

**FLEETWOOD ELEMENTARY
SCHOOL**
STUDENT and PARENT HANDBOOK
2023-2024



[Fleetwood Elementary School](#)

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Mount Laurel, NJ 08054
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[Mrs. Debbie Mount](#), Secretary
[Mrs. Holly Heller](#), Office Aide
[Ms. Nicole McHenry](#), School Nurse
[Mrs. Jennifer Murphy](#), Guidance Counselor



Mount Laurel Board of Education
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(856) 235-3387

Superintendent of Schools..... Dr. George Rafferty

Assistant Superintendent of Curriculum,
Instruction & Assessment..... Mrs. Mridula Bajaj

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

Human Resource Director..... Mrs. Aja Thomas

District Registrar..... Mrs. Latoya Murray

Board of Education Members

Danielle Stuffo, President

Melissa DeClementi, Vice President

Susan Fortuna, Roger Gibson, Curtis Green, John Lasken,
Susan Lovato, Michael Magee & Johnathan Paradise

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

Table of Contents

Table of Contents	3
A MESSAGE FROM THE PRINCIPAL:	5
FLEETWOOD ELEMENTARY SCHOOL	6
MISSION STATEMENT	6
THE SCHOOL DAY	7
SCHOOL HOURS	7
EARLY DISMISSAL/HALF DAYS	7
LUNCH/RECESS	7
ARRIVAL	7
EXTENDED DAY CARE	7
PICK-UP – END OF DAY	7
EARLY PICK UP	8
DELAYED OPENING OR EMERGENCY SCHOOL CLOSING	8
ATTENDANCE	8
REPORTING ABSENCES	9
REQUESTING HOMEWORK for ABSENCES	9
EXCESSIVE ABSENTEEISM	9
VACATION and TRAVEL POLICY	9
BUSSING and TRANSPORTATION	10
TRANSPORTATION POLICY	10
ALTERNATE TRANSPORTATION REQUESTS	10
TRANSPORTATION DEPARTMENT CONTACTS	11
CAFETERIA AND FOOD SERVICES	11
BIRTHDAY CELEBRATIONS & SPECIAL OCCASIONS	11
CELL PHONES & OTHER ELECTRONIC DEVICES	12
CHILD ABUSE OR NEGLECT	12
DISCIPLINE, SAFETY AND RESPECT	12
FLEETWOOD SCHOOL RULES	12
DRESS CODE (Board of Education Policy # 5132)	13
WEATHER-RELATED DRESS	13
FAMILY ENGAGEMENT and INVOLVEMENT	14
FLEETWOOD PTO	14
Fleetwood PTO Mission Statement	14
Fleetwood PTO Executive Board Members	14
COMMUNICATION WITH TEACHERS and STAFF	15
EMERGENCY CONTACT NUMBERS	15
BACK TO SCHOOL NIGHT	15
PARENT-TEACHER CONFERENCES	15

<u>EMERGENCIES and SCHOOL SECURITY</u>	<u>15</u>
<u>EMERGENCY DRILLS</u>	<u>15</u>
<u>Fire Drills:</u>	<u>16</u>
<u>Security Drills:</u>	<u>16</u>
<u>SECURITY OF BUILDING/VISITOR PASSES</u>	<u>16</u>
<u>FIELD TRIPS</u>	<u>16</u>
<u>FORGOTTEN HOMEWORK and BELONGINGS</u>	<u>17</u>
<u>HOMEWORK POLICY</u>	<u>17</u>
<u>LOST and FOUND</u>	<u>17</u>
<u>MOVING?</u>	<u>17</u>
<u>PARKING at FLEETWOOD</u>	<u>18</u>
<u>MORNING DROP-OFF</u>	<u>18</u>
<u>AFTERNOON PICK-UP</u>	<u>18</u>
<u>STUDENT SUPPORT SERVICES</u>	<u>18</u>
<u>CHILD STUDY TEAM SERVICES</u>	<u>18</u>
<u>Child Find</u>	<u>18</u>
<u>Child Study Team Contacts</u>	<u>18</u>
<u>COUNSELING SERVICES</u>	<u>19</u>
<u>HARASSMENT, INTIMIDATION & BULLYING</u>	<u>19</u>
<u>ENGLISH as a SECOND LANGUAGE</u>	<u>19</u>
<u>HEALTH SERVICES</u>	<u>19</u>
<u>INTERVENTION & REFERRAL SERVICES</u>	<u>20</u>

Mount Laurel Schools Website

www.mtlaurelschools.org

We encourage you to visit the district website frequently. Here you will find a multitude of District and Fleetwood information, such as the LunchTime Portal, School Calendar, information about school closings, PTO events/fundraisers and much more.

