PARKWAY ELEMENTARY SCHOOL

Student and Family Handbook

2020-2021



Parkway Elementary School
142 Ramblewood Parkway
Mount Laurel, NJ 08054
Phone: 856. 235.3364
Fax: 856. 222.9758

Facebook: https://www.facebook.com/parkwayml
Twitter: https://twitter.com/MTL_PWPrincipal

Mrs. Mercedes Chang, Principal
Mrs. Linda Randazzo, Secretary
Mrs. Linda Campbell, Office Aide
Mrs. Amanda Mazaleski, School Nurse
Ms. Jessica Tisa, Guidance Counselor

Mount Laurel Board of Education
330 Mount Laurel Road
Mount Laurel, NJ 08054
(856) 235-3387

Superintendent of Schools……Dr. George Rafferty

Assistant Superintendent of Curriculum,
Instruction & Assessment……Mrs. Christina Fletcher

Assistant Superintendent of Business……Mr. Rob Wachter, Jr.

Human Resources…….Mrs. Susan Henry

Board of Education Members

Diane Blair, President Anthony Ruttler, Vice President

Melissa DeClementi	Christine Dickson	Leigh Ann Erlanger
Danielle Stuffo	Scott Jones	Michael Wright
	Margaret Haynes	

*For dates and times of Board meetings, please refer to the district website.

Parkway School Parent Teacher Organization

Melissa Jost, Co-president
Kelly Merle, Co-president
Jennifer Rothofsky, VP of Events
Leigh Cline, VP of Fundraising
Kris Kelly, Treasurer
Stephanie Deni, Corresponding Secretary
Aimee Gribbon, Financial Secretary
Colleen Wenk, Recording Secretary

Other Important Contact Numbers

Transportation
(856) 778-6905
Mrs. Kat Lewis, Supervisor

Child Study Team
(856) 235-3417
Dr. Diane Willard, Director of Special Services

Extended Day Care
(856) 231-5890
Suzy Haftman
Pam Witts

*MOUNT LAUREL SCHOOLS WEBSITE *

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

www.mtlaurelschools.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, Online calendar, LunchTime Portal, information regarding emergency closings, upcoming school and PTO events/fundraisers, and much more!

A Message From The Principal...
Mrs. Mercy Chang

Welcome (or welcome back) to Parkway Elementary School! This start of the year is truly unique and totally unexpected but we won't let that stop us from ensuring it's a successful 2020-2021 school year.

Parkway Elementary School is a neighborhood school consisting of Preschool through Fourth grade students. Parkway is a special place where students and staff are committed to growing academically, socially, and emotionally. We believe "Every Child is a Promise". At Parkway, we offer a robust instructional program aligned to the NJSLS that challenges students to stretch their thinking, grow their writing muscles, discover new worlds through reading and learn important 21st century skills. We understand the importance of teaching the whole child and also offer plenty of opportunities for students to get involved in extracurricular activities such as the Circle of Giving Club, Kids Cooking Club, Battle of the Books and the Ukulele Club to name a few. You'll find we take great pride in our commitment to meeting our students' academic and emotional needs. We hope to continue these opportunities virtually this year.

Parkway has a very active and caring Parent-Teacher Organization (PTO). It is safe to say they are the best PTO around. In addition to raising funds to sponsor assemblies, fund buses for field trips and outfit our playground with fun equipment, the PTO supports Parkway's tradition of giving back to the community. We are appreciative of our amazing PTO. Without them, Parkway would not be as successful as it is. We encourage each of you to join the PTO and help us work collaboratively to continue Parkway's history of success!

This student/parent handbook contains helpful information you can reference throughout the year. We hope it provides you with answers to our most frequently asked questions. Please review this information with your child. Remember that you must read and acknowledge all forms in SwiftK12 under "Documents and Files".

We are excited to begin a new year together at Parkway Elementary School. This year's theme will be "Growing Minds in Changing Times". The times really are a changin' but our commitment to your children remains the same! You can expect us to help them grow and develop this year just like any other. No matter the circumstances, we stand strong together to offer our students positive academic and social experiences. It is our sincere hope that every day your child will experience the joy of learning and will create memories that will last a lifetime! Feel free to contact me at any time. We love hearing from parents and we value the partnerships we build with the families of our students. Together, we accomplish so much more.

