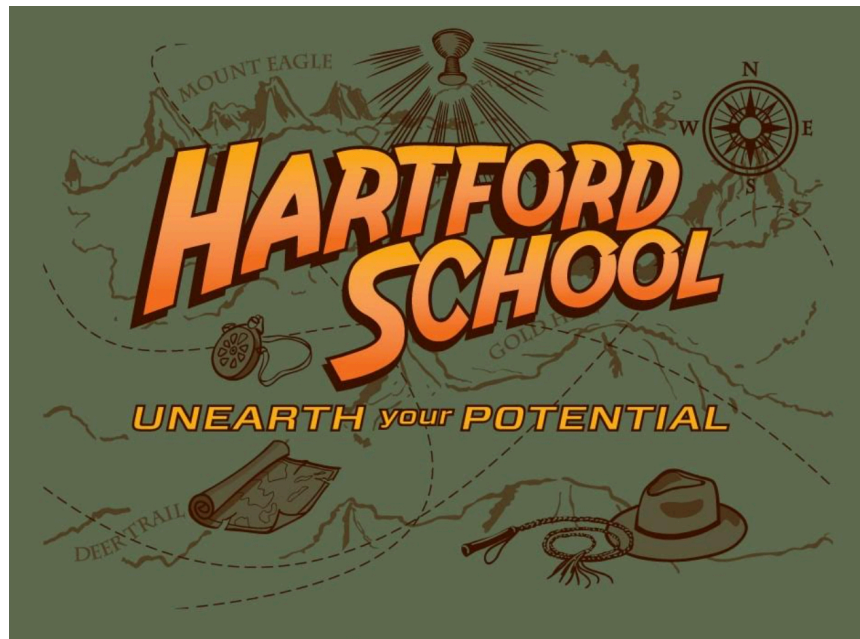




MOUNT LAUREL HARTFORD SCHOOL PARENT HANDBOOK

2023-2024



**397 Hartford Road
Mount Laurel, NJ 08054
PHONE (856) 231-5899 * FAX (856) 222-1221
www.mtlaurelschools.org**

Principal – Mr. Marques Stanard
5th Grade Assistant Principal – Ms. Mary Anne Vastardis
6th Grade Assistant Principal – Mr. Shawn Blackshear
Principal's Secretary – Ms. Maryann DiMartino
Main Office Secretary – Ms. Liz Robostello
Main Office Assistant – Ms. Kim Ziegler
5th Grade Guidance Counselor – Ms. Jaclyn Kennedy
6th Grade Guidance Counselor – Ms. Mary Beth Perella
Guidance Office Secretary – Ms. Janet Farbaniec
School Nurses – Ms. Lisa Doulong & Ms. Erica Fusco
Health Office Assistant – Ms. Janet LeBreton

A MESSAGE FROM MR. MARQUES STANARD, PRINCIPAL

Dear Hartford School Families,

Welcome to the 2023-24 school year! We are thrilled to have you and your children as part of our school community. As we embark on this new academic journey together, we want to extend our warmest greetings and emphasize the importance of staying actively involved in your child's education.

At Hartford School, we believe that every student possesses a unique set of talents and potential waiting to be unearthed. We are excited to introduce our school theme for this year, "***Hartford School: Unearth Your Potential.***" With this guiding principle in mind, our dedicated staff is committed to working tirelessly to discover and nurture each student's gifts and abilities. Just like the famed archaeologist *Indiana Jones*, who ventured into unexplored territories to uncover ancient treasures, we are here to guide your children on their own educational expedition, helping them unearth their hidden talents, develop new skills, and embark on a journey of self-discovery. Together, let's embrace the thrill of exploration, encouraging our students to step outside their comfort zones, and embrace the adventure of learning.

