



***Mount Laurel Schools  
District Handbook Pages***

***2017-2018***

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



## ***Mount Laurel Township Schools' Student Discipline Code***

### ***Educational Philosophy***

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

### ***Student Outlook***

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

1. **A Sense of Motivation** – School staff and administration understand that school involves hard work and we all know it should. Therefore, students are most successful when they arrive to school with a positive attitude towards expanding their academic, physical, social, and emotional growth.
2. **A Sense of Responsibility** – Your school can offer you every opportunity for a good education, but if you do not have a sense of responsibility, a realization that getting an education depends ultimately on your efforts, then many valuable opportunities may be wasted.
3. **A Sense of Courtesy** – In daily school life, it is routine to come into contact with people of different ethnicities, ages, beliefs, and backgrounds. Courtesy is the sense that helps you get along with others. Mount Laurel Schools require all students to display a sense of courtesy.
4. **A Sense of Good Citizenship** – Citizenship, as it applies to school life, means giving to others, helping in clubs and other organizations, being active in student activities, and setting a positive example in the classroom, the hallways and when attending assemblies and other school events.
5. **A Sense of Sportsmanship** – This sense is especially applicable to athletic games/competition. Students must show respect to all teachers or parent volunteers and consider their decisions as final. Competitors deserve spirited competition, but never hostility. Spectators must show positive spirit and enjoyment without annoying those around them.

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

<i>Teacher-Enforced Behaviors</i>		
<i>These behaviors (T1 – T16) may warrant any/all of the following consequences, depending upon the nature of the offense, and/or the discretion of the teacher. Students who repeatedly and/or chronically misbehave will be referred to the designated administrator as a result of their actions, and may face administrative-level assigned consequences.</i>		
<i>#</i>	<i>Behaviors</i>	<i>Consequences</i>

***INAPPROPRIATE BEHAVIOR***

<i>T-1</i>	<i>Disobedience/disrespecting authority in the classroom</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-2</i>	<i>Leaving class without permission</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-3</i>	<i>Cutting teacher detention</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-4</i>	<i>Issuing verbal, visual, or written insults</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-5</i>	<i>Misrepresenting the truth</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-6</i>	<i>Copying/forging signatures, documents, etc.</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-7</i>	<i>Demonstrating disruptive behavior</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-8</i>	<i>Misbehaving during a fire drill</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-9</i>	<i>Arriving late to class</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-10</i>	<i>Chewing gum/eating unauthorized items</i>	▪ <i>Written Warning/Reprimand, Parent Contact via phone or e-mail, Detention</i>
<i>T-11</i>	<i>Writing/distributing notes</i>	▪ <i>Written Warning/Reprimand, Referral to Peer Mediation, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-12</i>	<i>Being in unauthorized areas of the building</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-13</i>	<i>Plagiarism/Cheating</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-14</i>	<i>Violating the dress code</i>	▪ <i>Warning/Reprimand, Remedy/Change Clothing, Parent Contact</i>
<i>T-15</i>	<i>General class rules violation</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>
<i>T-16</i>	<i>Using electronic devices at inappropriate times (cell phone, CD player, radios, etc.)</i>	▪ <i>Written Warning/Reprimand, Parent Contact Via Phone or e-mail, Detention</i>

***Administrator-Enforced Behaviors***

These behaviors (A17 – A51) may warrant any of the following consequences, pending the nature/severity of the offense, and/or the discretion of the administrator. Students who repeatedly receive administrative disciplinary actions may be recommended for expulsion procedures.

