

Springville Elementary School

Student/Parent Handbook 2024-2025

Transfers

Please contact the main office as soon as possible when planning to move; they will provide you with information on how to proceed to make the move as smooth as possible.

Attendance

Springville Elementary School maintains high expectations for attendance and punctuality. Regular attendance and punctuality enables students to benefit from well-planned and well-delivered instructional activities, including classroom discussions, presentations and cooperative activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated. In order to reach the goal of maximum educational benefits for each child, the process of education requires continuity of instruction, classroom participation, learning experiences and study. Attendance and punctuality play a significant role in a student's success at school and are essential life skills.

TARDY: A child not in the classroom by 9:00 AM is considered late. Students who are tardy for school should report to the school office upon arrival.

ABSENCE: When your child is going to be absent, please call the school nurse before 8:45 AM. It will be necessary for school staff to call home if a phone call from a parent or guardian does not verify a child's absence.

A note with a parent's/guardian's signature explaining the nature of the absence is required upon the first day of return.

Arrival and Dismissal

The hours at Springville School are 9:00 AM to 3:30 PM. On half-days, school dismisses at 1:00. Students begin entering the building at 8:45. There is no supervision before 8:45 AM. Any student arriving prior to that time is encouraged to enroll in the morning daycare program.

Student Drop-off (AM)

In an effort to provide a greater level of safety for our children along with additional convenience for parents, children are to be dropped off at the entrance to the Kindergarten wing. At 8:45 AM, an adult will be posted at the back door, close to the school vegetable garden, to direct your child safely into the building.

We ask the following to help us make this a smooth process; Please...

- do not drop your child off before 8:45 as the back doors will be locked and unmanned.
- have your child exit your vehicle promptly.
- note that these roads are one-way, so you must go the long way around.
- observe the 5 m.p.h. speed limit.

Any child arriving after 9:00 AM is considered late and must be escorted, through the main (front) entrance, by a parent to be signed in.

Student Pickup (PM)

The student pickup venue is located in the hallway just inside the side doors, on the west side of the building, just across from the bus parking yard. The window of time to pick your child up is

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3:15 and 3:30 PM. In order to have your child packed and ready for pickup, please send a note to his/her teacher no later than the morning of the day s/he is to be picked up.

Parking is very convenient as there is a lot adjacent to the bus yard and right across from the parent pickup entrance.

Extended Day Care

The Extended Day Care Program (EDC) operates concurrently with the school calendar and is supervised by qualified staff. The EDC accommodates working parents by providing childcare before and after school within a flexible schedule. Homework help, athletic activities and arts and crafts are offered in an informal setting. For information on registration, cost and space availability, contact Ms. Suzanne Haftman, Extended Day Care Supervisor, at 231-5891, ext. 21004.

Early Dismissal

As a general guideline, children should not leave school during school hours, except for an emergency. We do recognize that scheduling a doctor's or dentist's appointment during the school day is sometimes unavoidable. In such cases a note should be sent to the child's teacher on that day and the parent must come to the office to sign the child out of school. For security purposes, we ask that parents be prepared to present identification if requested by the office staff.

Emergency School Closing/2 Hour Delayed Opening

- ▶ If adverse weather conditions cause a cancellation of school, word of the closing will be sent to television stations for announcement. School closing messages can start as early as 5:00 AM through our district notification system via telephone, text, and email. Emergency information may also be found on our district web site at www.mtlaurelschools.org.
- ▶ In the event of an emergency school closing, Extended Day Care will also be closed.
- ▶ Closing school early due to inclement weather is avoided as much as possible. However, please discuss your family's emergency plan with your children just in case safety dictates early dismissal.

ACADEMIC PROGRAM

Differentiated instruction is integral to the way the Mount Laurel School District "does business." Differentiation is an instructional approach for each elementary grade level without "walls or ceilings" for students, ensuring that each student is challenged by a variety of instructional strategies suited to his/her achievement and ability levels, learning styles and interests. All students in every classroom at every grade level are nurtured and encouraged to learn and grow to their full potential.

