

Mount Laurel Township Public Schools



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

Student & Parent Handbook
2023-2024

LARCHMONT ELEMENTARY PERSONNEL & CONTACT INFORMATION

Main Office Telephone Number	<p style="text-align: center;">856-273-3700</p> <ul style="list-style-type: none"> ● Staff Directory Press 1 ● Child Study Team Press 2 ● Larchmont School Press 3 <p style="text-align: center;">AFTER PRESSING 3 FOR LARCHMONT:</p> <ul style="list-style-type: none"> ○ Report absence Press 1 ○ Nurse Press 2 ○ Guidance Press 3 ○ Child Study Team Press 4 <ul style="list-style-type: none"> ● Main Office Press 4 ● Extended Day Care Press 5 ● Operator Press 0
FAX Number	856-222-9759

School Principal	Dr. Patrice Clark
School Counselors	Mrs. Aimee Strobel Mrs. Erica Mortimer
School Nurse	Ms. Karen Dellaratta
Secretary	Mrs. Veronica Schenkewitz
Office Assistant	Mrs. Danielle Koenig

Parent Teacher Organization (PTO) <u>YOUR HELP IS NEEDED!</u> <i>Please join us this year in standing beside all Larchmont Elementary School students & staff by supporting our PTO.</i>	
President	Mrs. Latesha Bemont
Vice President	Mrs. Deana Alleva
Recording Secretary	Mrs. Kristin Sacks
Co-Corresponding Secretaries	Mrs. Christina Huelbig
Financial Secretary	Mrs. Jennifer Marquardt
Treasurer	Mrs. Stephanie Rupin
Special Event Coordinator	Mrs. Jill Griffith

District Office / Board of Education 856-235-3387 330 Mt. Laurel – Moorestown Road Mt. Laurel, NJ 08054																					
Superintendent of Schools	Dr. George Rafferty																				
Assistant Superintendent of Curriculum, Instruction & Assessment	Mrs. Mirdula Bajaj																				
Assistant Superintendent of Business	Mr. Robert Wachter, Jr.																				
Human Resources	Mrs. Aja Thomas																				
<table border="1"> <tr> <th colspan="2">Elected Board of Education Members</th></tr> <tr> <td>President</td><td>Danielle Stuffo</td></tr> <tr> <td>Vice President</td><td>Melissa DiClementi</td></tr> <tr> <td colspan="2">Susan Fortuna</td></tr> <tr> <td colspan="2">Roger Gibson</td></tr> <tr> <td colspan="2">Curtis Green</td></tr> <tr> <td colspan="2">John Lasken</td></tr> <tr> <td colspan="2">Susan Lovato</td></tr> <tr> <td colspan="2">Michael Mcgee</td></tr> <tr> <td colspan="2">Jonathan Paradise</td></tr> </table>		Elected Board of Education Members		President	Danielle Stuffo	Vice President	Melissa DiClementi	Susan Fortuna		Roger Gibson		Curtis Green		John Lasken		Susan Lovato		Michael Mcgee		Jonathan Paradise	
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For dates & times of all Board meetings, please refer to the district website at: www.mtlaurelschools.org or call the Board of Education offices																					

Community Education Office	856-231-5891 ext. 4
Extended Daycare	856-231-5890 ext. 3
Transportation	856-778-6905
District Website	www.mtlaurelschools.org

A Message From The Principal...

Dr. Patrice L. Clark

Welcome to the 2022-2023 school year! It is with great pleasure that we welcome you to Larchmont Elementary School, home of the Bears. Our caring and competent staff works diligently to serve our wonderfully diverse PreK-4 population of approximately 400 students. Working together, we strive to maintain a safe, warm, and friendly learning environment where all students feel valued and respected.

As one of six elementary schools in the Mount Laurel Township School District, we are committed to our district's mission of preparing all of our students to succeed as 21st century citizens and workers. We provide a high quality educational program by implementing outstanding curriculum aligned with the New Jersey Student Learning Standards. Our school encourages each student to achieve his or her highest academic and social potential through actively engaging classroom instruction that reflects both the State Standards (<http://www.nj.gov/education/cccs/>) and Responsive Classroom (www.responsiveclassroom.org).