#	<b><i>Behaviors</i></b>	<b><i>Consequences</i></b>
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***INAPPROPRIATE BEHAVIOR***

A-17	Disrupting the classroom	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-18	Making verbal insults	<ul style="list-style-type: none"><li>• First Offense: Detention, Peer Mediation Referral, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-19	Being generally disruptive	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-20	Inappropriate bus conduct	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral, Temporary or Permanent Removal from Bus</li></ul>
A-21	Disobeying authority	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-22	Distributing/possessing inappropriate material	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-23	Using inappropriate language	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>
A-24	Inappropriate/disruptive conduct in lunchroom/recess	<ul style="list-style-type: none"><li>• First Offense: Detention, Parent Notification</li><li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li></ul>

A-25	Entering another student's locker	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-26	Abusing computer/network privileges	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: Temporary or Permanent Suspension of User Account, In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-27	Insubordinate behavior	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-28	Inappropriate physical contact	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-29	Leaving school grounds without permission	<ul style="list-style-type: none"> <li>• First Offense: After School or In-School Suspension, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-30	Throwing objects that may be dangerous to others	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-31	Cutting administrative detention	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-32	Cutting class	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In-School Suspension, Parent Conference, I &amp;RS Referral</li> </ul>
A-33	Cutting school, truancy	<ul style="list-style-type: none"> <li>• First Offense: In-School Suspension, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Extended Detention, Parent Conference, , I &amp;RS Referral</li> </ul>

A-34	Misrepresenting the truth	<ul style="list-style-type: none"> <li>• First Offense: Detention, Parent Notification</li> <li>• Subsequent Offenses: In or Out of School Suspension, Parent Conference, , I &amp;RS Referral</li> </ul>
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***DEFACING/DAMAGING SCHOOL PROPERTY***

A-35	Damaging school property or property of others	<ul style="list-style-type: none"> <li>▪ First Offense: Detention, Parent Notification, Restitution</li> <li>▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral, Restitution</li> </ul>
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***THEFT***

A-36	Stealing/Extortion	<ul style="list-style-type: none"> <li>▪ First Offense: Detention, Parent Notification, Restitution</li> <li>▪ Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &amp;RS Referral, Restitution</li> </ul>
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***THREATS AGAINST ANOTHER***

A-37	Obscene/profane, harassing language or gestures (verbal, written, or visual)	<ul style="list-style-type: none"> <li>▪ First Offense: Warning, Parent Conference, and/or Suspension (ISS option) up to 3 days depending on the nature of the incident.</li> <li>▪ Subsequent Offenses: Suspension up to 5 days</li> </ul>
A-38	Obscene/profane, harassing language or gesture directed at <i>staff members</i> (verbal, written, or visual)	<ul style="list-style-type: none"> <li>▪ First Offense: Suspension up to 3 days (depending on the nature of the incident), Parent Conference, I &amp;RS Referral</li> <li>▪ Subsequent Offenses: Suspension up to 5 days, Parent Conference, I &amp;RS Referral</li> </ul>
A-39	Making biased/racial/sexually harassing remarks/behavior	<ul style="list-style-type: none"> <li>• First Offense: In or Out of School Suspension, Parent Notification, I &amp;RS Referral</li> <li>• Subsequent Offenses: Suspension, Police Contact, Parent Conference, I &amp;RS Referral</li> </ul>
A-40	Making a verbal, visual, or written threat	<ul style="list-style-type: none"> <li>▪ First Offense: In-School Suspension, Parent Notification</li> <li>▪ Subsequent Offenses: Suspension, Parent Conference, I &amp;RS Referral</li> </ul>

***SEXUAL MISCONDUCT***

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

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

***GANG ACTIVITY***

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

A-46	Possessing weapons or items that may be dangerous to others	<ul style="list-style-type: none"> <li>▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance</li> </ul>
A-47	Possessing, using, or distributing tobacco, alcohol, or illegal drugs (may include legal drugs as well)	<ul style="list-style-type: none"> <li>▪ Suspension Up to 10 days, Parent Conference, Police Contact, Required Behavioral Psychiatric Evaluation Prior to Re-admittance</li> </ul>

***VIOLENCE***

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

***Note to Parents:***

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

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

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

*A copy of that agreement is available through our Office of Communication Services, 330 Mount Laurel Road, or may be found at: [www.state.nj.us/lps/dcj/pdfs/agree.pdf](http://www.state.nj.us/lps/dcj/pdfs/agree.pdf)*

