

MTPS ELEMENTARY SCHOOL HANDBOOK

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS BOARD OF EDUCATION

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Regular meetings of the Board of Education are held on the third Tuesday of each month (except July) and are open to the public. Conference meetings, open to the public, are held as advertised. The agenda is published in the *Burlington County Times* and the *Courier Post*. Meeting time is 7:30 PM.

DISTRICT CENTRAL OFFICE PERSONNEL

856-778-6600

Dr. Scott McCartney
Superintendent of Schools

Carole Butler
*Director
Curriculum and Instruction*

James Heiser
*Assistant Superintendent
Business/Board Secretary*

Dave Tate
*Director
Special Education*

Deborah Belfield
Director of Personnel

Jeff Arey
Director of Technology

Cathy Kain
Central Registrar



BAKER ELEMENTARY SCHOOL

139 West Maple Avenue
856-778-6630



ROBERTS ELEMENTARY SCHOOL

290 Crescent Avenue
856-778-6635



SOUTH VALLEY ELEMENTARY SCHOOL

210 South Stanwick Road
856-778-6640

Shelly Rowe
Principal

Brian Carter
Principal

Heather Hackl
Principal

Samantha Bancroft
Guidance Counselor

Melinda Hall
Guidance Counselor

Maureen Ioannucci
Guidance Counselor

Beth Phillips
School Nurse

Mary D'Antonio
School Nurse

Erin Evans
School Nurse

Tahira Aziz
Child Study Team
School Psychologist

Jen Williams
Child Study Team
Social Worker

Sandra Silveri
Child Study Team
Learning Consultant

ELEMENTARY SCHOOL HANDBOOK

The goal of our Elementary Schools is to foster a caring learning community, which promotes a love of learning by focusing on the *emotional, moral, social, physical* and *intellectual* growth of each student. Research studies show that a comprehensive approach to education is most effective when preparing students to be productive members of a global society. We value the development of the whole child. The individual differences among students are to be respected and celebrated within our schools. Parents and students are also encouraged to refer to the MTPS website at www.mtps.com.

All Parents and Guardians: Teacher assignment, bus information, and report cards are posted in Genesis. For more information, contact 856-778-6600, ext. 18253.

IMPORTANT NOTE: ALL VISITORS must report to the Main Office upon entering the school and follow visiting procedures.

Accident Insurance

Low-cost accident insurance is available to students on a school day or round-the-clock basis. Information concerning coverage and enrollment will be sent home early in September.

Americans with Disabilities Act

The Moorestown Township Public School system does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in programs and activities. Any person having inquiries concerning the Moorestown school district's compliance with the regulations implementing the Americans with Disabilities Act ("ADA") or Section 504, is directed to contact Mrs. Carole Butler, Director of Curriculum and Instruction, 803 North Stanwick Road, Moorestown, NJ 08057, tel: 856-778-6600, Ext. 18020.

Absentee Reporting

To ensure student safety, parents are asked to follow these procedures: Report your child's absence at any time of day or night by leaving a message with the school nurse. If we do not receive a call regarding your child's absence, it will be necessary for the school to call and validate the absence. The numbers to call to report an absence are:

Baker	856-778-6630 ext. 15049
Roberts	856-778-6635 ext. 16049
South Valley	856-778-6640 ext. 17049

Affirmative Action Statement

The Moorestown Township Public School District does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Information relative to special accommodations, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.

Attendance

According to New Jersey State Statute, it is the responsibility of the parent or guardian to see that all children between the ages of 6 and 16 attend school *regularly* and *on time* at **8:40 am**. A child must be present each day in order to maintain a high level of achievement. The Moorestown Township Board of Education Policy No. 5200 states: "The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose."