We strongly encourage parents to play an integral role in your child's educational journey. Communication between parents and teachers is vital in ensuring your child's success. Our teachers are dedicated professionals who are here to support and guide your children through their academic and personal growth. Please do not hesitate to reach out to them with any questions or concerns. We also encourage all parents to utilize their Parent Portal to access important information regarding their child's grades, attendance, our Daily Bulletin, etc. and please familiarize yourself with the Mt. Laurel District and Hartford websites.

Furthermore, we are proud of our active and vibrant Parent-Teacher Organization (HHSPTO), which plays a crucial role in enhancing the school experience for our students. Throughout the year, our PTO has planned numerous exciting events that will foster a sense of community and provide opportunities for parents to get involved and contribute to the school's enrichment.

We firmly believe that a strong partnership between the school and parents is the key to unlocking the full potential of every child. Together, we can create a nurturing and empowering environment that enables your children to flourish academically, socially, and emotionally.

Once again, we extend our heartfelt welcome to all Hartford School families. Let's embark on this journey of growth and discovery together. Here's to a fulfilling and successful school year!

Warmest regards,

Marques Stanard
Principal
Hartford School

TABLE OF CONTENTS

ATTENDANCE	3
BELL SCHEDULE	3
BUSES / TRANSPORTATION	3
CALENDAR	4
CELL PHONES, SMART WATCHES, ETC.	4
CLUBS	4
DISCIPLINE	5
DISMISSAL PROCEDURES Bus & Parent Pick-Up	5
DRESS CODE	5
EMERGENCY/DEMOGRAPHIC INFORMATION	6
EXTENDED DAY CARE	6
FIELD TRIPS	6
FOOD/BEVERAGES/BIRTHDAY TREATS/CLASS PARTIES	7
FORGOTTEN BELONGINGS	7
HEALTH / NURSE SERVICES	7
I&RS (INTERVENTION & REFERRAL SERVICES	8
LOCKERS	8
LOST & FOUND	9
LUNCH	9
MORNING DROP-OFF	9
PERSONAL PROPERTY	10
POWERSCHOOL FOR PARENTS	10
PTO	10
RECESS	10
REPORT CARDS	11
SCHOOL HOURS	11
SECURITY / FIRE DRILLS	11
VACATIONS	11
VISITORS	11
DISCIPLINE POLICY	12
HARRASSMENT/INTIMIDATION/BULLYING POLICY	19



ATTENDANCE

Regular attendance is necessary if students are to be successful in school. When your child is absent, we request parents notify the Health Office by 7:45 am (press 2 from the outgoing voice message). This line is available 24 hours a day.

PLEASE NOTE: Whenever a student is absent, an automated call from the District is generated. This occurs even if the parent has contacted the school. If a parent does not contact the school about their child's absence for 3 consecutive days, the police department is notified to do a "wellness check."

Excessive absenteeism is addressed as follows:



- If a student is absent 10 or more days, a letter is sent to the parent/guardian alerting them to the situation.
- If a student is absent 15 days, another letter is sent home requiring the parent/guardian to contact an administrator or counselor.
- If a student is absent 20 days, the truancy officer is contacted/and a court appearance may be necessary.

Late students (those arriving after 8:00 am) are required to obtain a late pass before reporting to class. Repeated lateness for non-valid reasons (ex. oversleeping, missing bus) will result in administrative intervention. Exceptions are made for valid reasons such as a medical appointment (with a doctor's note). Lateness totals are accumulated each semester (2 marking periods each).

BELL SCHEDULE

	FULL DAY	HALF DAY 8 periods - No Lunch
HOMEROOM	8:00am - 8:25am	8:00am - 8:10am
1ST PERIOD	8:27am - 9:05am	8:12am - 8:39am
2ND PERIOD	9:07am - 9:45am	8:41am - 9:08am
3RD PERIOD	9:47am - 10:25am	9:10am - 9:37am
4TH PERIOD	10:27am - 11:05am	9:39am - 10:06am
5TH PERIOD	11:07am - 11:45am	10:08am - 10:35am
6TH PERIOD	11:47am - 12:25pm	10:37am - 11:04am
7TH PERIOD	12:25pm - 1:05pm	11:06am - 11:33am
8TH PERIOD	1:07pm - 1:45pm	11:35am - 12:02pm
9TH PERIOD	1:47pm - 2:25pm	NONE
HOMEROOM	2:27pm - 2:35pm	12:03pm - 12:10pm