The elementary curriculum emphasizes total child development—cognitive, affective, social and physical. The curriculum is directed by a five-year plan, which ensures that all programs are reviewed and updated cyclically. This plan considers the Core Curriculum Standards approved by the New Jersey Department of Education. It is developed and implemented through input from teachers and administrators, ensuring that all programs represent current theory and practice and reflect high expectations of students.

Classroom Assignments

The Mount Laurel School District cannot honor requests from parents for placement with a particular teacher or in a particular class. If a parent is dissatisfied with the placement that has been made, the principal should be contacted in writing and informed of the reasons. The principal will evaluate the situation on its individual merits and inform the parent of the decision. If a parent is not satisfied at this level, the parent may appeal to the superintendent in writing. The superintendent will then review the case and render a decision.

Reporting Student Progress

Report cards, interim progress reports and parent-teacher conferences are the primary means by which to inform parents of a child's progress in school.

Springville Elementary is committed to effective communications between students, teachers and parents. Conferences will be held twice a year. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences—call your child's teacher as soon as possible.

Report cards are issued three times a year.

Homework

Homework is the opportunity for students to practice specific skills, to extend learning, to remediate learning, to provide enrichment and to complete assignments not completed in class. Furthermore, it is important for students to develop a sense of responsibility for their learning. Teachers and parents are important partners in helping students learn this responsibility. Taking into consideration the benefits of regular homework and how it can enhance the children's education, Springville Elementary is committed to setting clear expectations for homework and communicating those expectations to students and their families.

Character Education

Character Education is a lifelong developmental process by which children learn about and apply core ethical or shared values to their lives. The State of New Jersey Department of Education has identified the following Six Pillars of Character Education—*Responsibility, Fairness, Citizenship, Caring, Trustworthiness and Respect*, which are interwoven throughout the core content curriculum. Many of our school activities and special events will have the Six Pillars of Character Education themes embedded.

Art

Creative expression is a universal component of human culture. Art education addresses the needs of the whole child. Exposing children to rich and artistic works will enable them to celebrate and appreciate cultural differences and similarities. The art program at Springville will encourage problem solving, concentration, self-discipline, cooperation and individuality and afford children both verbal and nonverbal avenues for communication allowing them choices for self-expression.

General Music

General music classes at Springville expose every child to a musical learning environment that is positive and encourages creativity. Students receive age appropriate lessons that consist of kinesthetic, visual and aural experiences. Through the playing of instruments, reading of music and other multi-tasking abilities, students learn to work together as a team to achieve a common goal. These experiences provide our children with an enriching appreciation for the arts as well as a positive outlet for individual growth.

Instrumental Music

Instrumental music serves to raise self-esteem and improve academic performance. It is offered to all third and fourth grade students. The student receives lessons once a week on a “pull out” system and also attends band or orchestra rehearsals. This program culminates in a Spring Concert performance for all to enjoy.

Physical Education

Physical education is an integral part of Springville’s instructional program. All students are afforded the opportunity to participate in physical and health-related activities on a weekly basis that improve health, fitness, motor skill development, safety practices, positive social skills, team building and sportsmanship—just to name a few areas of emphasis!

Library and Media Center

The Springville Media Center is an exciting haven where books and media come alive! Children are encouraged to explore the library independently, use research skills to answer questions about the world around them and appreciate different genres of literature. Information literate individuals are responsible, independent, lifelong users of information, capable of accessing, organizing, evaluating, synthesizing and communicating information in all its forms.

Technology

The Mount Laurel Public School District is committed to the infusion of technology into all aspects of the educational program, making the use of technology natural to the educational experience and inherent to the way students work and think, in and beyond the classroom. It is in that spirit that every student in Mount Laurel School District is provided access to a Chromebook to use while they are a student in out school district.

Intervention & Referral Service (I&RS, I-Team)

Springville Elementary School operates a multidisciplinary Intervention and Referral Service (I&RS or I-Team). The I-Team offers teachers and parents the means of drawing on the resources of both the individual school and the larger district in an effort to assist students experiencing academic, behavioral, social, or emotional difficulty. Any staff member or parent may request that a child’s needs be considered by the I-Team. This process is the mechanism by which district educational support services can be accessed to assist in providing success for all students.