<i>Absence</i>	<i>Comments</i>	<i>Required Documentation</i>
Each Day of Absence	Call the Health office each day the child is absent unless you know ahead of time exactly how many days the child will be out of school. In that case, you may inform the nurse of this information and no further calls will be necessary.	Upon returning to school, the child must present a written explanation signed by a parent / guardian.
More than Three Consecutive Absences	Excused Absences: <ul style="list-style-type: none"> · Illness · Family illness/death · IE Programs under IDEA · Suspension · Appointments · Educational Opportunities · Religious Obs., pursuant to NJSA 18A:36-14-16 · Pupil Court Appearances · Medical 	A parent and a doctor's note is required for the absence to be excused
Five Unexcused Absences	Parent(s)/guardians will receive a letter via mail.	
Ten Unexcused Absences	Parent(s)/guardian(s) will receive a second letter via mail and may be required to meet with the Attendance Committee, consisting of a building administrator, the nurse, and the child's guidance counselor.	

Lateness to School / Early Dismissals

<i>Tardiness / Early Dismissals</i>	<i>Comments</i>	<i>Required Documentation</i>
Each Day of Tardiness	Students are expected to be in their classroom by 8:45. Students who arrive late to school must report to the Main Office with their parent to sign in. Students who are late due to an appointment or illness are recorded as <u>excused</u> . Students who are late due to missing the school bus, oversleeping and not prepared on time are <u>unexcused</u> .	A written excuse from the parent or a doctor's office is required.
Ten or More Unexcused Tardy Arrivals / Early Dismissals	Parent(s)/guardian(s) will receive a second letter via mail and may be required to meet with the Attendance Committee, consisting of a building administrator, the nurse, and the child's guidance counselor.	
Early Dismissals	The MTPS electronic reporting system identifies and records early dismissal as "tardy".	

Behavior Code

The purpose of discipline is *“to deter inappropriate behavior by the student and to discourage acts detrimental to the welfare of this community.”* Guidelines have been established to help the students grow towards self-discipline. Behavioral standards are stated. Parents and teachers must do their part to develop self-discipline and to create respect for imposed discipline. Teachers are responsible for maintaining classroom conditions that help to ensure acceptable student behavior. In many cases, the teacher develops classroom standards by cooperatively planning and brainstorming with the class. Discipline exists to make possible a good educational program and to help our children become effective members of society.

Behavior Guide

Each elementary school functions as a community - a team of students, parents and staff. For this reason, we believe that appropriate student behavior is the responsibility of students, parents and staff. A positive, focused school environment is essential for a school to achieve its primary purpose of the education of its students. Children learn best in a safe, secure home or school environment where nurturing and learning occur. Good student behavior is ultimately the responsibility of the student. Students are more secure when they know there are clear rules/guidelines for others and themselves to follow. Therefore, the guidelines for good behavior are set forth in this booklet so that everyone in the elementary school community can use them. Specific situations require unique rules, but we are fortunate to have one rule that provides guidance for students who may be in doubt about what is expected of them.

The Elementary Golden Rule states: **Treat others the way you want to be treated.** Students are expected to **respect themselves and respect their school.** Consequences for inappropriate behaviors will be determined by teacher and/or administrator.

Consequences for Inappropriate Behaviors at the Elementary Schools are as follows:

- I. Teacher Consequence: Students report to the teacher in his/her classroom at the agreed upon time.
- II. Administrative Consequence: Students report to a location as directed by the administrator.
- III. Bus Suspension: Students are restricted from the bus to and/or from school for a specific time.
- IV. In-School School Suspension: Students report to a supervised location.
- V. Out-of-School Suspension: Students are restricted from attending school or any school function through the duration of the suspension. Parent conference(s) are required upon return to school. One parent or guardian must always accompany a student upon his/her return after an out-of- school suspension.
- VI. Community service: Activities designated to improve the school community by beautification, cleaning, helping the custodians or helping a staff member will be determined by the administrator.