BUSES / TRANSPORTATION

Transportation Department (856) 778-6905 ext. 21500

Students are expected to travel to and from school on their assigned bus. Transportation is provided as a privilege to all students who follow proper bus behavior, **and all safety precautions must be followed. Students are not permitted to ride a different bus to another student's home.** The district's only responsibility is to transport students to and from their own homes.



CALENDAR

The Mount Laurel School District Calendar is available on the district website. Please refer to the Hartford website for up to date information on school activities.

CELL PHONES, SMART WATCHES (Apple, Samsung, Fit-Bit, etc.) & ELECTRONIC DEVICES

- Cell phones are to be silenced and kept in backpacks during school hours.
- Smart watches should be silenced and should not be used during the school day for texting, phone calls, etc. Smart watches must be removed before any testing.
- The use of a cell phone as a music device is restricted to the bus only unless a specific teacher has given permission for educational purposes. **Upon entering the building, all students must remove headphones and lock them up.**
- If this policy is abused, these devices may be confiscated at the discretion of administration.
- **Loss/Theft/Damage - Any student who possesses a cell phone, or any other valuable item shall assume responsibility. The school is not responsible for theft, loss, or damage.**

Your child's teacher will determine the necessity of calling home for various reasons. Students may use the phones located in the classrooms (with the teacher's permission), as cell phones are to remain in backpacks on silent mode. Please remind your child to always leave you a message if you cannot be reached. **If you miss a call from the school, please listen for a message before contacting the school.**

CLUBS

As part of our commitment to providing enriching experiences and fostering a vibrant school community, Hartford offers various after-school clubs that cater to the diverse interests of our students. Please refer to the Hartford website for complete and current information concerning clubs.

DISCIPLINE

Parents/Guardians are required to sign the acknowledgement that they read the *Mount Laurel Township Schools' Student Discipline Code* when updating their child's Demographics information in PowerSchool. Please refer to the copy starting on page 12 of this Handbook.

DISMISSAL – Bus & Parent Pick-Up

We strongly encourage all students to take the bus to and from school. Bus dismissal begins at 2:35pm. Bus dismissal is called in two waves determined by the Transportation Office. Please allow a reasonable amount of time for your child to arrive at home.

- If you need to pick up your child early or at dismissal on a **particular** day, please **send a note with your child's full name, teacher's name, the time of pick up, and specifically who will be picking up your child.** If for some reason you are unable to send a note ahead of time, please call or email the school by 1:00pm so we are aware of your arrival. **Please avoid last minute changes.**
- If you plan on picking up your child **on a regular basis**, please go the Hartford website and complete the **Google Form** with all the necessary information.
- **Parent Pick-Up at the end of the school day will begin at approximately 2:30pm.** Students not picked up on time may be put on their assigned bus unless we are notified ahead of time that the parent will be late.
- **Parents/guardians picking up their student at dismissal will park in the lower parking lot on the 5th grade side of the building, and will line up outside the side entrance door until staff members arrive to begin signing out students. Again, anyone picking up a student needs to bring their ID. A complete diagram of our Parent Pick-Up procedure is on our school website under the "Parents" tab – "Flyers/Forms" drop-down.**
- In all cases, anyone picking up a student will be required to show identification. **If we are unaware of a student being picked up by someone other than a parent/guardian, the parent/guardian will be contacted prior to releasing the student.**

DRESS CODE

Students are expected to look neat and well groomed at all times. The Principal/Assistant Principals shall determine whether a student is dressed according to our guidelines. The Principal may waive guidelines for some events.

