact our PTO Co-Presidents, Christine Serenbetz and Danielle Doyle at parkwayptopres@gmail.com.

PARKING

Parking for staff and visitors is in the front of the building. Please refrain from parking in designated assigned staff parking spaces. Some staff members must travel between schools or leave the building for short periods of time. They need to be able to park quickly in order to be on time for student instruction. If parking is not available in the lot, you may park along Ramblewood Parkway or nearby side streets. Also, please obey all directional signs and painted curb parking restrictions.

PARKWAY PRINTS

Parkway Prints is the name of our school's newsletter and is a great resource for home. The first page will be sent home in the Tuesday folder, along with instructions to view the rest on our school website. Please read it for important information, activities and programs happening at Parkway Elementary School.

POLICIES

A complete set of the Mt. Laurel Board of Education policies is online at the Mount Laurel Schools website.

REPORT CARDS/PROGRESS REPORTS

Report cards and Parent-Teacher conferences are utilized to inform parents of a child's progress in school. Report cards are issued four times each year.

SPEECH AND LANGUAGE SERVICES

Parkway Elementary School provides services to students who demonstrate a need to improve their language skills. The goal is to help students develop the speech and language skills necessary to achieve academic success and communicate effectively with others. The classroom teacher/staff will initiate a request for services if either the teacher/staff or the parent/guardian is concerned about a student's language proficiency. If you have any questions, please contact Ms. Whitney O'Neill.

STUDENT PROPERTY

Please label all possessions with your child's FIRST AND LAST NAME, especially backpack, lunch box and outerwear/clothing. Please discourage your child from wearing valuable jewelry and from bringing unnecessary sums of money or other valuables to

school. The school is not responsible for lost property. The “*Lost and Found*” is located in the storage room and your child may search for lost items at appropriate times with permission from his/her teacher. If it is necessary to send money or checks to school, please enclose them in an envelope, labeled with your child’s name. **Students are not to sell, buy, or trade personal items at school. Please reinforce this with your child.**

STUDENT RECORDS

Your child’s records contain only information that is relevant to his/her education and is objectively based on personal observation or knowledge of the originator of the record. Parents/guardians and students have the right to individual privacy and the right to know about 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.

TRANSFERS

If you plan to move, either within or outside of Mt. Laurel, please let the main office know as soon as possible. The main office secretary and school counselor will let you know how to proceed to make the transition to your child’s new school as smooth as possible.

TUESDAY FOLDER

The Parkway Elementary School and the Parkway PTO will communicate with parents/guardian regularly by sending notices home with your child. We have provided each student a special “Tuesday” folder for this purpose. Although some notices are emergencies and may be sent home at other times, the majority of school-to-home communications will arrive in your child’s “Tuesday” folder. Please ask your child to see his/her folder every Tuesday.

VISITORS

Following this policy will help maintain a safe school environment for all Parkway Elementary School students.

- All visitors and parents/guardians to Parkway Elementary School must register in the main office to sign in and receive a visitor’s pass.
- No one is permitted in the halls or classrooms without authorization and a visitor’s pass.
- The pass must be worn at all times while in the building and returned to the main office at the conclusion of each visit.

VISITING YOUR CHILD'S CLASSROOM

Visits to your child's classroom during the day should be arranged with the classroom teacher first. Unscheduled visits disrupt the flow of learning in the classroom. Here at Parkway, we're all about learning!

VOLUNTEERS

Parents, if you like to lend a hand, or share your talents, the Parkway community and PTO welcome you! If you have gone on our district website and read the HIB Volunteer Manual, please stop by the main office to sign the acknowledgement form. We thank you in advance, and love our volunteers!





*Mount Laurel Schools
District Handbook Pages*

2017-2018

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

T-1	<i>Disobedience/disrespecting authority in the classroom</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-2	<i>Leaving class without permission</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-3	<i>Cutting teacher detention</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-4	<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>
T-5	<i>Misrepresenting the truth</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-6	<i>Copying/forging signatures, documents, etc.</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-7	<i>Demonstrating disruptive behavior</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-8	<i>Misbehaving during a fire drill</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-9	<i>Arriving late to class</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
T-10	<i>Chewing gum/eating</i>	▪ <i>Written Warning/Reprimand, Parent</i>

	<i>unauthorized items</i>	<i>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, CD player, radios, etc.)</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>

Administrator-Enforced Behaviors

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.

<i>#</i>	<i>Behaviors</i>	<i>Consequences</i>
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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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS 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, I &RS Referral
A-32	Cutting class	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In-School Suspension, Parent Conference, I &RS 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, , I &RS 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, , I &RS 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, I &RS Referral, Restitution
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THEFT

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, I &RS 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, I &RS Referral▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS 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, I &RS Referral• Subsequent Offenses: Suspension, Police Contact, Parent Conference, I &RS 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, I &RS Referral

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, I &RS 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, I &RS 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, I &RS Referral▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &RS 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, I &RS 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 OR DRUGS

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
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

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
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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 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, or may be found at: www.state.nj.us/lps/dcj/pdfs/agree.pdf

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.

Automated Telephone System Permission

The Mount Laurel School District utilizes School Messenger and SwiftReach to send automated messages via phone, e-mail and text on critical and emergent issues. Your signature on the final page of this handbook authorizes the district to contact you via that automated system.



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, 2017

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.*



2017-2018 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' Curriculum Opt-Out and Phone Contact Provisions.**
- 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 _____