Yours in Education,

Mercy Chang

Mercy Chang
Principal

Parkway Elementary School
Mission Statement

We, the staff of Parkway School, strive to prepare our diverse student body to become caring, productive, and responsible members of society.

We work to empower students to engage actively in their learning, while providing a positive, safe environment. Each day, they will encounter a comprehensive, rigorous curriculum that maintains their engagement and challenges them to think critically.

Working in partnership with all Mount Laurel schools, families, and our community, we commit ourselves not only to preparing every student for personal academic achievement, but also to fostering social and collaborative skills. As a public school, we promote acceptance of all people and nurture our students' individual abilities, celebrating their hard work and progress.

Parkway Elementary School Song

Oh, Parkway School,
is number ONE!

We like to learn and have some fun!

We take pride in our school,
We work together and follow the rules!



Parkway School Hours
Hybrid Learning

Regular School Day

Preschool - AM Session: 9:00 a.m. to 11:25 a.m.
PM Session: 1:05 p.m. to 3:30 p.m.

Grades K- 4 - 9:00 a.m. to 1:00 p.m.

Student Arrival

Students in Grades K-4 may begin entering the building at 8:50 a.m. **There is no supervision before 8:50 am.** Any Grade K-4 student needing to arrive prior to that time should be enrolled in the morning Extended Daycare program (EDC). Please contact the EDC Office at (856) 231-5890 for information. Students arriving late to school must sign in at the vestibule window and receive a late slip.



ATTENDANCE
Attendance is extremely important for all school children. Please note that new legislation has compounded the importance of attendance. Under the new process, the NJ Department of Education is now collecting its data directly from our reporting system. **Any days reported as unexcused in our system are considered "truant" by the state**. As you know, truancy can result in serious legal consequences for parents. Please make all efforts to have your child attend school consistently. 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. State your child's name, your child's teacher, and the reason for the absence. If your child is absent and we have not heard from a parent or guardian, a phone call will be made to follow up. When your child has **5 unexcused absences** you will receive a letter from the school. After 10 unexcused absences you may receive an official notice from the New Jersey Department of Education.

If it becomes necessary for a child to be absent for more than 10 consecutive days, parents are required to notify the building principal two weeks in advance, in writing, of such a planned absence. They will be responsible for all work that is missed during their absence. Parents are urged not to abuse the practice of extended absences when school is in session and to follow proper procedure when such absences are necessary.

BACK TO SCHOOL NIGHT
Parkway Elementary School's Back to School Night is a great opportunity to get to know your child's new teacher and hear about the experiences your child will have in the classroom. Teachers will be able to answer general questions about classroom expectations during the presentation. This year's presentation will be virtual. Specific questions about your child should be addressed privately at another time. There are two sessions available for parents who have more than one child in the school.

BIRTHDAYS AND CLASSROOM PARTIES
Birthday Treats:
Unfortunately, **until further notice, no special treats will be permitted for birthday celebrations.** We will do our best to make your child's birthday special while at school.

Birthday Party Invitations:
Until further notice, please do not send invitations to school for distribution to classmates.

Classroom Parties:
Until further notice, all classroom parties will be canceled.

BUSING & BUS SAFETY
Bus transportation is provided for all students who live more than one mile from school or where walking conditions have been deemed hazardous. Until further notice, students will not be permitted to ride a bus other than the one they have been assigned to. Buses are equipped with video cameras to monitor student behavior. Cameras are accessed and reviewed whenever deemed necessary. Two bus evacuation drills are scheduled during the school year so students can practice safely evacuating the bus during emergencies. Bus policy and rules are included at the end of this handbook.

CELL PHONES & OTHER ELECTRONIC DEVICES

The **Mt. Laurel Board of Education** permits the possession and use of wireless email 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 email devices must be turned off and stored in a 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 cell phone and held in the Main Office. Further disruptions will result in disciplinary actions.

Devices which have photo taking capabilities, such as V-Tech watches, should not be worn to school. These devices are distracting to students and could potentially be misutilized.

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.** Each month, one student from each class is recognized for exhibiting the character education trait of the month.

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/guardians and students. The CST, along with the school Principal and the Intervention & Referral Service team, 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 Elementary School building and can be reached directly at (856) 235-3417.

CLASSROOM ASSIGNMENTS

The Mount Laurel School District cannot guarantee it will honor requests from parents/guardians for placement with a particular teacher, in a particular class, or with a particular set of students. 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 eager 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 voicemail, or send a note to school with detailed information so that the teacher can call you at a convenient time. 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. 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.