Dress Code Guidelines

- All attire should still be neat, clean and modest in appearance.
- Apparel shall not be tight fitting, overly loose, sheer, brief, low cut, revealing around the waist or restrict normal movement.



- Tank tops, half shirts, halter or tube tops are not permitted. Undergarments or pajama like clothing is not permissible.
- Knee length/finger tip length shorts may be worn. Short shorts, cutoff shorts or miniskirts may not.
- Outdoor jackets and head coverings, including bandanas, are not to be worn, except for religious reasons or on special approved theme days.
- Heavy chains around the neck, wrists or belt are not permitted.
- Suggestively obscene or offensive graphics/wording on any garment is prohibited.
- Non-prescription sunglasses/tinted glasses are not to be worn.
- Laced shoes must be properly tied.
- Shower-type shoes or flip flops are not permitted.

Students are expected to follow these guidelines for all school functions

DEMOGRAPHIC & EMERGENCY CONTACT INFORMATION

Parents/Guardians update their demographic information, including Emergency Contacts, prior to the beginning of each school year. If any of this information changes mid-school year, you can make these changes via your SwiftK12 account through the Parent Portal. Changes of address must be handled through the District Office with accompanying documentation.

Please Note: *Emergency Contacts are used by the school in the event a parent/guardian cannot be reached. We will not automatically release a student to a person listed as an emergency contact unless we are notified via note or phone call from the parent/guardian.*

EXTENDED DAY CARE

EDC Office - (856) 231-5890

Extended day care is provided **after school** at Hartford and is handled through the EDC Office. Please notify the EDC Office with any changes in daycare arrangements for your child. Before school care is available at Larchmont School and students are bused to Hartford in time for school. Please contact **the EDC Office for more information**. EDC is dismissed in the back of our building outside of the cafeteria area. Parents should **enter the rear parking lot, using the entrance off of Hainesport-Mount Laurel Road**. Please park and come to the first door located between the music suite and the cafeteria. This door will be clearly marked "Extended Day Dare Pick-Up." EDC staff will be present to sign your student out.

FIELD TRIPS

Parents/guardians are required to sign a permission slip for their child to attend each field trip. Any field trip fee must be paid by check or money order only. Cell phones are not permitted on field trips and students are expected to follow school rules and our normal dress code. Also, students are not permitted to purchase souvenirs. Chaperones must be 21 years of age or older and must be legally related to the child. If a field trip chaperone wishes to bring their child to school

with them on trip day and arrives after 8:00 am, the student is considered late and must obtain a late pass before reporting to homeroom. This is not an excused lateness. Administration reserves the right to exclude a student from attending a field trip due to discipline or behavior issues.

FOOD/BEVERAGES/BIRTHDAY TREATS/CLASSROOM PARTIES

Students are allowed and encouraged to bring a plastic or metal reusable water bottle with them to school. (Please label with your child's full name.) Please avoid any glass containers. Sweetened beverages, coffee drinks, fruit drinks, etc. are not permitted. **Please reach out to your child's teacher with regards to birthday treats and classroom parties. Due to food allergies and other health concerns, only store-bought food in labeled packaging with an ingredient list are allowed to be brought into school. No homemade food items are allowed for classroom parties.**

FORGOTTEN BELONGINGS

Please encourage your child to gather their school supplies each evening to assist them with their organizational skills and help them to become more responsible. We discourage bringing forgotten items to the school, unless it is medication or eyeglasses. Please label all items with your child's **full name**. Please see the "Lunch" section regarding forgotten lunches.

HEALTH / NURSE SERVICES

Students who are not feeling well are referred to the Health Office. The nurse will assess if a parent needs to be called.

Students are not to call a parent. Any student thought to have an infectious disease will be referred to the nurse. First aid treatment is administered for injuries occurring at school. The Health Office will contact parents/guardians if their child needs to go home, and parents/guardians/emergency contacts are expected to pick up the student within 30 minutes.