A MESSAGE FROM THE PRINCIPAL:

Dear Fleetwood Family:

I would like to officially welcome you to the Fleetwood School for the 2023-2024 school year. Our mascot is Webster, the Lion, and we take great pride in working together as a family. We look forward to helping your child have a very positive elementary experience. We hope they will be empowered to take pride in themselves as well as their family and community.

The next few pages are the 2023-2024 Fleetwood School Student and Parent Handbook. It outlines our student/parent/guardian expectations. Please sign and detach the information below to show that you and your child have read and understand the information.

Should you have any questions please feel free to contact my office.

Warm regards,

Mr. James B. DeSimone, Ed.S. (he/him)

**PLEASE READ THE ABOVE LETTER, SIGN AND RETURN THIS AGREEMENT FORM TO
YOUR CHILD'S TEACHER**

PARENT/GUARDIAN AGREEMENT FORM

I have read and agree to support the Student & Parent Handbook
at Fleetwood School.

Parent's Signature _____ Date _____

Child's Name _____ Teacher _____

Comments _____

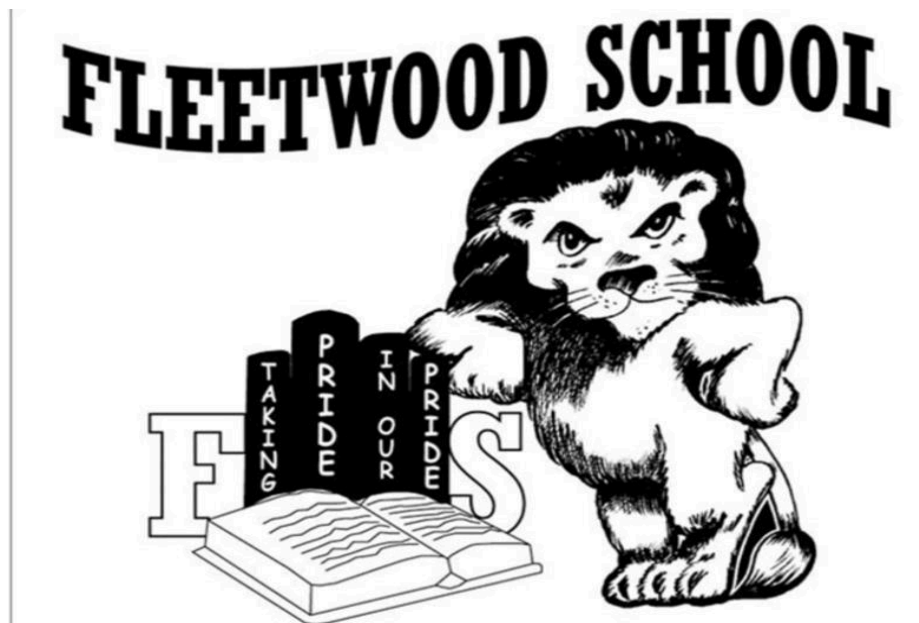
FLEETWOOD ELEMENTARY SCHOOL

MISSION STATEMENT

At Fleetwood Elementary School, we take pride in creating a partnership in school and community.

Our ultimate goals are to:

- foster social and emotional growth
- provide a flexible academic environment to meet diverse needs
- develop skills that enable students to be effective problem solvers in everyday life





THE SCHOOL DAY

SCHOOL HOURS

Preschool through 4th grade 8:30 am to 3:00 pm

EARLY DISMISSAL/HALF DAYS

Preschool through 4th grade 8:30 am to 12:30 pm

LUNCH/RECESS

Preschool 11:20 am to 12:00 pm

Kindergarten through 4th grade 11:20 am to 12:20 pm

ARRIVAL

All students may begin entering the building at 8:15 am. There is no supervision before 8:15 am. This policy applies to students who come by car. Any student needing to arrive prior to that time will need to be enrolled in the morning Extended Daycare program (EDC). Please contact the EDC Office at (856) 231-5890 for information. **Students arriving after 8:30 am are considered late. Students arriving late must sign in at the main office vestibule window and receive a late slip.**

EXTENDED DAY CARE

A self-supporting program, Extended Day Care (EDC), accommodates working parents by providing childcare before and after school. The program features flexible scheduling. Homework help, athletic activities, and arts and crafts are offered in an informal setting. To register or for additional information, visit the [EDC Homepage](#) or contact Suzanne Haftman (Extended Day Care Coordinator) at (856) 231-5890.

