

STUDENT NAME: \_\_\_\_\_  
Homeroom Teacher: \_\_\_\_\_

## Moorestown Township Public Schools Moorestown, New Jersey

### ∞ MOORESTOWN TOWNSHIP PUBLIC SCHOOLS BOARD OF EDUCATION ∞

Kathy Goldenberg, President  
Brandon Pugh, Vice President

Peter Palko  
Ann Marie Reyher  
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Matthew J. Simeone  
David Weinstein

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

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### ∞ District Central Office Personnel ∞ 856-778-6600

**Dr. Scott McCartney**  
*Superintendent of Schools*

**Carole Butler**  
*Director*  
*Curriculum & Instruction*

**TBD**  
*School Business*  
*Administrator/*  
*Board Secretary*

**Dave Tate**  
*Director*  
*Special Education*

### ∞ Moorestown Upper Elementary School ∞

325 Borton Landing Road  
Moorestown, NJ 08057  
856-793-0333

Main Office – 14002  
Nurse's Office, Mrs. Virginia Cavalier, RN – 14040

**Susan M. Powell**  
*Principal*

**Michael D'Ascenzo**  
*Assistant Principal*

**Dr. Michele Hassall**  
*Assistant Principal*

**Arline Conigliaro**  
*4<sup>th</sup> Gr. Guidance Counselor*

**Guidance:**  
**Joanna Carr**  
*5<sup>th</sup> Gr. Guidance Counselor*

**Jessica Hartzell**  
*6<sup>th</sup> Gr. Guidance Counselor*

#### Supervisors:

**Julie Colby**  
*Mathematics*

**Frank Sein**  
*Special*  
*Education*

**Roseth Rodriguez**  
*Humanities*  
*(Social Studies and*  
*World Language)*

**Patricia Rowe**  
*Arts &*  
*Technology*  
*(Art, Music,*  
*and Computers)*

**Dr. Susan Tosti**  
*Language Arts*  
*& Media*

**Gavin Quinn**  
*Science*

#### Child Study Team:

**Sandra Foulks**  
*Learning Consultant*

**Dr. Mary Elbersson**  
*Psychologist*

**Breanne Swedler**  
*Social Worker*

# MOORESTOWN UPPER ELEMENTARY SCHOOL HANDBOOK

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

**All Parents and Guardians: Student schedules, including teacher placement; bus information, and report cards will now be posted to the *Parent Portal*.**

**NOTE: ALL VISITORS must report to the main office upon entering the UES to sign in and obtain a visitor's badge.**



## **Accident Insurance**

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

## **Americans with Disabilities Act**

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

## **Absentee Reporting**

Modern-day conditions involving our children who walk to a bus stop necessitate a confirmation of their safe arrival at school. With this in mind, parents are asked to follow these procedures:

You may report your child's absence at any time of day or night by leaving a message on the Health Office voicemail. If we do not receive a call regarding your child's absence, it will be necessary for the school to call and validate the absence. The number to call to report an absence is 856-793-0333, Ext. 14040.

## **Attendance**

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

## Attendance, continued

<i>Absence</i>	<i>Comments</i>	<i>Required Documentation</i>
Each Day of Absence	Call the Health office each day the child is absent unless you know ahead of time exactly how many days the child will be out of school. In that case, you may inform the nurse of this information and no further calls will be necessary.	Upon returning to school, the child must present a written explanation signed by a parent / guardian.
More than Three Consecutive Absences	<b>Excused Absences:</b> <ul style="list-style-type: none"> <li>• Illness</li> <li>• Family illness/death</li> <li>• IE Programs under IDEA</li> <li>• Suspension</li> <li>• Educational Opportunities</li> <li>• Religious Obs., pursuant to NJSA 18A:36-14-16</li> <li>• Pupil Court Appearances</li> <li>• Dr. Appointments – can't schedule after school</li> </ul>	A parent and a doctor's note is required for the absence to be excused
Five Unexcused Absences	Parent(s)/guardians will receive a letter via mail.	
Ten Unexcused Absences	Parent(s)/guardian(s) will receive a truancy letter via mail and may be required to meet with the Attendance Committee, consisting of a building administrator, the nurse, and the child's guidance counselor.	