BOE Policy 5512. HARASSMENT, INTIMIDATION, AND BULLYING

A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. 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 the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being 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, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students). ***For additional information, please consult the MTPS website.***

Cyber-Bullying: Board of Education Policy No. 5512.02

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

Definitions: “Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, email messages, instant messaging, text messaging, cellular telephone communications, internet blogs, Internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. Consequences and appropriate remedial actions for

pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361. Date Adopted: August 26, 2008

Care of School Property

Boys and girls are responsible for keeping school property, books, supplies and equipment in good condition. By exercising proper care, students may avoid paying for careless or undue damage to school property. School grades or official school records are not released or forwarded until full clearance is given for lost or damaged books and/or other school materials/property.

Cell Phones/Electronic Devices Students have access to telephones within the school, therefore, the possession of cell phones is strongly prohibited.

With personal technology evolving to include options for younger students, please be aware that the lower elementary schools follow the same policy as the UES with regards to Electronic Communication and Recording Devices on campus. An ECRD is defined as any device capable of recording (audio or video) or communicating (via text, video or voice). Students that bring a personal electronic device (smartphone, smartwatch, or any other ECRD) to school need to make sure that device is powered off, and stored in his or her backpack during the school day. Please be advised that schools are not responsible for lost, stolen or damaged personal property. For this reason we strongly encourage students to leave expensive technology at home.

Change of Address or Telephone Number

It is important that you advise the school office of all changes in contact information immediately. The principal must be notified in writing if you plan to move from the district but your child is continuing to attend school in Moorestown Public Schools. Tuition is charged to out-of-township students. Approval of tuition students is subject to the approval of the administration and the Board of Education.

Class Assignment

Board of Education Policy 5120 indicates, “The Building Principal is responsible for developing a school climate supportive of the mental, emotional, and physical development of pupils, for allowing them to realize their own potential, and for developing favorable self-images. The Principal will therefore take into consideration such factors as teacher recommendation, academic achievement, peer interaction, and class size when placing pupils.” Principal will review written request regarding a preferred learning environment. Due to the many variables considered in the process, the Principal cannot accept teacher requests. The deadline for such request is May 15.

Community Relations

Many Moorestown organizations, as well as individuals, take an interest in Moorestown public education and serve the schools in a variety of ways. Various residents representing the arts, sciences, business, industry, travel and other professions are welcomed by the schools to share their first-hand knowledge with our students. Numerous volunteers help in classrooms, the media center, and offices.

Counseling Services

The Elementary Guidance Counselors are committed to helping students and their parents in a variety of ways. The counselors are here to assist students and their families to become oriented to academic and social expectations of school life. This service is an important communication link between home and school. The department plays a key role in assisting students to develop personal decision-making skills, encouraging the development of high self-esteem, and helping students appreciate and value the commonalities and differences among people. Additionally, the counselors run small groups and individual sessions as appropriate. All parental concerns or questions about a child’s emotional and social welfare may be directed to our school Guidance Counselor.

Crossing Guard

The Moorestown Police Department assigns adult crossing guards to control traffic at dangerous intersections during the hour when children are traveling to and from school. Parental cooperation is requested in stressing the

importance of obeying the directions of the adult crossing guards. **The children must cross with guards and should not take short cuts.** Parents are responsible for the safety and supervision of children at intersections that do not have crossing guards.

Delayed Opening of Schools – School Closing Number: 653

When it seems likely that inclement weather or road conditions will improve later in the day, school will begin two hours later than usual. A delayed opening will be announced/posted via an automated phone message on the **district web page** early in the morning. School will commence at 10:40 AM, which is two hours later than the usual time. Those children who are transported to school should be at their regular bus stop two hours later than their regularly scheduled time. Lunch will be served as usual on a delayed opening day, and dismissal will be as usual at 3:35 PM.

In the event of a delayed opening (*Students may arrive at 10:25 am):

10:40 am - 3:35 pm	Grades 1-3, Extended Day Kindergarten
10:40 am - 12:40 pm	AM Pre-School, AM Kindergarten
1:35 - 3:35 pm	PM Pre-School

Dismissal of a Student

Parents are asked not to request that children be excused early except when an emergency makes early dismissal necessary. To be dismissed before the closing of school for any reason including a medical appointment or very important family event, a child must bring a note from home.

