

*Mount Laurel  
Hartford School  
Parent Handbook  
2018-2019*



397 Hartford Road  
Mount Laurel, NJ 08054  
Phone: (856) 231-5899  
FAX: (856) 222-1221  
[mtlaurelschools.org](http://mtlaurelschools.org)

**MESSAGE FROM MR. STANARD**

Welcome new and returning Hartford families to another new school year! Each year brings new opportunities for your children to learn and grow, both socially and academically. As partners in your child's education, we also play an important role in their development.



With your help, we have found that children this age are very capable of taking on more responsibility in their lives. This includes remembering to pack their lunch, homework assignments and anything else they need to function here at school. Parents can facilitate this growth by allowing their child to learn from the experience of forgotten gym clothes or a homework assignment and face the consequences. This is a great learning opportunity and is very effective when followed. So please, do your child a favor, and refrain from dropping off these items unless absolutely necessary.

Hartford School students are invited to sign up for a wide variety of after school clubs and activities throughout the year. Those clubs with limited enrollment will select members by a random drawing. Additionally, the selected students are expected to attend most meetings to maintain their standing in the club. Please be sure your child shares their club schedule with you so you are aware of which days your child will be arriving home late. More information can be found on page 7 regarding after school clubs.

All parents are encouraged, and welcome, to join our PTO (Parent Teacher Organization). This active group of volunteers has helped fund many of our after school clubs, along with several other programs and "extras" all our students enjoy. I encourage you to join and be part of this dedicated group. Children love to see their parents involved!

I look forward to meeting your children, and am honored to be playing such an important role in their lives.

Your partner in education,

Marques Stanard  
Principal

**TABLE OF CONTENTS**

<b>ATTENDANCE</b>	<b>3</b>
<b>BELL SCHEDULE</b>	<b>4</b>
<b>BUSES / TRANSPORTATION</b>	<b>5</b>
<b>CELL PHONES</b>	<b>5</b>
<b>CLUBS / ACTIVITIES</b>	<b>5</b>
<b>DISMISSAL</b>	<b>6</b>
<b>DRESS CODE</b>	<b>6</b>
<b>EMERGENCY SCHOOL CLOSING / DELAYED OPENING</b>	<b>7</b>
<b>EXTENDED DAY CARE</b>	<b>7</b>
<b>FIELD TRIPS</b>	<b>7</b>
<b>FORGOTTEN BOOKS AND BELONGINGS</b>	<b>7</b>
<b>HEALTH / NURSE SERVICES</b>	<b>7</b>
<b>I&amp;RS (INTERVENTION &amp; REFERRAL SERVICES</b>	<b>9</b>
<b>LOCKERS</b>	<b>9</b>
<b>LOST &amp; FOUND</b>	<b>9</b>
<b>LUNCH</b>	<b>9</b>
<b>MORNING DROP-OFF</b>	<b>10</b>
<b>PARTIES</b>	<b>10</b>
<b>PERSONAL PROPERTY</b>	<b>11</b>
<b>POLICIES</b>	<b>11</b>
<b>POWERSCHOOL FOR PARENTS</b>	<b>11</b>
<b>PTO</b>	<b>11</b>
<b>RECOGNITION / AWARDS</b>	<b>11</b>
<b>REPORT CARDS</b>	<b>11</b>
<b>SECURITY / FIRE DRILLS</b>	<b>12</b>
<b>STANDARDIZED TESTING</b>	<b>12</b>
<b>TELEPHONE USE DURING THE DAY</b>	<b>12</b>
<b>TEXT COMMUNICATIONS</b>	<b>12</b>
<b>VACATIONS</b>	<b>12</b>
<b>VISITORS</b>	<b>12</b>

**PLEASE NOTE!**

**At the time of publication of this Handbook, new security measures at all Mount Laurel District Schools were in process. New security procedures with regards to visitors, dismissal, and student pick up will be communicated to parents as soon as they are determined.**