COUNSELING SERVICES

At Parkway, counseling services are an integral part of the educational process for every child. Our counselor helps students to strengthen self-concepts, enhance their ability to solve life problems and explore positive attitudes. 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 developmentally appropriate whole class lessons, as well as individual and group interactions on a short-term basis. Parents/guardians are encouraged to call our Guidance Counselor, Mrs. Jessica Tisa, with any questions concerning your child's social or emotional needs, in addition to questions regarding standardized testing.

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. Please visit our district website to access curriculum documents.

DISCIPLINE

Parkway School's entire staff works diligently to create an environment in which our children feel safe, comfortable, and happy. We model and encourage appropriate behavior during the school day and on the bus. Parkway is committed to the Responsive Classroom approach to discipline. The goals of this approach are to establish a safe, orderly, calm environment for learning, help children develop self-control and self-discipline, promote respectful, kind, and healthy student-student and student-teacher interactions. Our School Code of Conduct encourages students to **R.O.A.R: R**espect Others, **O**wn Your Actions, **A**ct Safely, and **R**ise to the Challenge. 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.

If your child is involved in a discipline issue the school will contact you by phone or letter to explain what has occurred and to discuss the possible consequences. Please refer to the **Mount Laurel Township Schools' Student Discipline Code** at the end of this handbook.

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 procedures are as follows:

Extended Day Care

- Extended Day Care Students will be dismissed to the care of the EDC staff first, beginning at approximately 12:55 p.m. Younger students will be escorted to the gym by an EDC staff member.

Walkers

- Students who are designated as "walkers" by the School District (i.e. they are not assigned to ride a bus) will be dismissed from the "A Wing" side doors at 1:00 p.m. where they will either meet a parent or walk home. If the child needs to cross the street, they will proceed down the sidewalk to the crossing guard at Ramblewood Parkway to cross at the corner of Saint Andrew's Drive.

Parent Pick-Up

- "Parent Pick-Up" students (students who normally ride a bus but are being picked up that day or students who are picked up daily) will be called as the parent arrives. Parents picking up their children will wait by the "B Wing" doors. Please stand 6 feet apart. **Students must be signed out each day. Please complete the Parent PickUp Google Form each day as you arrive to the school.** Once the student has been signed out in the Google Form, a staff member will call students to be dismissed to their parents.

- If your child typically rides a bus but will be picked up on a particular day, a parent is 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.**

Buses

- Once daycare and walkers are dismissed, buses will be called two buses at a time. Students will board their buses back to front to help with social distancing.

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.

DISTANCE LEARNING
The COVID 19 Pandemic has presented us with the challenge of teaching students from a distance. For the 2020-2021 school year, this is the case for some students three days per week or a full week**.** At Parkway we are learning how to do things differently so that we can continue to challenge students academically while meeting their social and emotional needs. It is more important than ever that we check in on our students and families to ensure they are coping well and thus available for learning. Please be patient with us as we continue to navigate the world of teaching through a computer screen. And when in doubt, or when you can't seem to figure out Google Classroom, simply reach out to us. We are here to help. Below are some tips for parents to use during students' at home learning days:

1. **Establish routines and expectations**

It is important to develop good habits from the start. Create a flexible routine and talk about how it's working over time. Chunk your days into predictable segments. Help students get up, get dressed and ready to learn at a reasonable time. Keep normal bedtime routines, including normal rules for the use of digital devices.

2. **Choose a good place to learn**

Your family's regular learning space for occasional homework might not work for extended periods. Set up a physical location that's dedicated to school-focused activities. Make sure it is quiet, free from distractions and has a good internet connection. If possible, have an adult nearby monitoring online learning.

3. **Stay in touch**

Teachers will mainly be communicating regularly through our online platforms and virtual learning environments. Make sure everyone knows how to find the help they need to be successful. Stay in contact with classroom and support teachers, school leaders and our Guidance Counselor. If you have concerns, let someone know. We'll get back to you promptly.

4. **Help students 'own' their learning**

No one expects parents to be full-time teachers or to be educational and content matter experts. Provide support and encouragement, and expect your children to do their part. Struggling is allowed and encouraged! Don't help too much. Becoming independent takes lots of practice.