Parents are required to come to the Main Office to pick up their child. A child will not be released to anyone other than a parent or another adult specifically designated by the parent.

Dismissal to an Adult (Other Than Parent) and Other Adults Transporting Children

Students will be released to the person(s) designated in Genesis. In the event of an emergency, a student may be released to an adult (other than parent) with a written note or a verbal directive from a parent or guardian. Photo identification may be required if school staff do not know the adult.

Parents are advised that when transporting children other than their own to and from school, they are accepting full responsibility and liability for the safety and well-being of those children.

Early Dismissal Procedures

The children will be dismissed at the end of a half-day session for in-service meetings, special holidays, and parent conferences. The dates and times can be found in the school calendar. Reminders will also be sent via E-Mail, Phone, or Backpack. For parent conferences, in-service meetings, and special holidays, the children are dismissed at 1:10 p.m. To clarify, AM Pre-School & AM Kindergarten dismiss at 10:40 AM on early dismissal days. PM Pre-School, Extended Day Kindergarten, 1st, 2nd & 3rd Grade dismiss at 1:10 PM.

Emergency Early Dismissal of Schools

When it becomes necessary to close a school before the regular dismissal time, announcements will be made via **School Messenger and the District Web Page**. As soon as a decision is reached to close school, the information is posted on the District Web Page. As a less timely alternative to the district web page, parents are asked to be tuned to a radio when the weather is inclement in order to be advised of an early closing. At the beginning of the year, all parents are asked to provide an emergency telephone number to the school personnel. Working parents should provide for supervision of their children in the event of an early dismissal.

Dress and Grooming Code: Board of Education Policy No. 5511

All students are expected to dress and groom themselves neatly in clothes that are suitable and safe for school activities. Clothing should not be a distraction to the educational process, present a safety hazard to the individual pupil or to others, interfere with schoolwork or create disorder. Should a child's attire be potentially inappropriate, the student will be sent to the Main Office, where suitability of attire will be decided by a building administrator and/or the school nurse. Inappropriate attire will necessitate a call to the parent for alternative attire. Appropriate attire will help to avoid uncomfortable situations.

Children should be dressed suitably for the weather, the days activities and fluctuating indoor/outdoor temperatures. Weather permitting, all children participate in outdoor recess on a daily basis. For safety reasons, we strongly advise students to wear sneakers every day.

- Shoes must be safe and secure on the foot.
- Sneakers are required on days that students have physical education.
- Flip-flops and sandals without heel straps are strictly prohibited at all times in school.
- Hats and head coverings, may only be worn for school spirit days or for religious reasons, and athletic headbands may not be worn in school.

Electronic Surveillance (Board of Education File Code 7441)

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within the school district may be monitored using such devices.

Emergency Telephone Numbers

Parents are requested to provide the school with the name, address, and telephone number of a friend or neighbor to be used in case of emergency. Please notify the designated persons that they are listed as the emergency contacts. Telephone numbers at the places of employment should be updated. Parents are also encouraged to provide cell phone numbers and e-mail addresses, if available.

Health and Nursing Services

First Aid and Illness during the School Year

First aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, an attempt is made to notify parents at once. For this reason, the school requires an emergency number to call when parents are unable to be reached. If the parent cannot be reached in a serious emergency, the school nurse will send the child to the hospital when necessary.