Math and Literacy Support

The Basic Skills Improvement Program is funded through both district and federal resources. It provides assistance to students functioning below our district’s standards in reading, writing and/or mathematics. The program offers small group assistance. A student must meet the criteria to be considered for the program.

Gifted Academic Program (GAP)

Gifted Academic Programming at Springville Elementary is based on student needs. In general, our students have an elevated achievement level, so most of their needs are met within the regular classroom. A variety of adaptations and modifications are made by the classroom teacher, including tiered assignments, differentiated expectations, compacting, acceleration, flexible ability grouping and enrichment opportunities.

In addition to providing pullout groups to those that qualify, the responsibilities and role of the GAP teacher are to serve as a resource for classroom teachers in providing the above-listed needs.

Child Study Team Services

The Child Study Team (CST) is a group of specialists employed by the Mount Laurel School District to provide consultative, evaluative and prescriptive services to teachers, parents and students. The CST, along with the school principal and the Intervention Team, makes recommendations for programs and placements that best address the needs of students who experience school-related difficulties. Questions regarding CST services should be directed to:

- ▶ Ms. Christina Daily, Learning Consultant (LDTC)
- ▶ Ms. Kathryn Gulbin, Social Worker

Counseling Services

Springville has a full-time counselor and anti-bullying specialist, Mr. Michael Sansone, who provides a broad spectrum of services that are an integral part of the educational process for every child. Mr. Sansone, also a certified School Psychologist, implements a comprehensive developmental program that focuses on educating the whole child—living in family, school and community systems—to produce positive educational outcomes.

Health Services

A school nurse is available if your child becomes sick or injured during the school day. Parents will be notified if the situation cannot be remedied by simple first aid. It is very important that all the information on the emergency contact list in PowerSchool is correct so that parents can be contacted promptly in an emergency. If any of the contact information changes, particularly parents' work numbers, please notify the school nurse of the new number so that we may reach you when you are needed.

Any medication, including over-the-counter medications, that needs to be taken during the school hours must be in its original container and requires **written authorization from the parent/guardian and a physician. All medication must be delivered to the nurse by a parent or guardian.**

In September, an authorization sheet for the "as needed" administration of Tylenol, Motrin, Tums and cough drops will be offered for parent signature. This will allow the nurse to administer these medications to the child when treatment is deemed necessary without contacting the parent each time for permission.

Physical exams are required of all new enrollees as well as students in kindergarten and fourth grade. Physicals must be completed by the student's family physician. School physicals are no longer being offered unless a parent signs a district form stating that the family does not have a medical provider.

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Your child will be screened yearly in height, weight, blood pressure, sight and hearing. Deviations from the norm will be screened a second time. If deviation is noted again, the parent will be notified. All 10 year olds will also be screened for scoliosis.

Elevator

Regular use of the school elevator is limited to students that are disabled, wheelchair-bound or on crutches only. Individuals who sustain temporary injuries may also be permitted the use of the elevator with a parent/doctor note.

Homebound Instruction

Home instruction is available to students who cannot attend school for more than two weeks due to health-related issues. Please call the school nurse or the school counselor to inquire about specifics.

Child Abuse or Neglect

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Division of Child Protection and Permanency. Failure to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

School Citizenship

The goal of our school discipline system is to help children learn to regulate their own behavior. We try to take into account the developmental level of students and explicitly teach certain behaviors to our younger students. Mistakes are an opportunity for children to learn more about themselves and their place in the world; positive behavior is an opportunity for recognition. By the time our students reach fourth grade, personal responsibility for good behavior should be ingrained.

We seek to develop in students a sense of responsibility that causes them to interact appropriately with one another in a way that provides a safe environment for all. A safe environment, in turn, creates a climate that is conducive to learning. Our concern for safety is not limited to the physical environment, but includes caring for others and fostering social competency, positive values and a positive identity.