5. Begin and end the day by checking-in

In the morning, you might ask:

• What classes/subject do you have today?

• Do you have any assessments?

• What resources do you need?

• What can I do to help?

At the end of the day you might ask:

• How far did you get in your assignments today?

• What did you discover? What was hard?

• What could we do to make tomorrow better?

These brief grounding conversations matter. Check in with students to process instructions they received from their teachers. It helps them organize themselves and set priorities. Not all students thrive in distance learning; some struggle with too much independence or lack of structure. These check-in routines can help avoid later challenges

and disappointments. Most importantly, thank you for teaching alongside us.

DRILLS

Fire Drills:

For our students' safety and to ensure they are prepared in cases of emergency, there will be scheduled fire and security drills conducted each month as required by state law. During a fire drill, a visual and auditory alarm will signal the need to evacuate the building. Students are escorted out of the building by a teacher using the nearest exit. Students proceed down the sidewalk away from the building until the principal or designee indicates the drill is complete.

Security Drills:

The state of New Jersey also mandates that schools conduct other types of drills which include Lock Down and Evacuation drills. The purpose of these drills is to account for all students and staff and ensure everyone is situated in a safe place. During Lock Down drills students and staff remain in the building inside of locked classrooms and during Evacuation drills students leave the premises. Teachers carefully review all drill procedures with students in advance. **All drills will be postponed until further notice. Mrs. Chang will conduct table top exercises with the Mount Laurel Security Officers and teachers will review procedures, but we will not engage in drills that require students to move about the building.**

DRESS CODE

Research shows that the manner in which 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**.** For safety reasons, flip- flops and other beach/shower-type footwear are not appropriate. Sneakers must be worn for physical education class.

EARLY DISMISSAL

By Parent or 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 will wait for the child in the vestibule. **The parent/guardian must sign the child out of school and be prepared to show photo ID.**

For Emergency Purposes:

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.

EMERGENCY PHONE NUMBERS
For your child's health and safety it is essential 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. **If at any time you change your home, work or emergency phone numbers, the Main Office, school nurse, and room parents should be notified immediately.** In the event that you are unable to answer your phone, **please be sure that your voicemail is always set up and your mailbox is not full, so that we are able to leave a message**. You can also easily update this information by visiting PowerSchool and navigating to the parent portal.

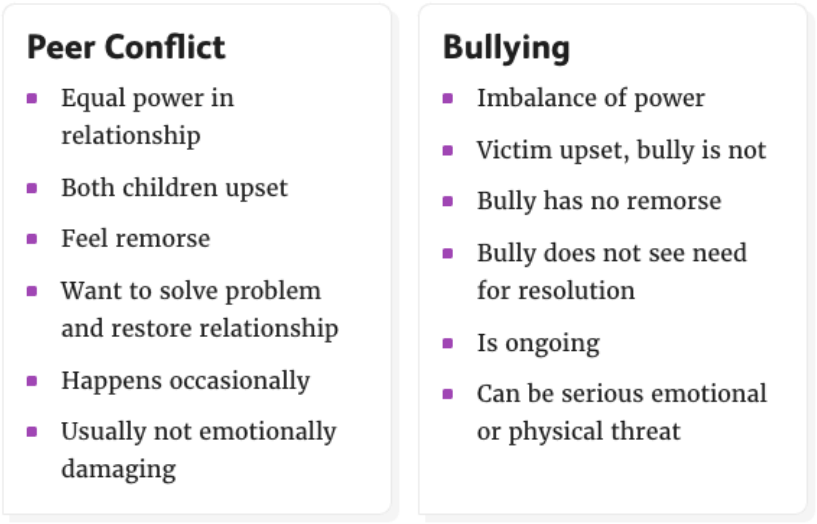
EMERGENCY NOTIFICATION SYSTEM
The Mt. Laurel School District encourages parents/guardians to sign up for one of our emergency notification systems. Rest assured that the information submitted is completely private and is not used for any other purpose. The system is used rather sparingly - but will announce 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.

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! **Contact them at (856) 231-5890.**

FIELD TRIPS
Field Trips are considered a part of our educational program and are planned, as such, with definitive objectives determined in advance. Until further notice, all Parkway will not be planning any Field Trips.

HARASSMENT/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.