## Lateness to School / Early Dismissals

<i>Tardiness / Early Dismissals</i>	<i>Comments</i>	<i>Required Documentation</i>
Each Day of Tardiness	<b>Students are expected to be in their homeroom by 8:00.</b> Students who arrive late to school must report to the Health Office with their parent to sign in. Students who are late due to an appointment or illness are recorded as <u>excused</u> . Students who are late due to missing the school bus, oversleeping, and not prepared on time are <u>unexcused</u> .	A written excuse from the parent or a doctor's office is required.
Ten or More Unexcused Tardy Arrivals / Early Dismissals	Parent(s)/guardian(s) will receive a truancy letter via mail and may be required to meet with the Attendance Committee, consisting of a building administrator, the nurse, and the child's guidance counselor.	
Early Dismissals	The mtps electronic reporting system identifies and records early dismissal as "tardy".	

## Behavior Code

We want to provide all of our students a safe and healthy learning environment at school. The purpose of consequences or discipline is *"to deter inappropriate behavior by the student and to discourage acts detrimental to the welfare of this community."* Guidelines have been established to help the students grow towards self-discipline, and behavioral standards are stated. Parents and teachers must do their part to develop self-discipline and to create respect for imposed discipline. Teachers are responsible for maintaining classroom conditions that help to ensure acceptable student behavior. In many cases, the teacher develops classroom standards by cooperatively planning and brainstorming with the class. Consequences are imposed to support a good educational program and to help our children become effective members of society.

## Behavior Guide

As a community of learners, it is the shared responsibility of students, parents, and staff to create a secure, positive school climate. Therefore, it is the expectation of the Upper Elementary School that all students shall demonstrate: **(1) Respect for Oneself, (2) Respect for Others and the Rights of Others, (3) Respect for Learning, and (4) Respect for our School.**

These expectations will inspire an environment in which all students take responsibility for their own behavior, treat each other with respect and kindness, and learn the value of being productive young citizens. These values will be pervasive in the school community. Programs are available to support students and their families in specific situations. These programs are facilitated through the guidance department. Further information is posted on the UES website or contact your counselor.

Students who choose not to follow the above expectations will receive consequences (Pages 6 – 8).

## **Bullying, Racial or Religious Torment, and Sexual Harassment BOE Policy 5512**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. The UES supports every student and offers a safe academic environment.

## **Cyber-Bullying: Board of Education Policy No. 5512.02**

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

## **Student Use of Privately-owned Technology**

Privately-owned technology is to be used only in approved settings at principal or designee's discretion and with a specific educational purpose.

*For additional information, please consult the UES homepage under the [Parents & Students](#) tab.*

## **AFFIRMATIVE ACTION STATEMENT**

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

## **Consequences for Behavior Infractions at the UES are as follows:**

- I. Teacher Detention: Students report to the teacher in his/her classroom at the agreed upon time.
- II. Administrative Detention: Students report to a location as directed by the administrator.
- III. Lunchtime Detention: Students report to a table in the cafeteria or other supervised location.
- IV. Bus Suspension: Students are restricted from the bus to and/or from school for a specific time.
- V. Restricted Study / In-School Suspension: Students report to a supervised location.
- VI. Exclusion: Students are expected to conduct themselves in a manner that reflects positively on themselves and the school. If at any time the student's behavior(s) are determined to be inappropriate, the student may become ineligible to receive awards, attend field trips or participate in non-compulsory activities. Students may be excluded from the same when assigned to restricted study/in-school suspension and out-of-school suspension.  
*If a student accumulates eight (8) disciplinary infractions, an administrative meeting with the parent and guidance counselor will be scheduled to develop an intervention plan. If the number of discipline referrals increases to ten (10), possible exclusion from school activities may occur.*
- VII. Out-of-School Suspension: Students are restricted from attending school or any school function through the duration of the suspension. Parent conference(s) are required upon return to school. One parent or guardian must always accompany a student upon his/her return after an out-of-school suspension.
- VIII. Community service: Activities designated to improve the school community by beautification, cleaning, helping the custodians or helping a staff member will be determined by the administrator and parent.