Transportation/Bus Safety

Bus transportation is provided for all students who live more than one mile from school or where walking conditions have been determined to be hazardous. Transportation provided by Mount Laurel Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year. Bus policy and rules will be distributed the first day of school. Buses are equipped to utilize video cameras to monitor student behavior.

Students must ride the bus to which they have been assigned. If an *emergency* arises and a student needs to be transported on a different bus the following steps must be taken:

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- Send in a note making a request to switch buses for a specific date; please be sure to state the reason/s
- Secure a note from the adult whose home is the child's destination
- Submit **both** notes to the principal for approval
- Give **both** notes—with the principal's signature—to the bus driver when boarding

Lunch

The kitchen serves a complete hot lunch program; however, students who prefer may bring a lunch from home. Milk may be purchased separately.

If your child has forgotten his/her lunch, they may charge one. *It is important that s/he repay the charge on the next school day.*

Children who are in need will be provided a lunch at reduced price or at no charge to the student. Students in need of such assistance will be determined by the criteria issued by the state of New Jersey. Eligibility requirements and application for free and reduced price meals are distributed to all students annually.

A computerized cafeteria system is in effect at all Mount Laurel Schools. The good news for parents is that they may now place funds on deposit in any amount (as opposed to paying by the lunch). Students may select the lunch and ala carte items, and their choices will automatically be deducted from their personal account using a personalized pin number at the cash register in the lunch line. Parents can monitor the account (including what is being purchased) through the Lunch Time Portal.

Policies

A complete set of Board of Education policies is on file for review in the district website: www.mtlaurelschools.org

Pupil Records

Your child's records contain only information that is relevant to their education and is objectively based on personal observation or knowledge of the originator of the record. Parents and children have a right to individual privacy and the right to know concerning information gathered by the school. If you wish to see your child's records, you may do so by making an appointment with the principal's office.

General Safety

A safety committee meets on a regular basis to discuss security and safety issues. Any staff member, student or parent is invited and encouraged to bring concerns to our attention.

Emergency Telephone Numbers

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

Fire Drills & Other Evacuation Drills

There will be fire drills conducted each month as required by state law. An auditory and visual alarm will signal the need to evacuate the building. Students will follow the directions given to them by their teachers or other staff members. A map indicating the nearest exit, as well as an alternative route, is posted in every room. Fire drills are concluded when the principal or her designee indicates the drill is completed.

Lock Down Drills

Multiple lock down drills will be scheduled during the year. The purpose is to account for all the students and faculty and move them to a safe place in case of an emergency. They will be tactfully and sensitively discussed with the children prior to the drills.

Parent Information

▶ Parent/Teacher Conferences

The educational welfare of our children is best served when there is mutual understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year—once in the fall and again in the spring.

Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is having a problem or you have a concern about his or her progress, please do not wait for the regularly scheduled conferences – call your child’s teacher or the school counselor as soon as possible. Parents are urged to utilize parent conferences to establish and active communication that will assist in the progress of their child.

▶ Parent Teacher Organization

The mission of the Springville PTO is to enhance and enrich our children’s academic experience by inspiring parents and teachers to work together to build a strong school community. Parental involvement is critical to a child’s success in school, and we encourage all parents to show their support for their children by getting involved in the PTO. While many PTO programs require parental participation during school hours, there are many committees and activities that support the children, the school and the PTO that are flexible and can be managed after hours, at your convenience, and do not require parental involvement during the school day.

We want every child at Springville to have the opportunity to benefit from a sense a pride in his/her parents’ involvement in the school, and we have plenty of opportunities for parents to show their support. Please join us as we work together for the benefit of our children. For additional information, please contact one of our PTO Co Presidents Mrs. Kristie Monoky, at Kristie.monoky@gmail.com , or Mrs. Melanie Stacchini, at melaniestacchini@gmail.com.

Website

Springville Elementary School has a web presence that can be accessed at www.mtlaurelschools.org/springville. We encourage you to visit often!

English as a Second Language

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