Larchmont Elementary School has a very active and committed Parent Teacher Organization (PTO). Our PTO sponsors a number of enriching activities for the students and staff. They provide financial support and sponsor social activities for our children and their families. PTO participation is a great way for our school and community to work collaboratively to make Larchmont the best school possible. New members are always welcome!

This parent/student handbook is a handy reference designed to familiarize you with our school policies and procedures. It is based upon regulations and policies of the Mount Laurel Township Public School District. Please review this information with your child and refer to it throughout the school year.

At Larchmont School, we look forward to partnering with you for a positive and productive year of student learning and development. Please feel free to contact our office at anytime!

Respectfully,

Dr. Patrice L. Clark

Dr. Patrice L. Clark

Principal

Be Kind and Respectful

Stay Safe

Always Try Your Best

Follow Directions

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ABSENTEEISM & ATTENDANCE

Please note that new legislation has compounded the importance of attendance. In the past, if your child was absent due to a family trip, those missed days would be reported in our internal system as unexcused absences. Under the new process, the NJ Department of Education is now collecting its data directly from our reporting system. **Any days reported as unexcused in our system are considered "truant" by the state.** As you know, truancy can result in serious legal consequences for parents. **Therefore, please do not schedule family vacations during the school year.** When such absences are unavoidable, a letter explaining the reason for the trip must be submitted to the school principal prior to your departure for approval.

- Following your child's 4th absence, you will receive official notification from the school concerning your child's attendance and necessary actions on your part.
- If your child will be absent more than 10 school days, you will need to notify the principal in writing. Your child will need to be removed from the rolls and registered again upon their return to school. They will be responsible for all work that was missed during their absence.
- Referrals for truancy or excessive absences will be made by the school administrator to the school attendance officer, who will investigate the causes and take appropriate action. Please ensure that your child is regularly at school and on time!

In the event that your child will not be attending school, please follow these instructions:

- If you know in advance that your child will miss school, send a note to his/her teacher with the child's name, dates of absence and reason for absence.
- **If the absence is unanticipated, please call (856) 273-3700 and press #3 for Larchmont, then press #1 for Reporting Absences no later than 8:45 am to report your child's absence. Please state your child's name, your child's teacher, and reason for the absence.** The answering machine is on 24/7, so you may call the night before to leave a message.
- When your child returns to school, he/she must have a note explaining the absence. The note should include your child's name, the date the note was written, the dates of absence, the reason for the absence and a signature by the parent/guardian. If your child has visited the doctor, please present the doctor's note upon return.
- ***Please abide by the 24-HOUR RULE** - If your child has a temperature, diarrhea, vomiting, throat infection or strep throat, he/she should not return to school until 24 hours after the symptoms have subsided, or after antibiotics have been noted.

As a safety measure, the school will call you if your child is not in school and we have not received notification by phone or note.

- When a child's absence is not verified with a note or telephone call, it will be necessary for the school staff to call home. If the school is unsuccessful in reaching the home, the emergency telephone numbers will be used to call the parent/guardian at his/her place of employment to verify the child's absence. This is for the safety of children.

TARDY: Students reporting late to school must report to the main office upon arrival to get a tardy note to take to their teacher. Excessive absences/tardiness will be reported to the school attendance officer, who will investigate the causes and take appropriate action.

ARRIVAL & DISMISSAL

Arrival:

- Student arrival begins at 8:45 am.
- No students are permitted to arrive prior to 8:45 am as supervision is not available.
- Parents dropping off students are to use the 'Student Drop Off Lane'.
 - REFER TO PARENT PICK UP/DROP OFF MAP (page 18).
 - Be sure to follow all signage.
- Walking students should cross at Larchmont & Burnam Wood where the crossing guard is stationed.
- All students grades 1 through 4 report to the gym upon arrival. Kindergarten students report to the A wing playground. In the event of inclement weather, Kindergarten reports to the front foyer.
- Students arriving after 9:05 am are considered late and must report to the main office for a late pass.
- When arriving late to school, all children **MUST** be signed in at the main office by a parent or guardian. Please do not drop children off at the door.