All students are presumed to ride the bus unless otherwise notified.

PICK-UP – END OF DAY

All students being picked up at the end of the day must be signed out each day by the parent or other person designated to pick up the child. Staff will be assigned to assist with the sign-out. They may not recognize all of the parents or other people that you send to pick up your child, so please be prepared to show ID everyday.

Please remember to notify the office before 2:00 pm if someone is picking up your child at the end of the day.

EARLY PICK UP

All students are considered as bus riders unless otherwise notified.

A student who needs to leave school early should bring his/her teacher a note from his parent/guardian indicating the day and time that he/she must leave school. The teacher will send the child to the main office at the appropriate time. The parent should wait for his/her child in the security vestibule. The parent must sign his/her child out of school. For security reasons, the parent or guardian should be prepared to present ID if requested by the office staff. Any changes to dismissal procedures must be communicated to the main office prior to 2:00 pm daily either via phone call or email to dmount@mtlaurelschools.org copying hheller@mtlaurelschools.org.

DELAYED OPENING OR EMERGENCY SCHOOL CLOSING

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. Although they may be inconvenient, two-hour delays enable the district to avoid extending the school year. If there is a need for a delay or closing, you will receive an automated message from the district. You may also check the district website for any updates or notices. Here are some important facts you need to know for any two-hour delay we may have:

- Students may begin arriving at 10:15 am.
- School will begin at 10:30 am.
- **Lunch WILL BE served.**
- Recess may be canceled.
- Extended Day Care remains open before the school day begins. Day Care opens at 9:00 on two-hour delays.
- Transportation will be delayed accordingly. For example, a child regularly scheduled for pick up at 7:45 a.m. would be picked up at 9:45 a.m.

ATTENDANCE

Regular daily attendance is extremely important for all students to be successful in their studies.

When your child's teacher takes attendance and your child is marked absent, whether you called or send in a note, you will receive an automated message. If you already contacted the main office you can disregard the message. If you have not contacted the office, please take this opportunity as a reminder to call the school

REPORTING ABSENCES

When your child is going to be absent, contact the school office by 8:45 am. Please state your child's name, teacher's name, grade and the reason for the absence. Our school voicemail is accessible 24/7, so you may call outside of normal hours and leave a message. You may also [email Mrs. Mount](#). The office will notify your child's teacher of the absence.

For your child's safety, If we do not receive a call or message when your child is not at school, the office staff will call to verify your child's absence. It is extremely important for the office to be aware of your child's absence. Please make every effort to notify the office directly.

REQUESTING HOMEWORK for ABSENCES

Parents should leave a message requesting homework when calling in a student's absence or by calling the office **before 9:30 am**. Homework will not be available to be picked up until **3:00 pm**, as teachers need time to get the homework organized. We cannot honor requests for homework to be ready that day if called in after 9:30 am. Thank you for your consideration in honoring this policy.

EXCESSIVE ABSENTEEISM

Excessive absenteeism is defined as missing 10% or more days of school. That is, 18 days in a 180 day school-year. Excessive absences have a negative impact on students' social-emotional and academic development and may be reported to the district's truancy officer who may take additional action.

The NJ Department of Education collects attendance data 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 every effort to have your child attend school consistently.

***Please abide by the 24-Hour Rule - if your child has a fever, diarrhea, vomiting, throat infection or strep throat, they should not return to school until 24 hours after the symptoms have subsided, or after antibiotics have been given.**

VACATION and TRAVEL POLICY

Parents are strongly encouraged to adhere to the school calendar when planning family vacations and travel. Please make every effort to plan family trips outside the school calendar. Excessive absences negatively impact student's success in school and should be avoided. Absences due to travel are unexcused. 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 planned absence. They will be responsible for all work that is missed during their absence. Absences for vacation and travel are unexcused.

BUSSING and TRANSPORTATION

***All students are considered as bus riders unless otherwise notified. ***

Bus transportation is provided for all students. Transportation provided by Mount Laurel Board of Education is a privilege. The only request being made in return for this privilege is proper bus behavior. Buses are equipped with video cameras to monitor student behavior. **Students must ride the bus to which they have been assigned.**

Two bus evacuation drills are scheduled during the school year so that students and staff are prepared in the case of an emergency.