Medication

The following guidelines on the administration of medication in school have been approved by the Moorestown Board of Education:

1. The parent or guardian must provide a written request for the administration of the prescribed medication at school.
2. Written orders are to be provided to the school from the private physician, giving the name of the drug, dosage, and time of administration. (Some physicians will detail the diagnosis of illness involved and the side effects of the drug.)
3. The medication shall be in the original container appropriately labeled by the pharmacy or physician.
4. The Moorestown school physician will review those orders that are referred to him by the nurse. Those referrals would be (a) an incomplete order, (b) a drug unfamiliar to the nurse.
5. The certified school nurse or parent/guardian is the only one permitted to administer medication in the schools.
6. Records are maintained by the school nurse.
7. Non-prescriptive drugs require the same guidelines listed above (including aspirin, cough syrup, drops or decongestants, etc.).
8. Parents are to transport medications to and from school - not students.

If Your Child appears to be Ill in the Morning before School

We urge you to keep the child at home. This is beneficial to your youngster by providing him/her with additional rest and early treatment for an illness. It also prevents unnecessary exposure to colds and other illnesses for the other children and the staff.

Please do not send the child with an elevated temperature back to school until he/she has been free of the elevated temperature for **at least 24 hours**.

Returning to School after Any Absence

Students must present a note of explanation signed by the parent or guardian. (E-mail can only be accepted in conjunction with a signed parental note.)

Communicable Diseases

The school nurse should be contacted if your child has a communicable disease such as measles, chickenpox, German measles, mumps, scarlet fever, or whooping cough for re-admission directions.

Exclusion for Health Reasons

Students are expected to participate in all the activities of the school program. If they cannot participate for health reasons, a signed doctor's note must verify poor health.

Field Trips

The educational field trip is part of the Moorestown instructional program. Early in the fall an activity permit will be sent home for the parent or guardian to sign. This allows your child to take part in in-district, out-of-classroom supervised school activities. A separate permission form is sent home for any out-of-district field trip

Grading Scale

For academic content areas:

- 3 – Meets expectations
- 2 – Progressing toward meeting expectations
- 1 – Needs more time/exposure

For behaviors and special content areas (Art, Music, Media, Physical Education, Health)

- C – Consistently
- M – Most of the time
- S – Some of the time
- I - Infrequently

Home and School Committee

The Home & School Committee of the Elementary Schools is part of the Moorestown Home & School Association. The Moorestown Home & School Association is an organization of parents, teachers, and administrators working together to strengthen and support our school system through communications and service. The Home & School Committee is you! We always welcome your help, even if you only have a little time. There are little volunteer jobs as well as big ones. Please feel free to call any of the committee members if you have a suggestion or would like to help. Membership in the Home and School includes a school calendar listing all district events and school activities for the school year.

Homework

Homework is assigned as an extension of classroom work. Homework activities may include responsibilities for special projects. Teachers decide the number and length of assignments. Please refer to Moorestown Township Board of Education Policy No. 2330.

Homework for Absence

If a student is unable to attend school, but is able to study at home, parents may call the school for assignments. Teachers want to make every effort to accommodate students who are ill; however, to keep class interruptions to a minimum, we ask that you adhere to the following procedure:

1. If a student is absent for only one day, the student may call another student or request the information from the teacher the next day.
2. If a student is absent for more than one day, the parents may call to request homework. Please identify the approximate number of days the child will be absent. Parents/guardians must allow 24 hours for teachers to receive requests and forward the material to the Main Office.

3. All children must attend school on a regular, uninterrupted basis. Thus, schools are unable to provide “excused” absences for purposes of vacations, etc. If a child misses school for reasons other than illness, the teacher will provide general information concerning material to be covered. Upon return from absences, the student will be responsible to complete all specific assignments, tests, etc., that are considered essential for continuity in skill development and completion of grades.

Instructional Program – Elementary Schools

The Elementary Schools work to provide a sound educational foundation for life. Special effort is made to present a curriculum that is relevant to current societal demands and practices. The curriculum is aligned with the Common Core Standards.

The curriculum is developed through the office of the Director of Curriculum and Instruction. Pupils receive instruction in a basic academic curriculum as well as in the following special areas: art, physical education, health, media, music and computers. Speech correction is provided as needed. Curricula guides may be reviewed by a parent or guardian on the MTPS web site.