Illness – Children should not be sent to school with symptoms of illness. If your child has a fever, diarrhea, vomiting or infection such as strep throat or pink eye he/she should not return to school until 24 hours after symptoms have subsided and must be fever-free for 24 hours (without medication). If your child is started on antibiotics, please keep them home the first 24 hours. Please notify the health office if your child is positive for Covid-19, strep, pink eye, or any contagious infection as it helps prevent the spread of illness.

Medication – Mt. Laurel BOE policy encourages parents to administer medication at home; however, it is recognized that children with special needs, chronic illnesses, and specific disabilities may require medication during the school day.

All medication (prescription/over-the-counter - including cough drops) **must be brought to school by a parent/guardian**, be in the original container, labeled with the student's name and dosage and require written authorization from the

physician and parent/guardian. The Board of Education permits self-administration of medication for asthma or life-threatening illnesses or serious allergic reaction, but District paperwork and documentation must be completed. Please check with the nurse or school website for information and forms.

Immunizations – NJ State has mandated all students entering 6th grade are **required** to receive one booster dose of the Tetanus, diphtheria/pertussis (Tdap) vaccine and one dose of Meningococcal vaccine before starting school. The documentation must be provided to the school nurse before the first day of school. **Students who have not been vaccinated may be excluded from school until an appointment can be verified.**

Emergencies – In case of medical emergency the school will call the Mt. Laurel EMS to transport to the hospital. Every effort is made to contact the parent/guardian first. Please be sure your emergency contacts are up-to-date in PowerSchool.

Health Screenings (height, weight, blood pressure, & vision) are mandated by the state. Scoliosis screenings are performed each year on 6th grade students. A student may be exempt from this exam on the request of a parent.

Physical exams are required for all new students entering a Mount Laurel school for the first time.

I&RS (INTERVENTION & REFERRAL SERVICES)

I&RS offers teacher support for students with varying needs, providing services at Hartford and the district level. The role of the committee is to determine which service(s) will most benefit the student. A plan to implement the support is developed by the committee. Each school has its' own I&RS Committee. Administrators, teachers, school counselors and other staff collaborate monthly to assist teachers to meet the needs of all students.

How Can You Help Support Your Child In School?

- Stay in contact with your child's teacher.
- Get to know your child's school counselor.
- Check and sign your child's homework planner daily.
- Join our PTO or volunteer to help with school events.

LOCKERS

Each student is issued a combination hallway locker with built-in lock. Students should secure their locker after each use and not share their combination with anyone. Personal items may be mounted inside their locker with magnets (no adhesives). Hallway lockers measure 10" deep x 11.5" wide. Each marking period, there will be a designated "Locker Clean-Out Day."



LOST & FOUND

Our *Lost & Found* is located between the double doors to the cafeteria. Our PE department also has a *Lost & Found* in the locker rooms. **Please label your child's personal belongings with their full name.** Items such as glasses, jewelry, and cell phones are kept in the Main Office for a limited period of time. **At the end of each marking period, unclaimed *Lost & Found* items are donated.** Please encourage your child to search for lost items **as soon as possible.** Students should not bring valuable items to school.

***Loss/Theft/Damage* - Any student who possesses a cell phone, or any other valuable item shall assume responsibility. The school is not responsible for theft, loss, or damage.**

LUNCH

Lunch is served every full day of school. Students may buy or bring a lunch from home. Mt. Laurel uses the online LunchTime payment system so parents can deposit funds into their child's account. Lunch at Hartford is \$2.85. Please go to the district website and click on the "Parents" tab and proceed to "Cafeteria Service – LunchTime Portal. Questions? Call our cafeteria at ext. 25015.

If your child forgets their lunch or lunch money from home, they may charge a lunch. However, **payment is expected the following day.** We cannot accept any "Fast Food" deliveries from services such as Door Dash, Grub Hub, etc. and strongly discourage parents/guardians from dropping off these types of lunches.