## ATTENDANCE

Regular attendance is necessary if students are to be successful in school. When your child is absent, we request parents notify the Health Office by 8:30 am at ext. 5006. This line is available 24 hours a day. We do not typically gather work for students who are out for 1-2 days. However, if your child is absent **3 or more days** and you would like to request work, please contact the Guidance Office at ext. 5009 by 9:00 a.m. **of the third day absent.**

- Students arriving after 11:00 a.m. are marked absent ½ day
- Students leaving prior to 1:00 p.m. are marked absent ½ day

### Excessive absenteeism is addressed as follows:

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



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

- After 4 non-valid – Written warning
- After 5 non-valid – Written warning and lunch detention
- 6 + non-valid – Written warning /after school detention
- 9 – Conference with parent / detention
- 10 – “5 Day Notice” and referral to truancy officer, which may result in a court-ordered appearance

**Early Dismissal Pick Up** procedure requires a signed note from a parent be sent the morning of the pick up stating the child's name, homeroom, date and time of pick up and the name of the adult picking up the student. That person should come prepared to present a photo ID before signing out the child. Parents may also email the office staff with the pick up information stated above. If your child will be picked up on a regular basis, please submit the information in writing to the main office, stating which individuals are permitted to do so.

**BELL SCHEDULES**

## BELL SCHEDULES

<b>REGULAR DAY SCHEDULE</b>		
Warning	7:45	
HR	8:00	8:08
PD 1	8:10	8:50
PD 2	8:52	9:32
PD 3	9:34	10:14
PD 4	10:16	10:56
PD 5	10:58	11:38
PD 6	11:40	12:20
PD 7	12:22	1:02
PD 8	1:04	1:44
PD 9	1:46	2:26
HR	2:28	2:35

<b>HALF DAY SCHEDULE</b>		
Warning	7:45	
HR	8:00	8:08
PD 1	8:09	8:34
PD 2	8:35	9:00
PD 3	9:01	9:26
PD 4	9:27	9:52
PD 5	9:53	10:18
PD 6	10:19	10:44
PD 7	10:45	11:10
PD 8	11:11	11:36
PD 9	11:37	12:02
HR	12:03	12:10

<b>TWO HOUR DELAY SCHEDULE</b>		
Warning	9:45	
HR	10:00	10:06
PD 1	10:08	10:35
PD 2	10:37	11:04
PD 3	11:06	11:33
PD 4	11:35	12:02
PD 5	12:04	12:31
PD 6	12:33	1:00
PD 7	1:02	1:29
PD 8	1:31	1:58
PD 9	2:00	2:27
HR	2:29	2:35

## **BUSES / TRANSPORTATION**

### **Transportation Department (856) 778-6905 ext. 1500**

Students are expected to travel to and from school on their assigned bus. If you choose to drive your child to school, please do so after 7:45 AM as supervision is not available until that time. (See *Morning Drop-Off on Page 9.*) Bus safety rules are in the back portion of this handbook. Please review them with your child. Transportation is provided as a privilege to all students who follow proper bus



behavior. **Students are not permitted to ride a different bus to another student's home.** The district's only responsibility is to transport students to and from their own homes. In the event of an emergency, you may make a request for a bus change **in writing** to the principal. A note is also required from the adult to whose home your child is being transported. These notes should be submitted the morning of the request for approval. Approval of the request is contingent on available space on the requested bus. The note should include the date and reason for the request, along with parent signature. Play dates or working on a project are not valid reasons for switching buses.

## **CELL PHONES**

Students are not permitted to carry cell phones during the day. Cell phones are to be kept in lockers during school hours, or they may be confiscated at the discretion of administration. Cell phones are not permitted on field trips.

## **CLUBS / ACTIVITIES**

Hartford School offers a variety of after school activities for our students. Sign up information is posted on the PowerSchool Daily Bulletin and is announced during homeroom. The Bulletin may also be viewed through your Parent Portal. A complete Club/Activity List is posted on the District Website ASAP each year. Clubs with limited enrollment are chosen randomly. Please be sure your child has no conflicts with meeting dates, so as to not take away the opportunity from someone else. We strongly suggest that students sign up for only one club per season. Students who miss club meetings may be dropped from the club roster at the discretion of the club advisor. Late buses run Tues/Thurs at 4pm and drop off in general locations in each neighborhood, which may not be your child's usual stop. If you prefer to pick up your student from a club, please plan to arrive at the school by 3:50 p.m.