Dismissal:

- Dismissal begins at 3:25 pm.
- All walkers will be dismissed via the A-Wing doors.
- Anyone picking up a student from the Main Office must be designated on the emergency form provided by the parent or guardian.
 - You will be asked to produce identification when picking up the student.
- **Children will only be allowed to leave with a parent/guardian or individual noted on the emergency information form, so please make sure all your emergency information is accurate and up to date.**
- Anytime you are picking-up your child at school, a note must be sent to the office with your child in advance.
 - Your note must include the child's name, classroom, the date and time your child will be picked-up, the purpose for pick-up, and the name of the authorized person who will be arriving to pick-up the student.
 - A contact phone number must also be included for verification purposes.
- Unless you have an emergency situation, we ask that you do not pick up your child for an early dismissal. Early dismissals cause children to lose necessary instruction and may disrupt the entire class.
- If you must pick up your child for an early dismissal, please notify the main office by 2 pm.
- Please send in a note to the teacher, which will be forwarded to the main office. **Please do not email the note to the teacher or leave a message on the teacher's phone.** If the teacher is not in the building, the substitute cannot access the teacher's email or voicemail.
- Your child will be called to the office upon arrival and you must sign your child out.

BACK TO SCHOOL NIGHT

Back to School Night is held in the evening, usually in September/October. This event is for parents and guardians. Children are not permitted to attend.

- The evening includes a meeting with PTO, a visit to your child's classroom and an opportunity to meet his/her teacher.
- The teacher will give a short outline on what he/she plans for the school year and what will be expected of your child.
- General questions will be answered. Specific concerns about your child should be addressed privately at another time.
- A second session is provided on the same evening for those of you who have more than one child in the school. If you have more than two children, you will have to attend classes separately.

BREAKFAST PROGRAM

- Our cafeteria offers a Breakfast Menu to students at the cost of \$1.50 per serving.
- Serving time is 8:30-9:00 am.
- To participate in the Breakfast Program, the cafeteria will need the registration form in hand at least 3 days prior to the serving date.

BULLYING & HARASSMENT

- Bullying is conduct which subjects a pupil to insults, taunts or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response from the student being treated in this way. Conduct constituting bullying will be promptly addressed in the most appropriate manner.
- The Mount Laurel Township School District Board Policy #5131.1 pertains to Harassment, Intimidation and Bullying concerns in the district and pertains to all attendees of Mt. Laurel schools/programs.
- Should you have any questions or concerns or suspect you may have an allegation to report, please contact Mrs. Aimee Strobel, School Counselor, at 856-273-3700 x7803.

BUS SAFETY

- Transportation is provided by the Mount Laurel Township Board of Education for students where walking to school is not a safe option.
- Proper bus behavior is required including:
 - Arriving at the bus stop on time.
 - Wait on the sidewalk until the bus comes to a full stop.
 - Board bus in a safe and orderly fashion.
 - Remain in the assigned seat at all times.
 - Follow all instructions given by the bus driver.
 - Wait until the bus stops before standing and exiting in an orderly fashion.
 - Using a quiet, courteous voice at all times.
- Bus conduct is subject to the Mt. Laurel Discipline Code, as well as NJ statute, 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 the parent shall provide transportation to and from school during the period of such exclusion.

CHILD ABUSE & NEGLECT

Any knowledge or suspicion of child abuse and/or child neglect must be reported to the New Jersey Department of Child Protection and Permanency (DCPP) (formerly the Division of Youth and Family Services) immediately. Failure to make a report is a violation of the law. All information is kept confidential. The building administrator, school nurse, and school counselor have further information relating to this process. You can also reference Board Policy #5141.4 on the district webpage at www.mtlaurelschools.org.

DELAYED OPENING & EMERGENCY SCHOOL CLOSINGS

For schools to remain open on days when weather conditions are poor in the early morning hours, a two-hour delayed opening schedule has been developed.