Conflict vs. Bullying-
Sometimes students are involved in typical peer conflict. While conflict is not fun for either party, it does not usually make one person feel bad about who they are. Below are some descriptions to distinguish between conflict and bullying.



www.verywellfamily.com

HEALTH SERVICES

Our School Nurse, Mrs. Amanda Mazaleski is on duty every school day. Any child suspected of having an infectious or contagious disease should be referred to the nurse. Classroom teachers will be instructed to call the Health Office first before sending a child for evaluation or treatment. This will prevent an unanticipated exposure of a well child and also to provide for safe, social distancing.

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.** Please make an appointment with Mrs. Mazaleski by calling (856) 235-3364 to schedule medication drop-off. **No nebulizers will be permitted in school this year - please arrange for inhaler orders from your physician.**

When completing your back to school forms online, there is a section for the "as needed" administration of acetaminophen (such as Tylenol), chewable antacid (Tums), and throat lozenges. Your authorization on this form will allow the nurse to administer these medications to the child, when treatment is deemed necessary, without a physician's note. If custody is shared between two parents, please ensure the choice selected is amenable to both parents. 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. 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 a deviation is noted again, the parent will be notified. All 10 year olds will also be screened for scoliosis.

When your child is ill:
If your child exhibits any of the following they should be kept home; if they develop any of these symptoms while at school they will be isolated and sent home.

Column A	Column B
Chills	Fever of 100 degrees or higher
Rigors (shivers)	Cough
Muscle or body aches	Shortness of breath
Headache	Difficulty breathing
Sore throat	New loss of taste
Nausea or vomiting	New loss of smell
Diarrhea	
Fatigue	
Congestion or runny nose	

CDC and NJDOH guidance will be used to determine exclusion as well as the COVID-19 Regional Risk Matrix. Ill individuals with suspected or known COVID-19 should stay home until at least 10 days have passed since symptom onset and at least 24 hours have passed after resolution of fever without fever reducing medications and improvement in symptoms. Persons who test positive for COVID-19, but who are asymptomatic should stay home for 10 days from the positive test result. Please consult with your physician and communicate with Mrs. Mazaleski in these circumstances.

HOME INSTRUCTION
Home instruction is available to students who cannot attend school for more than two consecutive weeks due to health reasons or serious illness. This arrangement must be approved by the district's Child Study Team in advance. Please call the School Nurse or the School Counselor to inquire about specifics.

HOMEWORK
Homework serves as an important role in the academic and social development of all students. It is an integral part of the overall instructional program. Homework 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 space and support, serve to create in their child a responsibility for learning.



INCLEMENT WEATHER: DELAYED OPENINGS/SCHOOL CLOSINGS
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 of this handbook**. 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.***

INTERVENTION & REFERRAL SERVICES (I&RS)
Parkway Elementary School operates a multidisciplinary Intervention and Referral Service (I&RS). The I&RS process 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. If your child is referred to the I&RS team by a member of the school staff, you will receive notification informing you of the process and the date of the meeting when your child will be discussed.

INSTRUCTIONAL SCHEDULES FOR 2020-2021
Please reference the document, "A Path to Reopen 2020: A Restart and Recovery Plan" for information on the Hybrid and 100% Remote schedules. Your child's teacher will also be sure to post subject specific schedules in Google Classroom.

INSTRUMENTAL MUSIC
Instrumental music serves to raise self-esteem and improve academic performance. It is offered to all third and fourth grade students. Students will receive lessons once a week virtually. Look for information regarding Instrumental Music Sign-up in September. Ms. Sacco, our new Instrumental Music Teacher, will be arranging demonstrations for students so they can make a choice that works for them. While this program typically culminates in a concert performance at our annual "Night of the Arts", **all in person events are cancelled until further notice**.

LOST AND FOUND
Lost or misplaced items begin to pile up soon after the year begins. **If you child is attending school on the Hybrid schedule, please label all personal items such as coats, sweatshirts, lunch boxes, 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. The *"Lost and Found"* is located in the music/storage room and your child may search for lost items at appropriate times with permission from his/her teacher**.** While all attempts will be made to return lost and found items to students, after a period of time, items not collected will be donated.



LUNCH PROGRAM
The kitchen serves a complete hot lunch program, however, students who prefer may bring a lunch from home. **The cost of a school lunch is $2.50 and milk is $.50.** Children who qualify will be provided a lunch at a reduced price or at no charge. Students in need of such assistance must be deemed eligible according to 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. More information regarding the Lunch Program, including forms, can be found on the district website under "Cafeteria Service." **Until further notice, hot lunches will not be offered and all lunches will be provided for "grab and go" to be consumed at home**.