TRANSPORTATION POLICY

Your child is assigned to the bus stop closest to your residence. All transportation is automatically determined to be to and from their primary residence. If your child needs to be transported to and/or from a babysitter's residence, a day care facility, or a joint custody arrangement address, the request must be in writing using a [form found on the Transportation Department's webpage](#). These arrangements normally take 5 business days to begin. Transportation can only be provided to the daycare facilities listed for your school. More information regarding transportation can be found on the [Transportation Department's webpage](#).

ALTERNATE TRANSPORTATION REQUESTS

Your child is assigned to the bus stop closest to your residence. All transportation is automatically determined to be to and from their primary residence. If your child needs to be transported to and/or from a babysitter's residence or a daycare facility, the request must be in writing.

Please Note: All Alternate Transportation Requests MUST BE RESUBMITTED this year, even if arrangements were in place last year.

For more information about Alternate Transportation Requests, including the Alternate Transportation Form, please visit the [Transportation Department webpage](#).

TRANSPORTATION DEPARTMENT CONTACTS

Phone: (856) 778-6905
Fax: (856) 235-1440

Marilyn Albanese, Transportation Supervisor: malbanese@mtlaurelschools.org
Dina Atkinson, Transportation Secretary: datkinson@mtlaurelschools.org
Sue Lovett, Transportation Secretary: slovett@mtlaurelschools.org

CAFETERIA AND FOOD SERVICES

Fleetwood School offers a daily breakfast program for students from 8:00 am to 8:30 am Daily in the cafeteria. Students must let staff know upon arrival if they wish to eat breakfast. The kitchen serves a complete hot lunch program daily, however students who prefer may bring lunch from home. Families are encouraged to send healthy, balanced meals. Milk may be purchased separately.

*Regular Cost of School Meals**

Breakfast \$1.50

Lunch \$2.75

Milk \$0.60

More information about the meal program, including applications for free and reduced meals and menus, can be found on the [Cafeteria Services webpage](#).

BIRTHDAY CELEBRATIONS & SPECIAL OCCASIONS

Now that the [New Jersey School Nutrition Policy](#) is in effect and to ensure the health and safety of all our students and staff, **outside food treats/snacks are not permitted for birthday celebrations**. If you would like to celebrate your child's birthday, you can purchase healthy snacks from our food service provider. You can access the "[Birthday Treat Form](#)" on our school website. You may also reach out to NutriServe's Mount Laurel Food Service Director, Laura D'Aiuto at (856) 234-1610 ext. 22014 or idaio@mtlaurelschools.org.

CELL PHONES & OTHER ELECTRONIC DEVICES

Students are not permitted to bring any electronic equipment or games to school. **The only exception is a cell phone which, if brought, needs to remain in the child's bookbag and powered off.**

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 misused.

For good cause, the Superintendent or designee may prohibit the use of such devices within a particular school. The Board of Education and Fleetwood School takes no responsibility for the loss or theft of such devices.

CHILD ABUSE OR NEGLECT

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to [NJ DCP&P](#). Failure to make a report is a violation of New Jersey law. All information is kept confidential. The building principal, school nurse and school counselor have

further information relating to this process.

DISCIPLINE, SAFETY AND RESPECT

Fleetwood School's entire staff works diligently to create an environment in which our children feel safe, comfortable and happy providing the greatest opportunities for learning. Fleetwood utilizes the [Responsive Classroom approach](#) to create a nurturing learning environment where all children can thrive. We model and encourage appropriate behavior during the school day and on the bus. In order to grow educationally, socially and emotionally, children need to be in an environment in which there are concerned individuals who will set firm, consistent, positive limits while providing warmth and support for the appropriate behavior. Please help to reinforce these guidelines. The Mount Laurel Board of Education has adopted a district wide [discipline code](#).

FLEETWOOD SCHOOL RULES

Our school wide rules are:

1. Treat yourself and others with kindness.
2. Treat yourself and others with respect.
3. Show respect to the Fleetwood School community.
4. Be responsible for yourself, your belongings and school property.

Not adhering to any one of these rules could bring about consequences as expressed in our district wide discipline policy.

Each teacher will co-create classroom rules and expectations with students in the first month of school. Teachers will notify parents and guardians of any behavioral concerns in the classroom. Incidents that severely disrupt classroom instruction or have been addressed several times by the teacher will be referred to the principal. Please note: in keeping with the Responsive Classroom philosophy, Fleetwood does not use classroom or school-wide incentive systems for behavioral supports as they are shown to reduce intrinsic motivation and are only appropriate in specific circumstances; extrinsic motivation and reward systems may be used for behavior improvement plans.