MORNING STUDENT DROP-OFF

We strongly suggest that all students ride a district-provided bus to and from school. Utilizing district-provided transportation to school ensures that the students are here on time and alleviates traffic problems. Our parking lot cannot accommodate a line of cars as this interferes with the arrival of buses and staff members. If a parent chooses to drive their child to school, we ask that they follow the procedures outlined below for the safety of all of our students and staff.

A complete diagram of our morning drop-off procedure is on our school website.

- **Please do not arrive at the school prior to 7:45 a.m.** Hartford teachers are assigned the duty of safely crossing students at the crosswalk in our parking lot **beginning at 7:45 a.m. Please follow their directions and give them your utmost courtesy and respect. They are there to protect all of our students and staff.**
- Please use the entrance closest to Hainesport-Mt. Laurel Road. **DO NOT ENTER on Jefferson Street, as this goes against traffic.** Use the lane closest to Hartford Road designated for student drop-off. The lane closest to the building is for **buses only.**
- Recognizing that some parents need to be at work prior to our start time,

the district does provide morning daycare for Hartford students **at Larchmont School beginning** at 7:00 a.m. Hartford students are then bused to our school in plenty of time for the start of school. If you would like information about this program, please refer to the district website.

Please note – If you choose to drive your child to school rather than use our district busing, they are still required to be in homeroom by 8:00 am. “Traffic in parking lot” is not a valid excuse for lateness.

PERSONAL PROPERTY

The school district will not assume responsibility for loss, theft or damage of personal property. Therefore, students should not bring in large sums of money, valuable jewelry, electronic devices, etc. Students’ full names should be on all personal property, including lunch bags, coats, jackets, etc.

POWERSCHOOL FOR PARENTS

All parents should have created a Single Sign-On for PowerSchool to view their child’s grades, attendance, report cards, and the Daily Bulletin (for important school announcements). This is done through the PowerSchool Parent Portal and can be accessed from the Mount Laurel District website – www.mtlaurelschools.org.

IMPORTANT! ⇒ The PowerSchool App does not allow you to view information or documents, such as report cards, etc. Please use a browser, such as Chrome, Firefox, etc. on a either a computer or cell phone.

To see the most accurate information for your child’s student attendance, scroll to the bottom of the *GRADES & ATTENDANCE* page to verify absences and late arrivals.

PTO (PARENT TEACHER ORGANIZATION)

Hartford and Harrington Middle School share a joint PTO (HHSPTO) and they welcome all parents to get involved. Our PTO funds many of our after school clubs and other activities that benefit all students. Meeting dates and times are posted on our school website calendar. Please support their efforts whenever possible. Parents are notified of PTO events via SwiftK12.



RECESS

Both 5th and 6th graders at Hartford School participate in a scheduled recess period. Students will be escorted outside for recess and will be supervised by our Hartford staff. In the case of inclement weather conditions, students will remain in their classroom and will be allowed to participate in games, puzzles, or other unstructured, appropriate activities. Students will **not** be permitted to have cell phones or other electronic devices during recess. Please refer to the “Cell Phones” section of this handbook.

REPORT CARDS

Report Cards are “paperless” and are available for viewing and downloading from PowerSchool (please refer to “PowerSchool for Parents section). They are issued via SwiftK12 at the end of each trimester and parents are notified by the district when they become available. Any questions/concerns regarding a grade should be directed to the subject area teacher. **Progress Reports** are issued to students mid-way through the marking period and are also available on the PowerSchool Parent Portal. Again, please note **the PowerSchool App does not allow you to view information or documents, such as report cards, etc. Please use a browser, such as Chrome, Firefox, etc. on a either a computer or cell phone.**

SCHOOL HOURS

Regular Day – 8:00am to 2:35pm

Early Dismissal Day – 8:00am to 12:10pm

2-Hour Delayed Opening – 10:00am to 2:35pm

SECURITY / FIRE DRILLS

Emergency procedures are in place at all district schools to ensure our students’ safety. Fire and security drills are practiced every month, as required. Teachers review the rules and procedures with students. Security announcements and strobe lights are in use during drills. If you see or hear these notifications, please stay away from the building entrance. There will be no entry to the building during any drill. Parents/guardians are notified via SwiftK12 by the end of the day when a security drill is conducted.