*Further, at the discretion of the administrator, restricted study/ in-school suspension may be substituted for an AM or PM detention or an out-of- school suspension. When circumstances demand, disciplinary action will be adjusted to fit the situation.*

## Discipline Guide

The consequences below are simply guidelines. Building administrators, at their discretion, may modify or adapt these consequences based on the circumstances of the infraction.

### *Respect for Learning*

INFRACTIONS include but are not limited to:	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offense
<b>A. Disrupting the learning process</b>	Warning	Parental contact; Detention	Parental contact; Detention; Suspension
<b>B. Cheating / Plagiarism</b>	Parental contact; Penalty at teacher discretion	Parental contact; Zero for work in question; Referral to counselor	Parental contact; Zero for work in question; Referral to administrator and possible detention or suspension
<b>C. Leaving the school building and/or grounds without permission</b>	Parental contact; Intervention Plan; Referral to Guidance	Detention; Possible suspension	Suspension
<b>D. Cutting Class</b>	Parental contact; Detention	Detention; Possible restricted study	Detention; Possible suspension
<b>E. Lateness to Class</b>	Warning	Parental contact; Detention	Detention; Possible suspension
<b>F. Misuse of Technology (inc. cell phones)</b>	Parental contact; Removal of device	Removal of device; Detention; Device held for parent pick-up	Detention; Possible Suspension; Parent Conference

### *Respect for Oneself*

INFRACTIONS include but are not limited to:	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offense
<b>A. Use of Vulgarity / Foul Language / Offensive Gestures, Overt or Implied</b>	Parental Contact; Warning; Referral to guidance	Referral to guidance; Detention	Parental contact; Detention; Suspension
<b>B. Wearing of Hats in the Building</b>	Warning; Hat removal	Hat held for parent pick-up	Loss of privilege/ Detention
<b>C. Possession of Inappropriate Obj. (Items that become disruptive to the learning environment.)</b>	Parental Contact; Warning	Removal of object; Item held for pickup; Possible Detention	Detention
<b>D. Inappropriate Dress (See Dress Code, Page 10.)</b>	Parental contact; May be asked to change	Parent conference; Detention	Detention; Possible in-school suspension
<b>E. Use/Possession of Drugs or Alcohol</b>	Refer to district policy		

***Respect for Others and Rights of Others***

The Upper Elementary School Administration and faculty will not tolerate bullying/taunting. In each situation, we assess the nature of the offense and assign appropriate consequences according to seriousness of offense.

INFRACTIONS include but are not limited to:	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offense
<b>A. Bullying/taunting behavior; intimidation of others, harassment. (See District Bully Policy)</b>	Parental contact; Detention; Possible suspension; Guidance referral	Parental contact; Administrative conference; Referral to the I&RS Committee; (1+) Detentions; Possible Suspension	Suspension
<b>B. Cyber Bullying; any media taken on school property and/or inappropriate media/messages that interrupt the school environment</b>	Parental contact; Guidance referral; Detention; Possible suspension		
<b>C. Inappropriate or hurtful physical contact, fighting, pantsing</b>	Parental contact; Guidance referral; Detention; Possible Suspension. Due to the nature of some incidents, one person may be responsible for the fight through his/her actions. Consequently, discipline consequences may vary according to the conduct of those individuals involved in said incident. The age/grade level of the participants may also affect the consequences.		
<b>D. Verbal threats, taunting, teasing, verbal abuse; use of inappropriate words of violence, i.e., <i>kill, shoot, gun, knife, bomb, etc</i></b>	Parental contact; Guidance referral; Detention; Possible suspension		
<b>E. Possession of any article which could be used as a weapon (knife, razor, scissors, gun, lighter, etc.)</b>	Parental contact; Guidance referral; Detention; Suspension;		