Intervention and Referral Services Committee (I-Team)

The Intervention and Referral Services Committee (I-Team) provides support within regular education for meeting a variety of academic, social, and emotional student needs.

The I-Team, a standing school-based problem solving committee, consists of an administrator, guidance staff, CST members, the nurse, and teachers. The goal is to assist teachers and parents in developing strategies to maximize the educational opportunities for the child. Students are referred to the I-Team by parents, teachers, and other school personnel. Through the I-Team, instructional strategies and/or support services are provided within the regular education environment. Parents are notified and are part of the referral intervention process.

Lost and Found

Parents are encouraged to write student’s first and last name on jackets, lunch boxes, back packs, etc... If something is lost, the student should check the lost and found in the cafeteria. For additional, contact the main office.

Lunch Program

Monthly menus are posted on the district website. The Lunch Box computerized program maintains an up-to-date account of student expenditures and food choices. Student pin numbers allow at-home access to each child’s account by parents. Prepayment is encouraged; checks are preferred. For Extended Day K, 1st, 2nd and 3rd grade, each class is assigned to specific tables. These seats are rearranged periodically to maintain control in the lunchroom. If you have general questions about our lunch procedures, contact one of the school secretaries. For information regarding “Unpaid Meal Charges – Outstanding Food Service” please see Board Policy 8550. **Fast Food Lunches - Please refrain from delivering fast food lunches for your child.** These sporadic deliveries disrupt our regular routine and sometimes upset those who are not having a lunch delivered.

Media Center

The media and instructional materials center supports and enriches the educational program of the school. Students also come as classes with their teachers for research and class projects. With technology, each student will learn to discover information from many sources. The educational activities and learning materials available through the center make it possible for students to seek answers to questions and solutions to problems independently. Guidelines for students’ responsible use of school computers appear in the District Acceptable Use Policy.

Parent Responsibilities

It is our intent to facilitate student achievement, independence, and social responsibility. We realize that parents are the primary influence upon their children. We encourage parents to reinforce the following guidelines:

1. Be on time and follow school routines.
2. Develop and encourage mutual respect for students, staff and our school.

3. Make sure your child knows of any dismissal changes prior to the start of the school day and make sure the classroom teacher and/or the main office is informed via email/written note.
4. Check that children do not bring dangerous or distracting toys to school.
5. Gather the facts before drawing final conclusions about complaints or misunderstandings that children bring home. In many cases, these problems help young children learn how to problem solve. If the problem continues or does not resolve, your child's teacher should be contacted.

Pupil Grievance Code: Board Policy 5710

It is recognized that occasionally during the course of a school year, misunderstandings and differences may arise between staff members, parents, and students. Concerned parents or students are encouraged to meet first with the staff member in an attempt to resolve differences or misunderstandings informally. If the difference cannot be resolved as a result of the meeting, the staff member's immediate supervisor or principal should be notified. A pupil grievance will be heard in the following manner:

1. A pupil should first make the grievance known to the staff member most closely involved or with a guidance counselor and both shall attempt to resolve the matter informally and directly;
2. A grievance not resolved at the first step must be reduced to a written statement in which the pupil or parent sets forth the specific nature of the grievance, the facts that gave rise to it, the relief sought, and the reasons why that relief is appropriate;
3. The written grievance may be submitted to the Building Principal, the Superintendent, and the Board of Education, **in that order** and within a suitable period of time to be allowed at each level for the hearing of the grievance and the preparation of a response.

Parent Rights and Children's Records

The Moorestown Township Board of Education, in conformance with the requirements of the state and federal legislation, adopted Policy NJSBA 5125 for gathering, maintaining and disposing of individual pupil records and accessibility to same. A parent is welcome to examine a child's records. The records are available by making a written request to the building principal. He or she will be glad to review the records within 10 school days and before 25 calendar days of a parent's request.