*State and federal statute may supercede in some instances.*



## **Harassment, Intimidation and Bullying Policy**



## **Mount Laurel Board of Education Policy # 5131.1**

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

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

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

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

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

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

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

### **District Anti-Bullying Coordinator**

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

### **Countryside School Anti-Bullying Specialist**

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

**Fleetwood School Anti-Bullying Specialist**

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

**Hillside School Anti-Bullying Specialist**

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

**Larchmont School Anti-Bullying Specialist**

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

**Parkway School Anti-Bullying Specialist**

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

**Springville School Anti-Bullying Specialist**

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

**Mount Laurel Hartford School Anti-Bullying Specialists**

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

**Thomas E. Harrington Middle School Anti-Bullying Specialists**

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



**Consent and Waiver Agreement**

Board of Education Policy #6142.10  
***Internet Safety and Technology***

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

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

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

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

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

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

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

1. Use of the computer network and the Internet shall be for educational purposes;
2. Use of the computer network and the Internet shall not be for illegal purposes of any kind;
3. The computer network and the Internet shall not be used to transmit threatening, obscene or harassing material in any form;
4. Pupils will not disrupt the computer network and the Internet services by any unauthorized personal action;

5. Pupils will not attempt to gain access to any computer sites or files for which they do not have authorization;
6. Pupils will not copy information in any form to which individuals or organizations hold copyright without specific written permission from those individuals or organizations;
7. Pupils will not engage in game playing on computer networks except when authorized to do so for educational purposes;
8. Pupils will print materials for educational purposes only to authorized printers; and/or;
9. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks/computers are provided.

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

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

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

## **Curriculum Opt-Out Letters**

The Department of Education allows public school students to choose not to participate in certain experiments involving animals in our Science Program. In addition, parents or guardians who believe that any part of our Health or Family Life curriculum is in conflict with their conscience or sincerely held moral or religious beliefs may have their child excused from that portion of the course. Such requests for opt-out must be sent in writing to your child's building principal. There will be no penalties as to grade, credit or graduation.

## **Automated Telephone System Permission**

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



330 Mount Laurel Road • Mount Laurel, NJ 08054

Phone - 856-235-3387 • Fax - 856-787-9692

**Robert F. Wachter Jr., MBA**

**Assistant Superintendent for Business/Board Secretary**

[www.mtlaurelschools.org](http://www.mtlaurelschools.org) •

[rwachter@mountlaurel.k12.nj.us](mailto:rwachter@mountlaurel.k12.nj.us)

**TO:** ALL PARENTS OF TRANSPORTED STUDENTS  
**FROM:** ROBERT F. WACHTER, JR.  
**SUBJECT:** BEHAVIOR ON SCHOOL BUSES  
**DATE:** SEPTEMBER 7, 2017

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

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

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

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

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

- 1st Incident:** Verbal warning.
- 2nd Incident:** If problem persists, change seat.
- 3rd Incident:** Reported to principal and written bus conduct report submitted.
- 4th Incident:** Parent/principal/driver conference (possible suspension of bus privileges).
- 5th Incident:** Suspension of bus privileges.

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

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

1. Praise (Example - Good Conduct Award)

2. The right to listen to music.
3. Positive notes to parents.
4. Other appropriate rewards, as approved by Administration.

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

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

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

**Chapter 175, Laws of 1969**

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

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

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

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

2. *This act shall take effect immediately.*



**2017-2018 District Policy Acknowledgement Form**

**Parents:**

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

- I acknowledge that I have reviewed and discussed the **Mount Laurel Township Schools' Student Discipline Code.**
- I acknowledge that I have reviewed and discussed the **Harassment, Intimidation and Bullying Policy Notice.**
- I acknowledge that I have reviewed and discussed the **Mount Laurel Township Schools' Internet Safety & Technology Policy.**
- I acknowledge that I have reviewed and discussed the **Mount Laurel Schools' Curriculum Opt-Out and Phone Contact Provisions.**
- I acknowledge that I have reviewed and discussed the **Mount Laurel Schools' Bus Safety Rules and Regulations.**

Parent Name (Please Print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Student Grade \_\_\_\_\_

Student's Teacher or Homeroom \_\_\_\_\_