### *Respect for School*

INFRACCTIONS include but are not limited to:	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	Subsequent Offense
A. <b><u>Cafeteria Procedures</u></b> Students are expected to stay in their seats unless there is a good reason to get up such as to dispose of trash or to get additional lunch items. Students should never throw anything or talk louder than necessary.	Warning	Lunch/recess detention; Detention	Parental contact; Community service or removal from lunch/recess for a designated period of time; (1+) Detentions; Suspension
B. <b><u>Playground Procedures</u></b> Students will stay within the assigned areas. Playground equipment will be used properly. Line up will be done in an orderly manner.	Warning	Lunch/recess detention; Detention	Parental contact; Community service or removal from lunch/recess for a designated period of time; (1+) Detentions; Suspension
C. <b><u>Behavior going to and from school and at bus stops</u></b> Throwing objects, disobeying traffic safety rules, including wearing seat belts; trespassing on private property; entering/exiting bus at wrong stop	Parental contact; Detention	(1+) Detentions; Possible suspension	
D. <b><u>Electronic Devices</u></b>	iPods and other electronic devices are not permitted in school. On a first offense, the item will be confiscated and returned at the end of the day. Additional offenses will require a parent to pick up the device and detention. <i>If a student must bring a cell phone, this device <u>must</u> remain turned off and inside of the backpack for the entire school day. The same consequences apply for cell phones.</i>		
E. <b><u>Covering Textbooks</u></b> Text books must be covered at all times.	Warning	School grades or official school records are not released or forwarded until full clearance is given for lost or damaged books.	
F. <b><u>Hall Passes</u></b> Passes will be carried in hand during all instructional times.	Warning	Detention	
G. <b><u>Chewing Gum</u></b> Gum is not permitted on school grounds or on the bus	Warning	Detention	

### **Care of School Property**

Students are responsible for keeping school property, books (which must be covered), supplies, and equipment in good condition. By exercising proper care, students may avoid paying for careless or undue damage to school property. Student grades or official school records are not released or forwarded until full clearance is given for lost or damaged books.

### **Change of Address or Telephone Number**

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

### **Class Assignment**

**Board of Education policy 5120** indicates, “The Building Principal is responsible for developing a school climate supportive of the mental, emotional, and physical development of pupils, for allowing them to realize their own potential, and for developing favorable self-images. The Principal will therefore take into consideration such factors as teacher recommendation, academic achievement, peer interaction, and class size when placing pupils.”

## **Community Relations**

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

*All notices can be found on the district website: [www.mtps.com](http://www.mtps.com).* The District Home and School Association has a yearly newsletter and each school publishes a quarterly newsletter (MUES News).

## **Counseling Services**

The Guidance Counselors of the UES are committed to helping students and their parents in a variety of ways. The counselors are here to assist students and their families to become oriented to the academic and social expectations of school life. This service is an important communication link between home and school.

The department plays a key role in assisting students to develop personal decision-making skills, encouraging the development of high self-esteem, and helping students appreciate and value the commonalities and differences between others. Additionally, the counselors run small groups and individual sessions as appropriate. All parental concerns or questions about a child's emotional and social welfare at the UES may be channeled through the Guidance Counselors.

## **Delayed Opening of Schools – School Closing Number 653**

When it seems likely that inclement weather or road conditions will improve later in the day, school will begin two hours later than usual. A delayed opening will be announced on the [district web page](#) and [radio stations](#) beginning at 6:30 a.m. School will commence at 10:00 a.m., which is two hours later than the usual time. Those children who are transported to school should be at their regular bus stop two hours later than their regularly scheduled time. Lunch will be served as usual on a delayed opening day, and dismissal will be as usual at 3:00 p.m.

## **Dismissal of a Student**

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

Parents are required to come to the nurse's office to pick up their child. At no time may a child go home with anyone but a parent or someone specifically designated by the parent.