**Be sure to read "Health/Nurse Services" for important information regarding mandatory intramural sports health physical forms. Permission forms are required for all our after school activities.**

## DISMISSAL

Hartford dismisses students beginning at 2:35 p.m. Bus dismissal is called in two waves determined by the Transportation Office. Please allow a reasonable amount of time for your child to arrive at home.

We encourage all students to take the bus to and from school. However, if you choose to pick your child up from school at dismissal, please **send in a note that day with your child's full name and the name of the adult picking your child up**. Please note: If a note is not received, and an adult other than a parent is picking up the student, the Main Office will need to contact the parent to obtain permission to release the student. In all cases, a photo ID must be presented when signing out a student.



***At the time of publication of this Handbook, new security measures at all Mount Laurel District Schools were in process. New student sign-out procedures will be communicated to parents as soon as they are determined.***

## DRESS CODE

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

### Dress Code Guidelines

- All attire shall be neat, clean and modest in appearance.
- Apparel shall not be tight fitting, overly loose, sheer, brief, low cut, revealing around the waist or restrict normal movement.
- Tank tops, half shirts, halter or tube tops are not permitted. Undergarments or pajama like clothing is not permissible.
- Knee length/finger tip length shorts may be worn. Short shorts, cutoff shorts or miniskirts may not.
- Outdoor jackets and head coverings are not to be worn, except for religious reasons or on special approved theme days.
- Backpacks and purses should be stored in lockers. Students are not permitted to carry backpacks and purses during the day unless given permission by administration.
- Heavy chains around the neck, wrists or belt are not permitted.
- Beach/shower/slipper-like footwear is not to be worn.
- Suggestively obscene or offensive graphics/wording on any garment is prohibited.
- Non-prescription sunglasses/tinted glasses are not to be worn.
- Laced shoes must be properly tied.



Students are expected to follow these guidelines for all school functions

## **EMERGENCY SCHOOL CLOSING / DELAYED OPENING**

In the event of a possible emergency school closing or delayed opening, please check out one of the following for information:

- Emergency text from the Mt Laurel Schools: Text the word **subscribe** to the number **68453** from your cell phone. You'll receive an immediate reply confirming your subscription to the service and will receive snow day info.
- [www.mtlaurelschools.org](http://www.mtlaurelschools.org)
- Channels, 3, 6, 10 or local channel 19

In the event of a two-hour delay, homeroom will begin a 10:00 am. (*See Bell Schedule on Page 4.*) Bus pick up will be two hours later than the regular time. Lunch will be served. If snow begins to fall during the school day, we will not close early. However, after school activities may be canceled and would be posted on our Daily Bulletin and relayed via our text messaging system.

## **EXTENDED DAY CARE**

### **EDC Office - (856) 231-5890**

Extended day care is provided **after school** at Hartford and is handled through the EDC Office. Please notify the EDC Office with any changes in daycare arrangements for your child. Before school care is available at Larchmont School and students are bused to Hartford in time for school. Please contact **the EDC Office for more information.**

## **FIELD TRIPS**

Parents/guardians are required to sign a permission slip for their child to attend each field trip. Any field trip fee must be paid by check only. Students are expected to follow school rules and normal dress code on trips. Cell phones are not permitted on field trips. Also, students are not permitted to purchase souvenirs. Chaperones must be 21 years of age or older and must be legally related to the child. If a field trip chaperone wishes to bring their child to school with them on trip day after 8:00, the student is considered late and must obtain a late pass before reporting to homeroom. This is not an excused lateness.

## **FORGOTTEN BOOKS AND BELONGINGS**

Please encourage your child to organize their school supplies each evening. If your child forgets an item from home, please do not bring it to school unless it is essential. Students may return after hours to retrieve forgotten items from their lockers only. Please note - we do not interrupt instruction to announce dropped off items. Students are instructed to check for their item(s) on their own throughout the day.