SCHEDULE FOR TWO-HOUR DELAYED OPENINGS:

Here are some important facts you need to know for any two-hour delay we may have:

- Grades Prek-4 arrive at 11:00 am
- Lunches WILL BE served
- There is NO recess
- Students will report to homeroom at 11:00 am
- Students will continue with the remaining day's schedule when there is a two-hour delay
- Extended Day Care opens at 9:00 am on two-hour delays.

In the event of a two-hour delayed opening, regularly scheduled transportation will be delayed accordingly. For example, a child regularly scheduled to be picked up at 8:30 am would be picked up at 10:30 am. Although they may be inconvenient, two-hour delays enable the district to avoid extending the school year.

EMERGENCY SCHOOL CLOSINGS

In the case of emergency school closings, the following notifications are made:

- Mt. Laurel school district notifies parents of school delays or closings through School Messenger by email, phone and/or text message.
- Local radio station KYW 1060 (school closing number is 659) or Cable Channel 19 will also have announcements regarding cancellations, early dismissal or delayed openings.
- You may also check the website at www.mtlaurelschools.org.
- Mt Laurel's School Closing Number is "659".

If school is closed, PTO functions will not be held and all after school activities will be canceled.

While we make every attempt to notify parents in the event of a closing, it is sometimes impossible to reach everyone. Therefore, it is imperative that your child is aware of your family's contingency plan if schools must close early. Please place a written plan in your child's folder or homework book. If in the opinion of a parent, weather conditions are adverse and there has been no emergency closing announcement, parents should use their own judgment as to the advisability of sending their child to school.

DISCIPLINE CODE

Larchmont School's entire staff works diligently to create an environment in which our children feel safe, comfortable and happy providing the greatest opportunities for learning. Behavior is everyone's responsibility. Your child's teacher and bus driver will provide some very important guidelines for the proper behavior on the school bus, in the classroom, hallways, lunch room, and playground. In order to grow educationally, socially and emotionally, children need to be in an environment in which there are concerned individuals who will set firm, consistent, positive limits while providing warmth and support for the appropriate behavior. Please help to reinforce these guidelines. We work together with the students in creating our Larchmont Constitution.

The Constitution will be signed by each student, posted and sent home with the students in order to cultivate a positive and motivating school experience. We will ratify this school-wide Constitution on Constitution Day in September. In addition to these school-wide rules, we also have lunch and playground rules.

The Mount Laurel Board of Education has adopted a district wide discipline code. Parent(s)/Guardian(s) receive a copy of the Discipline Code in this packet. It requires a parent/guardian signature acknowledging that you are aware of the code. You can view the entire code by visiting www.mtlaurelschools.org.

FIELD TRIPS

Field trips will be considered as instruction and planned as such, with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to dress appropriately, and to conduct themselves courteously at all times during field trips. All school rules are in effect during field trips. Denial of student participation for field trips shall not be used as a disciplinary measure. However, students may be barred from field trips when there is a serious concern for their own safety, or the safety of others. All students attending field trips must ride district appointed transportation to the trip location and back to school. Parents can only sign out their child once transportation has returned to school. Siblings are not permitted on field trips.

FIRE & SECURITY DRILLS

There will be a fire drill conducted each month, as required by state law. A visual and auditory alarm will signal the need to evacuate the building. Students should follow the directions given by staff members. A map indicating the nearest exit, as well as an alternate route is posted in each classroom. Fire drills are concluded when the principal or his/her designee indicates the drill is completed. To facilitate the evacuation of the building during fire drills and other emergencies, the following rules should guide your actions:

- Leave the building through the nearest exit. If it is blocked, use the next nearest exit.
- Walk rapidly, but do not run. Remain silent and listen for directions.
- Move into the corridor in an orderly fashion.
- All doors and windows must be closed, and lights turned off.
- Once the class is outside the building, students are to stay together away from the building.
- Activities taking place outside the building should be immediately terminated.
- Unless otherwise directed, the ringing of the fire bell implies that all persons must evacuate the building.