## **Dismissal to Other than Parent and Transporting Children**

A written directive from the home to the school is required if the student is to be released to someone other than the parent. Only upon receipt of a signed note to the principal will your child be released from the nurse's office to the person named.

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

## **(Early) Dismissal Procedures**

The children will be dismissed at the end of a half-day session for in-service meetings, special holidays, and parent conferences. The dates and times can be found in the school calendar. For parent conferences, in-service meetings, and special holidays, the children are usually dismissed at 12:35p.m.

## **Emergency Early Dismissal of Schools**

Should severe weather require the closing of the schools or make it impossible for the buses to operate safely, announcements will be made on key radio and television stations and the web page. **The code number for Moorestown is 653.** Please do not call the school.

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

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

Students should take pride in their appearance. All students are expected to dress and groom themselves neatly in clothes that are suitable and safe for school activities. **Clothing should not be a distraction to the educational process, present a safety hazard to the individual pupil or to others, interfere with school work, or create disorder.**

Should a child’s attire be potentially inappropriate, the student will be sent to the front office, where suitability of attire will be determined by a building administrator and/or the school nurse. Inappropriate attire will necessitate a call to the parent for alternative attire. Appropriate attire will help to avoid uncomfortable or embarrassing situations.

- ★ *Tops must have two straps. The straps must be two-fingers wide.*
- ★ *Shirts must cover the waistband of the pants, shorts, or skirts.*
- ★ *Shirts must be opaque – no sheer, see through mesh fabrics or garments*
- ★ *Muscle shirts where the arm holes reveal the side of the body are not permitted.*
- ★ *Shirts may not contain any lettering that has a double meaning, is suggestive, or is inappropriate.*

- ★ *Shorts should be approximately the length of the middle of the thigh (with hands at one’s side near the fingertips).*
- ★ *Shorts must be consistent with weather conditions. Please review this with your child.*

- ★ *Pants must be no lower than the top of the hips.*
- ★ *Pants must cover undergarments.*
- ★ *There may be no lettering or pictures across the seat of the pants.*
- ★ *There can be no loose hanging articles such as straps, belts, or chains.*

- ★ *Skirts, dresses, and jumpers should be approximately the length of the middle of the thigh (with hands at one’s side, near the fingertips).*

- ★ *Shoes must be safe and secure on the foot.*
- ★ *Sneakers are required on days that students have physical education.*
- ★ *Flip-flops, crocs without heel straps, and shoe skates or “heelies”, as they are sometimes called, are strictly prohibited at all times in school.*

- ★ *Hats and head coverings, unless for religious reasons, and athletic headbands may not be worn in school.*
- ★ *Students will be asked to place headgear in their backpacks. Possible confiscation may occur.*

**UES BELL SCHEDULE**

<b>Regular Day Schedule</b>	
HR	8:00 – 8:15
1	8:17 – 9:11
2	9:13 – 10:07
3	10:09 – 11:03
4	11:05 – 11:59 (5 <sup>th</sup> grade lunch)
5	12:01 – 12:55 (6 <sup>th</sup> grade lunch)
6	12:57 – 1:51 (4 <sup>th</sup> grade lunch)
7	1:53 – 2:47
HR	2:49 – 3:00

## **Emergency Telephone Numbers**

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

## **Health and Nursing Services**

### **First Aid and Illness during the School Year**

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

### **Medication**

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

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

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

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

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

### **Returning to School after Any Absence**

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

### **Communicable Diseases**

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

## **Exclusion for Health Reasons**

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

## **Field Trips**

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

## Grading Scale

For academic content areas:	For special content areas (Art, Music, P.E., Health, WL, Computers):
A (90 - 100)	“O” – Outstanding
B (80 - 89)	“S” – Satisfactory
C (70 - 79)	“U” – Unsatisfactory
D (60 - 69)	
E (Below 60)	

## Home and School Committee

The Home & School Committee of the UES is part of the Moorestown Home & School Association. The Moorestown Home & School Association is an organization of parents, teachers, and administrators working together to strengthen and support our school system through communications and service.