DRESS CODE (Board of Education Policy # 5132)

The Mount Laurel Township School District Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The board will not interfere with the right of pupils and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

Pupils may not wear clothing or engage in grooming practices that:

- A. Present a health or safety hazard to the individual pupil or to others;
- B. Materially interfere with school work, create disorder, or disrupt the educational program.
- C. Cause excessive wear or damage to school property; or
- D. Prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

The building principal shall determine whether the dress or grooming of pupils comes within these prohibitions.

Students shall be required to wear clothing appropriate for participation in physical education classes that accommodates physical activity and is necessary for the protection of the school's premises for both indoor and outdoor activities.

WEATHER-RELATED DRESS

Please make sure that your child has weather-appropriate attire, including jackets, coats, hats and gloves when necessary. The students will be going outside for recess daily unless weather does not permit. We ask that you see that your child is dressed warmly before he or she leaves for school.

For concerns relevant to suspected bullying, please review the information under Student Support Services within this handbook.

FAMILY ENGAGEMENT and INVOLVEMENT

Recognizing that positive, healthy home-school relationships are critical to your child's success in school, the following are several ways for you to be involved in your child's education. Additional opportunities will occur throughout the year and will be communicated as events approach.



FLEETWOOD PTO

Please consider joining the Fleetwood PTO, our Parent-Teacher Organization, to help support our students, their families and our faculty. More info can be found on the [PTO homepage](#).

Fleetwood PTO Mission Statement

Our purpose is to aid the students, faculty and staff in their educational and recreational needs. We coordinate fundraising and family activities to promote and open communication between the administration, faculty, parents and the community to enhance our children's educational environment.

Fleetwood PTO Executive Board Members

President:	Sara Cronin fwpto.president@mtlaurelschools.org
Vice President:	Brittany Arnold fwpto.vp@mtlaurelschools.org
VP of Events & Fundraising:	Lilith Caniglia fwpto.vpeventsfundraising@mtlaurelschools.org
Treasurer:	Jaclyn VanHorn fwpto.treasurer@mtlaurelschools.org
Recording Secretary:	Tina Baldwin fwpto.recordingsecretary@mtlaurelschools.org
Corresponding Secretary:	Courtney Goolcharan fwpto.correspondingscretary@mtlaurelschools.org
Financial Secretary:	Brittany Mullen fwpto.financialsecretary@mtlaurelschools.org

COMMUNICATION WITH TEACHERS and STAFF

The Fleetwood 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, email is the best means for communication. For the protection of student data, other means of electronic communication regarding children are prohibited.

Staff email addresses can easily be accessed through the Fleetwood Elementary School [website](#). For anything needing immediate attention, please be aware that an email may not be opened until later in the school day. If there is no time for a note to be written, please call the school office and leave a message.

EMERGENCY CONTACT NUMBERS

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

BACK TO SCHOOL NIGHT

Fleetwood 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. Specific questions about your child or others should be addressed privately at another time.

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 may make appointments to speak with teachers at any time during the school year. An appointment can be made by contacting the teacher or the school counselor. Parents and guardians are urged to utilize conferences to establish an active communication that will assist in the progress of their child.

EMERGENCIES and SCHOOL SECURITY

EMERGENCY DRILLS

Emergency drills will be scheduled during the year. Their purpose is to account for all the students and faculty and move them to a safe place in case of an emergency.

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 LockDown 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.

More information about [Mt. Laurel's Security Plans](#) can be found on the district website.

SECURITY OF BUILDING/VISITOR PASSES

When you approach the building during school hours, you will be directed to push a buzzer near the entrance. A member of the office staff will respond via speaker to ask your identity and/or purpose for your visit. The staff member will push a button that will allow you entry to the building into our secure vestibule. Please be prepared to show ID if the office staff does not recognize you or the person you have designated to pick up your child.

All adults coming into the school for any reason will be required to stop at the office window for a pass. You will be required to sign the Visitor Sign-in Sheet and will be given a pass. When your visit is done, please return to the office to let them know you are leaving. Please wear your pass. Please do not go to your child's classroom without stopping at the office. Teachers have been asked to send any visitors to the office if the pass is not visibly displayed. Thank you for your support in this effort to more closely monitor people coming into our building and to provide a safe environment for all students and staff.

FIELD TRIPS

Field trips will be considered as instruction and planned as such with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to dress appropriately and conduct themselves courteously at all times during field trips. All school rules are in effect during field trips. Parents and Guardians will be asked to sign permission slips prior to field trips.