A security drill will also be conducted each month. Teachers review the process with students in advance and address any questions/concerns children might have.

HEALTH & NURSE SERVICES

- A nurse is on duty every school day.
- Children who have been absent for three days or longer must bring a doctor's note upon return to school.
- Any child suspected of having an infectious, or contagious disease should be referred to the nurse. When the school nurse is not available, all referrals are to be made to the Main Office.
- The Health Office will be alerted in case other students in the class exhibit similar symptoms.
- **Emergencies**
 - In case of medical emergencies, the district will call the nearest ambulance service and will make every effort to immediately contact the parent in order to facilitate necessary care.
- **Emergency Contacts**
 - All parents are asked to complete two Emergency Information Sheets that include the child's name, address, home and work numbers, emergency contacts and important medical information.
 - One form will go to transportation and one form is kept on file in the main office.
 - **It is extremely important for the child's welfare that at least two adults are designated as alternates who are available during school hours.**
 - **If any changes occur during the school year, please notify the main office as soon as possible.**
- **First Aid**
 - According to State regulations, treatment by the school nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home.
- **Health Screenings**
 - Your child will be screened, yearly, in height/weight, hearing, and vision. Deviations from the norm will be screened a second time, followed by parental notification should a deviation again be noted.
- **Illness**
 - In order to keep our school a healthy place for all children, they should not be sent to school when there are symptoms of illness. Your child must be free of fever, vomiting and/or diarrhea for 24 hours prior to returning to school.
- **Injuries**
 - If your child has sustained an injury and cannot participate in physical education, a written note is required. If an injury will cause a child to miss more than one gym period, a physician's note is required. Children not participating in gym are not permitted to participate in recess.
- **Medication**
 - Any medication (prescription, or over-the-counter, including cough drops) that need to be taken during school hours must be in their original containers, and require written authorization from the parent and the physician. ALL medication must be brought to school by the parent. This better ensures the health and safety of all students. Before the close of the school year, a parent must retrieve all unexpired and/or unused medicine.
- **Physical Examinations**
 - Physical exams are required of all new enrollees.

INTERVENTION & REFERRAL SERVICES (I&RS)

- A multi-disciplinary team exists to assist students who appear to be experiencing academic, behavioral, social, or emotional difficulties.
- Any staff member or parent may request that a child's needs be considered by the team.
 - Referral forms are available in the main office.
- Further information may be obtained from the principal, school counselor, classroom teacher or by visiting the school website at lm.mtlaurelschools.org.

LUNCH INFORMATION

- Lunch is provided every day. Students may choose to bring lunch from home.
- Money may be put on a student's lunch account at any time.
 - Each child is provided with a pin number when ordering lunch.
 - This works much better than bringing loose money to school each day, and it also helps the lunch line move faster as the student simply punches in their number and no change needs to be given.
- A monthly menu is sent home listing the lunch entrees and alternate choices.
- You may view your child's lunch account online and deposit funds into your child's/children's LunchTime payment system by using a credit card or sending payments to school.
 - You can add whatever amount you desire to the account or send a check. Checks should be made out to Mt. Laurel Lunch Program.
 - When you send a check in with your child, please put your child's name on the check so that the cafeteria workers will know which student turned in money.
- Children at Larchmont will not go without lunch. In case of an emergency, students may charge their lunch.
 - Lunch charges cannot be given for the purchase of snacks.
 - It is important that lunch charges are to be paid back by the next school day.
- Spending restrictions may be made on your child's lunch account by downloading a "Student Lunch Restriction Form" from the Cafeteria Service page on the district webpage.
- The cost for lunch for the 2023-2024 school year is \$2.75. Milk may be purchased separately for \$.60.
- Hot lunch is only provided on full school days. There is no lunch period for half days.
- The cafeteria offers HEALTHY snack packages to help you celebrate those special occasions. Forms are available in the main office and on the district webpage.

PARENT/TEACHER CONFERENCES

The best educational environment includes the complete understanding and cooperation between home and school. Parents are encouraged to maintain ongoing communication with their child's teachers throughout the year.