Report Cards and In-School Conferences

Information regarding the progress of students is communicated throughout the year. Parent/teacher conferences are scheduled in November. Report Cards are posted in Genesis in November, March and June. Discussion regarding a student's progress between report periods may be arranged by contacting the individual teacher.

School Hours

Regular School Day schedule: 8:40 AM – 3:35 PM

Early Dismissal schedule: 8:40 AM – 1:10 PM

Delayed Opening Schedule: 10:40 AM – 3:35 PM

To ensure the safety of all students, parents should arrange for children to arrive at school no earlier than 15 minutes before the opening of the school day as students cannot be supervised before then. Students are required to leave the building at dismissal unless prior arrangements have been made with a specific teacher.

Special Education Program

The Director of Special Education Services administers district programs for special education under the Individuals with Disabilities Education Act (I.D.E.A.). The rules and regulations, which govern the provision of programs and services for identified pupils ages three to 21 are embedded in the New Jersey Administrative Code. The legislation specifically requires each local public school district to identify and classify all educationally disabled pupils between the ages of three and 21 and to provide an appropriate educational program for them.

The Child Study Team, at the point of referral, acts in consultation with other professional staff members or consultants deemed appropriate by the team, and parent(s) in the identification, classification, and development of an appropriate individualized educational plan for pupils.

The building principal/and or guidance staff communicate with parents at the pre-referral levels through the Intervention & Referral Services (I&RS). Referrals to the Child Study Team are initiated at the building level. Evaluation by the Child Study Team requires formal parental written consent and notification when this program option is deemed most appropriate.

Prior to any decision regarding referral to the child study team, interventions are provided in the regular program to alleviate educational problems. A direct referral may be made to the Child Study Team if the educational problem is such that it can be supported and documented.

Home Instruction is approved by the Building Principal for pupils who have been determined by the school physician to need confinement at their residence for at least a two-week period of time. The Child Study Team may place classified students on home instruction when this program option is considered most appropriate.

Transportation of Students

There are a number of vehicles transporting students to and from school daily. It is important to adhere to school procedures to maximize safety for all students. School buses normally arrive at school between 8:25 and 8:35 AM. In the interest of safety, children should not report to school before 8:25 AM. Review the bus rules with your child. A student must ride the bus to which s/he is assigned. Any unique transportation requests must be made to the Transportation Department, 856-778-5510 ext. 12271.

In case of significant afternoon bus delay, or early dismissal, you may be notified by phone, email or text message. Please make sure that all family member telephone numbers and emergency telephone numbers are current and accurate.

Bus Regulations and Bus Discipline Code

Pupils are expected to conform to normal standards of acceptable behavior when riding on a school bus. A *Bus Discipline Code* has been formulated as a part of the Discipline Code and a copy is sent to parents each year. The rules in the Code are for the benefit of all who ride the buses. The driver is in charge of the bus, and must be recognized as such. Video cameras are installed on some buses. The driver has been instructed to report any infractions to the building principal. You are urged to share this information with your children. Your cooperation is appreciated.

Volunteers

Parents/guardians are most welcome and appreciated. Volunteers may work under the direction of a teacher, Media Specialist or technology teacher. All volunteers must report to the main office and use Lobby Guard to obtain a visitor/volunteer label.

Weather Precautions

To help us ensure the safety and well-being of your child, review and adhere to these guidelines: Please check your child's dress carefully. Students go outside to play before or after lunch every day for a recess period of 30 minutes. In addition, some classes go out at least one other time during the day. On very cold and rainy days, students remain indoors. We urge you to send your child to school dressed warmly. We recommend jackets or coats, long pants, hats, mittens and warm footwear (waterproofed, if possible). If your child cannot go outside for recess, we will need a note from the child's physician requesting that the child remain indoors. The note must detail the reason for the request and the number of days that a student is to remain indoors. It will also be necessary to contact the school nurse ahead of time so that arrangements can be made for supervision.