**The Home & School Committee is you!** We always welcome your help, even if you only have a small amount of time. There are many types of volunteer jobs. Please feel free to call any of the committee members if you have a suggestion or would like to help out. Membership in the Home & School includes a school calendar listing all district events and school activities for the school year.

## Homework

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

### Homework for Absence

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

1. If a student is absent for only one day, the student may call *another student* or request the information from the teacher the next day.
2. If a student is absent for more than one day, parents may call the **nurse** to request homework. Please identify the approximate number of days the child will be out. Parents/guardians must allow 24 hours for teachers to receive requests and forward the material to the reception desk.
3. All children must attend school on a regular, uninterrupted basis. Thus, schools are unable to provide “excused” absences for purposes of vacations, etc. If a child misses school for reasons other than illness, the teacher is obliged only to provide general information concerning material to be covered and assignments to be given during periods of unexcused absence. It is the student’s responsibility to meet with teachers prior to anticipated absence so that these general assignments can be obtained. Upon return from absences, the student will be responsible to complete all specific assignments, tests, etc., that are considered essential for continuity in skill development and completion of grades.

## Instructional Program – Upper Elementary School

The UES has as its primary task to provide a sound educational foundation for life. Special effort is made to present a curriculum that is relevant to current societal demands and practices. The curriculum is aligned with the New Jersey Core Curriculum Content Standards.

The curriculum is developed through the office of the Director of Curriculum & Instruction. Pupils receive instruction in a basic academic curriculum as well as in the following special areas: art, physical education, health, music, computers, and world language. Speech correction is provided as needed. There are individual curriculum guides for each area taught and may be reviewed by a parent or guardian by making an appointment with the Director of Curriculum & Instruction.

## Intervention and Referral Services Committee (I-Team)

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

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

## **Lunch Program**

Monthly menus are sent home and posted on our website. The LunchBox computerized program maintains an up-to-date account of student expenditures and food choices. Student pin numbers allow at-home access to each child's account by parents. Prepayment is encouraged; checks are preferred. Each class is assigned to specific tables in the cafeteria. These seats are rearranged periodically to maintain control in the lunchroom. At the beginning of the 3<sup>rd</sup> marking period, lunch and recess will be switched for all grade levels. If you have questions about our lunch procedures, contact your building principal.

**Fast Food Lunches:** *Please refrain from delivering fast food lunches for your child.* These sporadic deliveries disrupt our regular routine and often upset those who cannot have a lunch delivered.

## **Media and Instructional Materials Center**

The media and instructional materials center supports and enriches the educational program of the school through the use of books, periodicals, pamphlets, pictures, maps, manipulative devices and games, kits, tapes, computers, as well as other audiovisual materials. Students also come as classes with their teachers for research and class projects. With our advancing technology, each individual must learn to discover information from many sources. The educational activities and learning materials available through the center make it possible for students to seek answers to questions and solutions to problems independently. Children are often sent to the center with individual assignments. Guidelines for students' responsible use of school computers appear in the District Acceptable Use Policy.

## **Parental Support in the Learning Process**

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

1. Establish habits of promptness, obedience, respect for authority, and homework completion.
2. Instruct children to go home directly by the route established at the beginning of the school year. If a child is to visit another child, a note must be sent by both the receiving and sending parent. Other unusual arrangements must be made by means of a signed note to the school.
3. Check that children do not bring dangerous or distracting toys or pets to school.
4. Promptly return all forms sent home for signature. Assure that children are dressed appropriately and suitably for the weather and day's activity.
5. Check with the school periodically for lost and found articles.
6. Get all the facts before drawing final conclusions about complaints or misunderstandings that children bring home. A call to the teacher, counselor, or persons concerned can usually prevent serious misunderstandings. We all want our children to be successful!

## **Pupil Grievance Code: Board Policy 5710**

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

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

## **Parent Rights and Children's Records**

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

## Report Cards and In-School Conferences

Information regarding the progress of students is communicated throughout the year. Discussion regarding a student's progress between report periods may be arranged by contacting the individual teacher. Parents of students who are at risk of failing will be notified by teachers at mid-marking period.