- There are formal parent/teacher conferences held in the fall and spring of each year.
- Fall conferences are held for every student.
- Spring conferences are held at the teacher's request on a needs basis; however, parents may request a spring conference.
- When parents have a specific concern, they should first contact the appropriate staff member (teacher, school counselor, nurse, etc.) to remedy the situation. If the concern continues, they should contact the principal.

PERSONAL PROPERTY

- On many occasions, it is necessary for you to send money to school with your child. Generally, checks should be made out to Larchmont PTO for PTO fundraisers.
- Be sure all money is put in an envelope marked with your child's name and its purpose clearly printed on the front of the envelope.
- The school district will assume no responsibility in the event of loss, theft, or damage to personal property. Therefore, students are not to bring to school large sums of money, valuable jewelry, or any other items of value such as any type of electronic devices.

POLICIES

- Board Policy is available on the district webpage at www.mtlaurelschools.org.

PTO (PARENT TEACHER ORGANIZATION)

- Our PTO is an excellent group of committed volunteers who work together to support our school to do great things for our children. An organization is only as good as its volunteers - please consider joining our PTO.
- The PTO funds many projects and events for the betterment of our students and their school. They graciously make contributions to our school in the form of educational resources and building needs thanks to the success of various fundraisers.
- Parents and teachers are always encouraged to join the PTO, and to attend meetings.
- Meetings are typically held on the first Tuesday of every other month, at 7:00 pm, in the Larchmont Elementary School library.
- Please check the school calendar or the monthly newsletter on the school web page for updates.

RELATED ARTS

- **Art**
 - The Art program helps to promote a student's understanding and appreciation of art.
 - Various techniques and styles of art from different cultures and different time periods are studied.
 - Students are encouraged to use a variety of media to develop their own creativity.
- **Instrumental Music**
 - Instrumental Music lessons are provided by a certified professional who instructs children in grades 3 & 4 in all aspects of learning to play and master a musical instrument and read music.
- **Library**
 - The library is a quiet place to read, conduct research, gain information about projects and check out books.
 - The library has a wide range of resources for students and staff.
 - Students who damage or lose materials are expected to make restitution for lost or damaged items before the close of the school year.
- **Music**
 - The Music program includes many opportunities to explore sound through singing, movement, listening, and playing instruments, as well as introductory experiences with verbalization and visualization of musical ideas.

- The music literature included in the curriculum will be of high quality and lasting value, including traditional children's songs, folk songs, classical music, and music from a variety of cultures, styles, and time periods.
- **Physical Education**
 - The Mount Laurel School District is dedicated to the belief that physical education is an essential component of the total education of students.
 - All students are required to participate in Physical Education except in the event that a student has an illness or injury, with a written doctor's note, which excuses him/her from Physical Education.
- **Technology**
 - The technology curriculum helps integrate individual classroom learning with current forms of technology usage. Students develop needed technological skills as well as supplement in class learning by completing units that are integrated with classroom instruction. The students use a variety of technological resources, including laptop computers and numerous online applications.

RELATED SERVICES

- **Basic Skills Math**
 - The Basic Skills Math teacher is a certified professional who provides services for any student needing additional academic assistance in the area of math. Students receive Basic Skills Math services one to five times a week depending on their academic needs. Students are eligible for basic skills services based on teacher recommendation and assessment scores.
- **Corrective Reading**
 - Corrective Reading Services are provided by a certified professional who uses strategies to help develop a strong basic reading foundation for students who are in need. Students in grades K-2 are eligible for Corrective Reading services based on teacher recommendation and a variety of assessments. Services are provided 3-4 times a week.
- **School Counseling**
 - Larchmont's Counseling Program is an integral part of the educational process for every child. Our counselor helps students to strengthen self-concepts, enhance their ability to solve life problems and explore positive attitudes. Counseling services include whole class instruction, as well as individual and group counseling. These services address the social, emotional, behavioral and academic aspects of a child's life. Our counselor is available to consult with parents, teachers, and other stakeholders regarding issues related to children. All school counselors in the district of Mount Laurel are certified professionals. Parents are encouraged to call the counseling office with any questions concerning your child's social or emotional needs, in addition to requests regarding standardized testing.
- **ESL (English as a Second Language)**
 - The primary goal of the English as a Second Language (ESL) Program is the development of essential skills that will enable the student to function successfully in the mainstream of American schools and society. ESL instruction in Mount Laurel is an integrated process of developing useful and necessary communication skills. Speaking, reading, writing and listening skills are developed and improved through the use of literature-based thematic units.