Cost for admission for field trips borne by families will not exceed \$17 per trip. Any family who finds the cost of admission to be prohibitive are asked to contact your child's teacher, the guidance counselor, case manager or principal to discuss a way for your child to attend despite the cost.

FORGOTTEN HOMEWORK and BELONGINGS

It is Fleetwood's policy that if a student forgets his/her homework a parent/guardian or other adult must accompany the child to the school. **Forgotten homework and materials can be picked up no later than 4:00 pm and only if Mr. DeSimone or his designee is available to escort the student to the classroom.** Children may not wander the halls unsupervised after school. We would like to encourage you not to return to pick up the homework so that your child learns to be responsible for their own homework.



HOMEWORK POLICY

Teachers may assign homework as a means for practicing and reinforcing lessons as well as helping to connect school to home. Recognizing that homework is often a stressor for students and families, please communicate with your child's teacher(s) if you have concerns about your child's ability to complete homework. Generally-speaking, homework in preschool and kindergarten is rare and often limited to making home to school connections. For grades 1 through 4, homework should be limited to about 10 minutes per grade level based upon typical child development.

LOST and FOUND

Found items will be sent to the Lost and Found in the gym. Small and/or valuable items (watches, rings, wallets, money, etc.) are sent to the Main Office. Students are encouraged to check the Lost and Found as soon as they realize an item is missing. Parents and students should label important personal items such as coats, jackets, and book bags, etc. Items not claimed will be on display in the lobby during Fall and Spring conferences as well as the close of the school year. All items unclaimed at the close of the school year will be donated.

MOVING?

Any parent that knows they will be moving should let the office know as soon as possible. The main office secretary will let you know how to proceed to make the move as smooth as possible.

PARKING at FLEETWOOD

Please remember the township authorities enforce parking regulations on and around school grounds. Police and fire officials require unimpeded access to school buildings in case of an emergency. This applies to evening as well as daytime activities. Therefore, no one should park their car anywhere in front of the school, but should use the parking lot to the right of the building.

MORNING DROP-OFF

When dropping off students before school, you must drop them off at the side door by the All-Purpose Room. The area in front of the school must remain clear for the many buses that need to have room to pull up in front of the school both before and after school.

AFTERNOON PICK-UP

When picking up students after school, follow the car line through the parking lot to the side gym doors.

STUDENT SUPPORT SERVICES

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. Fleetwood is fortunate to have two Case Managers, Mrs. Lisa Leshar, Social Worker, and Mr. Joseph Fessenden, School Psychologist.

Child Find

Does your child exhibit academic, behavioral or emotional difficulties? Are you concerned about your child's ability to learn?

For more information on services available to you, contact your child's school Principal or Dr. Diane Willard, Director of Child Study Team Services.

Child Study Team Contacts

Dr. Diane Willard, Director of Child Study Team Services
dwillard@mtlaurelschools.org
(856) 235-3417

Mr. Joseph Fessenden, Ed.S.
JFessenden@mtlaurelschools.org
(856) 235-3004

Mrs. Lisa Leshar, MSW
LLeshar@mtlaurelschools.org
(856) 235-3004

COUNSELING SERVICES

Fleetwood School's 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. 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. Jennifer Murphy, with any questions concerning your child's social or emotional needs, in addition to questions regarding standardized testing.

HARASSMENT, INTIMIDATION & BULLYING

Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For further information or to file a Reporting Form, please visit the [Mt. Laurel Schools Harassment, Intimidation and Bullying \(HIB\) resource page](#).

ENGLISH as a SECOND LANGUAGE

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

HEALTH SERVICES

Our school nurse 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. **Children who have been absent three days or longer should bring a doctor's note upon return to school.**

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. McHenry by calling (856) 235-3004 ext. 24514 or email nmchenry@mtlaurelschools.org to schedule medication drop-off.

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.

INTERVENTION & REFERRAL SERVICES

The Intervention & Referral Services (I&RS) offers teachers a means of drawing on the resources of the individual school's staff as well as the total district in order to determine which service(s) will most benefit the student who has special needs. The support committee is just one way in which staff members work to provide needed services to Mt. Laurel students. The initial referral to the INRS is made when the teacher feels that the child is experiencing difficulties to the extent that his or her academic progress is affected.

The permanent members of the I&RS are a mixture of staff members from respective disciplines including general to special education. They meet together once a month with each classroom teacher to discuss and make recommendations concerning individual student needs and creating plans with strategies and learning techniques that may help students learn better.