## **HEALTH / NURSE SERVICES**

If a child is not feeling well, they are referred to the Health Office. The nurse will assess if a parent needs to be called. Students are not to call a parent. Any child thought to have an infectious



disease will be referred to the nurse. First aid treatment is administered for injuries occurring at school.

**Illness** – Children should not be sent to school with symptoms of illness. If your child has a fever, diarrhea, vomiting or infection such as strep throat or pink eye he/she should not return to school until 24 hours after symptoms have subsided. If your child is started on antibiotics, please keep them home the first 24 hours. Please notify the health office if your child is positive for strep, pink eye or any contagious infection as it helps prevent the spread of illness.

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

**All medication** (prescription/over-the-counter - including cough drops) **must be brought to school by a parent/guardian**, be in the original container, labeled with the student's name and dosage and require written authorization from the physician and parent/guardian. The Board of Education permits self-administration of medication for asthma or life-threatening illnesses or serious allergic reaction, but District paperwork and documentation must be completed. Please check with the nurse or school website for information and forms.

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

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

**Health Screenings** (height, weight, blood pressure) are mandated by the state. Scoliosis screenings are performed each year on 6<sup>th</sup> grade students. A student may be exempt from this exam on the request of a parent. Screening for visual acuity is conducted annually in grade 6.

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

**Important information regarding intramural sports** The State of NJ has mandated that all students in grades 5-8 participating in intramural school sports must have a medical exam by a physician within 365 days prior to starting the sport. This physical exam must be completed on the Department of Education's

Approved Athletic Physical Examination Form. This 10-page form can be obtained through school or on the district or school websites.

These forms are valid one calendar year from the exam date not from the date the paperwork was returned. It is suggested you keep a copy. If your child's exam was more than 90 days prior to start of the sport, a separate Health History Update Questionnaire must also be completed.

### **I&RS (INTERVENTION & REFERRAL SERVICES)**

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

#### *How Can You Help Support Your Child In School?*

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



### **LOCKERS**

Each student is issued a combination hall locker and a PE locker with a school provided lock. Students should secure their locker after each use and not share their combination with anyone. Personal items may be mounted in a locker with magnets (no adhesives). Hall lockers measure 10" deep x 11.5" wide.

### **LOST & FOUND**

Our Lost & Found is located between the double doors to the cafeteria. Our PE department also has a lost & found in the locker rooms. Please label your child's coat, lunch box, glasses, backpacks, etc., with their full name so their lost item can be returned. Items such as glasses, jewelry, and cell phones are kept in the main office for a reasonable period of time. At the end of each marking period, unclaimed Lost & Found items are donated to area shelters. Please encourage your child to search for lost items as soon as possible.

### **LUNCH**

Lunch is served every full day of school. Students may buy or bring a lunch from home. Mt Laurel uses the online LunchTime payment system so parents can deposit funds into their child's account. Please go to the district website and click on the "Parents" tab and proceed to "Cafeteria Service – LunchTime Portal. Questions? Call our cafeteria at ext. 5015.

If your child forgets their lunch or lunch money from home, they may charge a lunch. However, payment is expected the following day.

### **MORNING DROP-OFF**

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

- Students may **not** be dropped off prior to 7:45 a.m. Hartford teachers are assigned the duty of safely crossing students at the crosswalk in our parking lot beginning at 7:45 a.m. ***Please follow their directions and give them your utmost courtesy and respect. They are there to protect all of our students and staff.***
- Please use the entrance closest to Hainesport-Mt. Laurel Road. Do not enter on Jefferson Street, as this goes against traffic. Use the lane closest to Hartford Road designated for student drop-off. The lane closest to the building is for buses only.
- We realize that buses and cars arriving at the same time may cause traffic issues. Therefore, parents driving their student to school may *arrive* before 7:45 a.m., but must pull into a parking space in the area closest to Hartford Road. Students should wait in the car under parental supervision until staff members are at their posts to safely cross them at the crosswalk in the parking lot.
- Recognizing that some parents need to be at work prior to our start time, the district does provide morning daycare for Hartford students at Larchmont School beginning at 7:00 a.m. Hartford students are then bused to our school in plenty of time for the start of school. If you would like information about this program, please refer to the district website.