- **GAP (Gifted Academic Program)**
 - GAP, the Gifted Academic Program, seeks to meet the needs of students through “pull out” sessions whose depth of understanding, higher level thinking skills, speed of learning, and related affective needs fall into the range of gifted potential. The nomination process begins in the winter and spring of each year. Parents and teachers may make referrals to the program, but students must meet a range of criteria.
- **Speech/Language**
 - Mount Laurel’s Speech and Language department’s mission is to ensure that all students with speech, language, and hearing disorders, which are negatively impacting academic progress, have access to quality services to help them effectively communicate. A student’s IEP determines how often a student receives services.

REPORT CARDS & GRADING

- Report cards are issued quarterly for grades 1-4, via PowerSchool, as a means of communicating children’s levels of academic achievement and progress. Academic grades will solely and accurately reflect achievement.
- Kindergarten report cards are issued in November, February, and June.
- Good/poor effort, and good/poor behavior will be indicated in the appropriate sections of the report card.
- Please consult with your child’s teacher regarding any questions you have concerning his/her progress and/or his/her Report Card.
- Parents of third and fourth grade students can access ongoing grades via PowerSchool, our school district’s online grade book.

RESPONSIVE CLASSROOM

Larchmont Elementary is a responsive school community. We are continuously working to build a safe and positive school community through social, emotional, and academic teachings. This is a district-wide initiative helping to make the students, teachers, and parents of Mount Laurel partners in our learning community. The most commonly implemented Responsive Classroom practices are Morning Meeting, Responsive Language, Rule Creation, and Social Problem Solving. Expect information about morning meetings from your child’s teacher. The seven guiding principles of Responsive Classroom are:

1. The social curriculum is as important as the academic curriculum.
2. How children learn is as important as what they learn: process and content go hand in hand.
3. The greatest cognitive growth occurs through social interaction.
4. To be successful academically and socially, children need a set of social skills: cooperation, assertion, responsibility, empathy, and self-control.
5. Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content we teach.
6. Knowing the families of the children we teach and working with them as partners is essential to children’s education.
7. How the adults at school work together is as important as their individual competence: Lasting change begins with the adult community.

SCHOOL HOURS

	School Starts	Half-Day Early Dismissal	Regular Dismissal
Grades Pre-K-4	9:00 am	12:55 pm	3:30 pm

SOCIAL MEDIA

- At Larchmont, we use social media as a means to share happenings at our school. Presently, Facebook is our primary outlet. It can be accessed from our School's website at <http://lm.mtlaurelschools.org/>.
 - **Facebook**
 - Check Larchmont's Facebook page at: <https://www.facebook.com/Larchmont-Elementary-School-120534584662682/> for updates on school events.

SPIRIT DAYS

- Spirit days are to build community and to add fun to our school year.
- Spirit Days will be determined and notification will be provided in students' Tuesday folders.
- On Spirit Days, students and staff are asked to come to school dressed according to a certain theme. Participation is voluntary. If students are not able to dress according to the spirit day theme, we encourage them to wear their Larchmont School t-shirts.

TRANSFERS

- A copy of a transfer card must be obtained from the main office when a child is moving out of the district.
- Student records are forwarded when requested from the school to which the student is transferring.

TUESDAY FOLDERS

- Folders are sent home weekly to keep you informed of the many school events. Please check and sign your child's folder each week (days may vary due to holidays). In an effort to conserve paper, inserts will be given to the youngest and/or only child unless each child needs the information/forms.