Lunch Charges:
If your child has forgotten his/her lunch, a school lunch may be charged to the child's account. 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 procedures listed below. These procedures 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.

- For their safety, your child should exit through the passenger side.

- If you need to walk your child into the school building, please do not pass through the parked cars, instead 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!

Please be courteous to our employees who are outside assisting with morning arrivals to school and please comply with their directions. These hard working staff members are doing their jobs and are there to help ensure the safety of 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. Parents/guardians are urged to utilize parent/teacher conferences to establish an active communication that will assist in the progress of their children. In addition to the two scheduled conferences, families may make appointments to see the teachers at other times during the school year. An appointment can be scheduled by contacting the teacher. **Until further notice, all appointments with teachers and other school personnel will be conducted virtually.**

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, our school, and the community. For additional information, or if you have any questions, please contact our PTO Co-Presidents, Melissa Jost and Kelly Merle at parkwayptopres@gmail.com.

PARKING
Parking for staff and visitors is located 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 and 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. Parking alongside the left driveway is **not** permitted. This is a one way exit. Creating two lanes is not possible and creates a dangerous traffic jam.

PARKWAY PRINTS
Parkway Prints is the name of our school's newsletter and is a great resource for information. It will be shared digitally by Mrs. Chang at various points in the year. Please review it for important information, activities and programs happening at Parkway.

POLICIES
A complete set of the Mount Laurel Board of Education policies can be located online at the Mount Laurel Schools website under the "District" tab. Locate the "Board of Education" sub tab.

REPORT CARDS/PROGRESS REPORTS
Report Cards are utilized to inform parents of a child's progress in school. Report cards are issued four times each year for students in Grades 1-4. Kindergarten students will receive report cards three times per year in Dec, March, & June. Parents will receive informal progress reports from teachers if they need to be alerted to a drastic change in academic performance.

STUDENT PROPERTY
Please label all possessions with your child's FIRST AND LAST NAME, especially their 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.

SUPPORT SERVICES

Basic Skills Math:

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 mathematics. The program offers individual and small group assistance as well as push in services. If you have any questions about the program, please contact Mrs. Lori Donnelly, our Basic Skills Math teacher.

Corrective Reading:

The Corrective Reading Program at Parkway provides assistance to students who are experiencing difficulty with reading across all subject areas. 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 improved comprehension and enjoyment. Questions about the Corrective Reading Program should be directed to Mrs. Nicole Beale.

English as a Second Language (ESL):

The primary goal of the English as a Second Language (ESL) program is the development of essential skills that will enable english language learners to function successfully in school and society. ESL instruction in Mount Laurel is an integrated process of developing useful and necessary communication skills. Lessons focus on speaking, reading, writing, and listening and are aligned to the TESOL standards.

Gifted Academic Program (GAP):

Gifted and talented children are identified and provided services in grades K through 4 at Parkway Elementary School. While the promise of challenging work is attractive to all parents/guardians, gifted children learn and think differently. 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. **Until further notice, all Enrichment (Grades 1 & 2) and GAP (Grades 3 & 4) instruction will be provided virtually**. Any questions regarding the program at Parkway can be directed to Ms. Kelly Schew, GAP Teacher or Miss Victoria Garbutt in Mrs. Schew's absence.

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 Parkway's Speech and Language Therapist, Mrs. Whitney O'Neill.

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 complete the necessary paperwork and make the transition to your child's new school as smooth as possible.

TUESDAY FOLDER
Parkway Elementary School and the Parkway PTO will communicate with parents/guardians regularly by sending notices home with your child. We have provided each student a special "Tuesday" folder for this purpose. Please note that some notices may be sent home at other times, the majority of school-to-home communications will arrive in your child's "Tuesday" folder. **Please check your child's backpack regularly for the folder.**

VISITORS
To increase our safety measures, Parkway is now equipped with a security vestibule. Those wishing to visit the school for any reason will need to ring the bell and identify themselves and the reason they are visiting before being let into the school's security vestibule. Until further notice, visitors will not be permitted into the actual school building.

- All parents/guardians and visitors to Parkway Elementary School must sign in so we have a record of your visit to the school.