2016 - 2017			
Marking Period	Mid-Marking Period	End of Marking Period	Report Cards Posted
1	Oct. 7	Nov. 8	Nov. 16
2	Dec. 15	Jan. 26	Feb. 1
3	March 1	April 7	April 10
4	May 15	June 16	June 22

## School Hours

**Regular School Day schedule: 8:00 A.M. – 3:00 P.M.**

**Early Dismissal schedule: 8:00 A.M. – 12:35 P.M.**

**Delayed Opening Schedule: 10:00 A.M. – 3:00 P.M.**

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

## Science

The use of animal dissections in our schools is an integral part of our instructional philosophy in the life sciences. It allows students to view animal life and its corollary in humans in an authentic manner. We encourage students to participate in dissections, most importantly in elective courses. However, students may request an "alternative education project" in lieu of dissections.

If a student chooses not to participate in dissections, please follow the guidelines below.

- All students are encouraged to participate in dissections, if not as the dissector then as an observer.
- If a student chooses not to participate in dissections, the parent/guardian must submit a written request for an exemption to the science supervisor no later than two weeks after the beginning of the school year.
- In lieu of actual dissection, the student will complete an alternative education project. This alternative project(s) will be developed by the teacher, and the student will be responsible for the content of the material covered.

## Special Education Program

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

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

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

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

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

## Special Events

Back-to-School Night: This event is held in the Fall of each year. It is an evening when parents may become acquainted with the school and meet the staff.

- A brief general meeting allows for all parents to meet the school staff. Home & School Committee members are also introduced at this time. Children are not invited to this meeting.
- This is not a time for individual discussions. Conferences should be arranged by calling the school office.

Book Fair: The Home & School Committee will sponsor at least one book fair yearly. Students and parents will be able to browse and purchase books.

Student Programs: Special musical programs are scheduled throughout the year. Parents are invited to these performances. The programs are an extension of the special programs offered in music, art and physical education. The teachers combine their talents and work together in producing these programs. All of the students are given the opportunity to perform in group activities and other activities that require individual parts. The classroom and special teachers use discretion in assigning the individual parts to students.

Open House: Open House is held each spring. The dates will be announced in the Home and School Calendar and/or posted on-line.

## Transportation of Students

There are a number of vehicles transporting students to and from school daily. It is important to adhere to school procedures to maximize safety for all students. School buses normally arrive at school between 7:50 and 8:05 a.m. In the interest of safety, children should not report to school before 7:50 a.m.

Review the bus rules with your child. Emphasize that **no one is allowed to change buses** (unless for serious, documented reasons) and that a note is required to secure permission to get off the bus at a different stop than assigned. The Transportation Office must be informed.

In case of significant afternoon bus delay or early dismissal, you will be notified through the courtesy of a Home & School parent volunteer or a School Messenger call. Please make sure that your telephone number and emergency telephone number are current.

## Bus Regulations and Bus Discipline Code

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

## Volunteers

Parents/guardians are utilized in the daily program and are welcomed and appreciated. Volunteers may work under the direction of a teacher, media specialist, or technology teacher. All persons who volunteer over 20 hours per month are required to have a current Mantoux test, which the school nurse will administer at no charge. Volunteers are asked to report to the front office to receive a volunteer pass.

## Weather Precautions

*To help us ensure the safety and well-being of your child, review and adhere to these guidelines:* Please check your child's dress carefully. Students go outside to play after lunch every day for a recess period of 20 – 30 minutes. In addition, some classes go out at least one other time during the day. On days very cold and rainy days, students remain indoors. We urge you to send your child to school dressed warmly. We recommend jackets or coats, **long pants**, hats, mittens and warm footwear (waterproofed, if possible). If your child cannot go outside for recess, we will need a note from the child's physician requesting that the child remain indoors. The note must detail the reason for the request and the number of days that a student is to remain indoors. It will also be necessary to contact the school office ahead of time so that arrangements can be made for supervision.