VACATIONS

Vacations during the school year are discouraged, and absences are considered “unexcused.” Please be sure to notify the school of any absence, including vacation. You will still receive the automated absence call, even though you advised the school of your child’s absence. Please keep in mind that your child’s teachers are not required to gather work prior to your vacation. Your child will be expected to make up work when they return.

VISITORS

We ask that **all visitors contact the school prior to visiting.** If you need to speak with one of our administrators, **please email them, or call the Main Office, and we will be happy to schedule an appointment as soon as possible.**

For the safety and security of students and staff, all visitors to the building must come to the front main doors, ring the doorbell, and be screened by Main Office personnel. Each visitor must be individually admitted into the building. **Please do not hold the door open for another visitor behind you.**





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>		
#	Behaviors	Consequences

INAPPROPRIATE BEHAVIOR

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

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

INAPPROPRIATE BEHAVIOR

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

A-24	Inappropriate/disruptive conduct in lunchroom/recess	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-25	Entering another student's locker	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-26	Abusing computer/network privileges	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: Temporary or Permanent Suspension of User Account, In or Out of School Suspension, Parent Conference, I &RS Referral
A-27	Insubordinate behavior	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-28	Inappropriate physical contact	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-29	Leaving school grounds without permission	<ul style="list-style-type: none"> • First Offense: After School or In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-30	Throwing objects that may be dangerous to others	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-31	Cutting administrative detention	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, I &RS Referral
A-32	Cutting class	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In-School Suspension, Parent Conference, I &RS Referral

A-33	Cutting school, truancy	<ul style="list-style-type: none"> • First Offense: In-School Suspension, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Extended Detention, Parent Conference, , I &RS Referral
A-34	Misrepresenting the truth	<ul style="list-style-type: none"> • First Offense: Detention, Parent Notification • Subsequent Offenses: In or Out of School Suspension, Parent Conference, , I &RS Referral

DEFACING/DAMAGING SCHOOL PROPERTY

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

THEFT

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

THREATS AGAINST ANOTHER

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

A-40	Making a verbal, visual, or written threat	<ul style="list-style-type: none"> First Offense: In-School Suspension, Parent Notification Subsequent Offenses: Suspension, Parent Conference, I &RS Referral
------	--	--

SEXUAL MISCONDUCT

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

FIGHTING

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

GANG ACTIVITY

A-45	Involvement in Gang Activity	<ul style="list-style-type: none"> Suspension Up to 10 days, Police Intervention, Parent Conference, Required Behavioral Psychiatric Evaluation Prior to Re-admittance
------	------------------------------	---

POSSESSION OF WEAPONS OR DRUGS

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

VIOLENCE

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

Note to Parents:

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

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

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

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

State and federal statute may supersede in some instances.

Harassment, Intimidation and Bullying Policy

Mount Laurel Board of Education Policy # 5139.9

District Anti-Bullying Coordinator:
Matthew Saul – msaul@mtlaurelschools.org

Hartford School Anti-Bullying Specialists:
Mary Beth Perella – mperella@mtlaurelschools.org
Jacklyn Kennedy – jkennedy@mtlaurelschools.org

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 5139.9, 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 Mt Laurel Board Policy #5139.9 in its entirety can be found on our website at: www.mtlaurelschools.org. It may also be obtained by mail by contacting the District Anti-Bullying Coordinator.

Pursuant to Board Policy 5139.9, Mount Laurel School District has appointed a District Anti-Bullying Coordinator and a School Anti-Bullying Specialist in each of our eight schools. (See above.)