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! When visiting a classroom, please refrain from taking photos and please do not bring younger siblings. **Until further notice, all classroom visitations will be cancelled.**

VOLUNTEERS
Until further notice, Parkway will not be able to accommodate volunteers in the building. Parents, if you would like to lend a hand, or share your talents, the Parkway community and PTO would love to have your help virtually this year! There's often a lot you can do right from home. We thank you in advance and love our volunteers!



Mount Laurel Schools
District Handbook Pages

2020-2021

Parents: Please review with your child and sign the acknowledgement form found at the end of this section.

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		
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.		
#	**Behaviors**	**Consequences**
	INAPPROPRIATE BEHAVIOR	
T-1	***Disobedience/disrespecting authority in the classroom***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-2	***Leaving class without permission***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-3	***Cutting teacher detention***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-4	***Issuing verbal, visual, or written insults***	§ ***Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention***
T-5	***Misrepresenting the truth***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-6	***Copying/forging signatures, documents, etc.***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-7	***Demonstrating disruptive behavior***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-8	***Misbehaving during a fire drill***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-9	***Arriving late to class***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-10	***Chewing gum/eating unauthorized items***	§ ***Written Warning/Reprimand, Parent Contact via phone or e-mail, Detention***

T-11	***Writing/distributing notes***	§ ***Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention***
T-12	***Being in unauthorized areas of the building***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-13	***Plagiarism/Cheating***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-14	***Violating the dress code***	§ ***Warning/Reprimand, Remedy/Change Clothing, Parent Contact***
T-15	***General class rules violation***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***
T-16	***Using electronic devices at inappropriate times (cell phone, CD player, radios, etc.)***	§ ***Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention***

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.

#	**Behaviors**	**Consequences**

INAPPROPRIATE BEHAVIOR

A-17	Disrupting the classroom	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-18	Making verbal insults	· 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	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral

A-20	Inappropriate bus conduct	· 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	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-22	Distributing/possessing inappropriate material	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-23	Using inappropriate language	· 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	· 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	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-26	Abusing computer/network privileges	· 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	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral

A-28	Inappropriate physical contact	· 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	· 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	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-31	Cutting administrative detention	· First Offense: Detention, Parent Notification · Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-32	Cutting class	· First Offense: Detention, Parent Notification · Subsequent Offenses: In-School Suspension, Parent Conference, I &RS Referral
A-33	Cutting school, truancy	· 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	· 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	§ First Offense: Detention, Parent Notification, Restitution § Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution

THEFT

A-36	Stealing/Extortion	§ First Offense: Detention, Parent Notification, Restitution § Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral, Restitution

THREATS AGAINST ANOTHER

A-37	Obscene/profane, harassing language or gestures (verbal, written, or visual)	§ 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 *staff members* (verbal, written, or visual)	§ 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	· 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	§ First Offense: In-School Suspension, Parent Notification § Subsequent Offenses: Suspension, Parent Conference, I &RS Referral

SEXUAL MISCONDUCT

A-41	Sexual Misconduct, (self and others)	§ 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

FIGHTING

A-42	Hitting/punching/striking	§ First Offense: In or Out of School Suspension, Parent Notification, I &RS Referral § Subsequent Offenses: Suspension, Parent Conference, BSC Referral
A-43	Fighting	§ 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	§ 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	§ Suspension Up to 10 days, Police Intervention, Parent Conference, Required Behavioral Psychiatric Evaluation Prior to Re-admittance

POSSESSION OF WEAPONS OR DRUGS

A-46	Possessing weapons or items that may be dangerous to others	§ 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)	§ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation

		Prior to Re-admittance

VIOLENCE

A-48	Setting off fire alarm	§ 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)	§ 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.	§ Suspension 5 days, Parent Conference, Police Contact, Required Behavioral or Psychiatric Evaluation Prior to Re-admittance
A-51	Taking part in terrorist activity	§ 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 sign 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 supersede 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
Rebecca Cataline - 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
Jenna Marcantonio - 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, email 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

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 from bus)
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 review with your child and sign the acknowledgement form that follows this section.

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.*

2020-2021 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.**

❑ I acknowledge that I have reviewed and grant permission for contact via **Mount Laurel Schools' Automated Telephone System.**

Parent Name (Please Print)

_____

Parent Signature

_____

Date _____

Student Name

_____

Student Grade _____

Student's Teacher or Homeroom _____