VISITOR GUIDELINES

- **Parking**

- You will find three parking lots at Larchmont Elementary School.
- The lot immediately on your right when you turn in to the school entrance is to be used when you participate in school day/school wide events and field trips.
- The lot to your left is typically full with staff vehicles.
- The lot directly in front of you once you turn in to the school entrance is usually gated and closed during the day for use during recess. It might be open on non-recess days (half days and/or Indoor Recess Days).

- **Entry to the Building**

- To enhance security at Larchmont, entry to the building is limited. Please abide by the following procedures:
- When you approach the building during the school day, you will be directed to push a buzzer near the entrance.
- A member of the office staff will respond via speaker to ask your identity and/or purpose for your visit.
- The staff member will allow you entry to the new school vestibule. Your identification and reason for your visit will be presented at that time.
- A table for items to be delivered to your child and/or a staff member is placed in the vestibule area for your convenience to label and drop off. A staff member will be responsible to make sure the article is delivered in a timely manner.
- If entry to the building is warranted, visitors will be buzzed through the vestibule doors and directed to the Main Office where they must obtain an official Visitor's Pass. The pass must be visibly worn. Upon leaving the building, the visitor should return the Visitor's Pass, and sign out.
- If you need to pick up your child early, please refer to the Dismissal Procedures section.

ARRIVAL & DISMISSAL

Arrival:

- Student arrival begins at 8:45 am.
- If your child is participating in the breakfast program please arrive at 8:30 am.
- No students are permitted to arrive prior to 8:45 am as supervision is not available. (Exceptions: Students in Morning Day Care)
- Parents dropping off students are to use the 'Student Drop Off Lane'.
 - REFER TO PARENT PICK UP/DROP OFF MAP ATTACHMENT
 - Be sure to follow all signage.
- Walking students should cross at Larchmont & Burnam Wood where the crossing guard is stationed.
- Students arriving after 9:00 am are considered late and must report to the main office vestibule for a late pass.
- When arriving late to school, all children **MUST** come to the office to receive a late pass. Parents should bring their children to the main door for entrance.
- When you enter the school parking lot you are to proceed to the B parking lot.
- Students will be dropped off in the rear of the school (art room doors), please have your child wait in the car until you are near the door.
- Only the student is permitted to exit the car.
- At this time all parents and passengers who are not students need to remain in the car.
- Please follow all signage and staff instructions.

Dismissal:

- Dismissal begins at 3:30 pm.
- All walkers will be dismissed via the A-Wing doors.
- Anyone picking up a student must be designated on the emergency form provided by the parent or guardian.
 - You will be asked to produce identification when picking up the student.
 - Parent Pick-Up will now take place at the (Art Room Exit) from the B-Lot.
- **Children will only be allowed to leave with a parent/guardian or individual noted on the emergency information form, so please make sure all your emergency information is accurate and up to date.**
- Anytime you are picking-up your child at school, a note must be sent to the office with your child in advance.
 - Your note must include the child's name, classroom, the date and time your child will be picked-up, the purpose for pick-up, and the name of the authorized person who will be arriving to pick-up the student.
 - Students being picked up will be dismissed from the B-Wing exit of the B-lot parking. (Same door as morning arrival)
 - A contact phone number must also be included for verification purposes.
- **Unless you have an emergency situation, we ask that you do not pick up your child for an early dismissal.** Early dismissals cause children to lose necessary instruction and may disrupt the entire class.
- If you must pick up your child for an early dismissal, please notify the main office by 1 pm.
- Please send in a note to the teacher, which will be forwarded to the main office. **Please do not email the note to the teacher or leave a message on the teacher's phone.** If the teacher is not in the building, the substitute cannot access the teacher's email or voicemail.
- Your child will be called to the office vestibule upon arrival and you must sign your child out.

****** We are now utilizing the B-lot and B-driveway to intake and dismiss students. All walkers are encouraged to walk around to the front of the school for arrival and not to utilize the back pathway that leads to Willow Turn. For safety purposes walkers will enter and leave through the main entrance.**



2023-2024 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 _____