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

### **PARTIES**

Food brought into school must be in store bought packaging, and must include a list of ingredients to avoid food allergy concerns. **Homemade items or food without labels will not be distributed.** Some suggestions are store made bakery items, soft pretzels, vegetables, or fruit. Please avoid common allergens such as nuts.

## PERSONAL PROPERTY

The school district will not assume responsibility for loss, theft or damage of personal property. Therefore, students should not bring in large sums of money, valuable jewelry, electronic devices, etc.

## POLICIES

District wide policies are available on the district website.

## POWERSCHOOL FOR PARENTS

All parents should have created a Single Sign-On for PowerSchool to view their child's grades, attendance, and report cards. This is done through the PowerSchool Parent Portal and can be accessed from the Mount Laurel District website. Scroll to the bottom of the GRADES & ATTENDANCE page to verify the school record for absences and late arrivals. Parents can also view the Daily Bulletin for important school announcements.

## PTO (PARENT TEACHER ORGANIZATION)

Hartford and Harrington Middle School share a joint PTO (HHSPTO) and they welcome all parents to get involved. Our PTO funds many of our after school clubs and other activities that benefit all students.

Meeting dates and times are posted on the school website and calendar. Please sign up for their weekly email reminders and support their efforts whenever possible.



## RECOGNITION/AWARDS

Students at Hartford School are recognized in a variety of ways throughout the year. All students have the opportunity to earn **P.R.I.D.E.** tickets from a teacher for good character, which puts them in the drawing for a prize drawn monthly for each team. In June, our People's Choice evening event presents an award to teacher-nominated students who particularly stood out during the school year. And at the end of the year, students who excelled academically, in PE, and in the arts, and those who made an extra effort to show compassion toward others, are recognized at an awards assembly. Students achieving straight A's for the entire year are recognized at our end of the year Awards Assembly. "Perfect attendance" is not rewarded.

## REPORT CARDS

**Report Cards are now "paperless" and are available for viewing and downloading from PowerSchool.** They are issued quarterly and parents are notified by the district when they become available. Any questions/concerns regarding a grade should be directed to the subject area teacher. **Progress reports** are issued to students in danger of receiving a "D" or lower in any subject or who drop 2 or more grades in any class. "Honor Roll" certificates are not issued. Students who achieve straight A's are recognized at the end of the year.

## SECURITY / FIRE DRILLS

Emergency procedures are in place at all district schools to ensure our students' safety. Fire and lockdown drills are practiced every month, as required. Teachers review the rules and procedures with students.

## STANDARDIZED TESTING

Students in grades 3-11 take the computer-based PARCC state assessment in the spring. Parents will be notified in advance regarding specific test dates. This online test includes tools built into the computer platform that include accessibility features for each student based on need. These features, which are typically used in class, are intended to show what they know and are able to do. The PARCC assessments are designed to measure whether students are on track for college or careers. 5<sup>th</sup> Grade students also take a standardized science test.

## TELEPHONE USE DURING THE DAY

Your child's teacher will determine the necessity of calling home for forgotten books or assignments. Students should use the phones located in the classrooms (with the teacher's permission), as cell phones are to remain in lockers. Please remind your child to always leave you a message, if you cannot be reached.

## TEXT COMMUNICATIONS

- To receive Emergency **District** Texts, text **subscribe** to **68453**. You will receive an immediate reply. You will then receive information on emergencies, including snow days.
- To receive **Hartford School** Texts from our Principal, text **@hartfordp** to the number **81010**. You should receive an immediate reply.
- Club advisors also utilize a "Remind" text system to communicate meeting information and club cancellations.



## VACATIONS

Vacations during the school year are discouraged, and are marked "truant." Staff is not required to gather work prior to your vacation. Your child will be expected to make up work when they return.

## VISITORS

***At the time of publication of this Handbook, new security measures at all Mount Laurel District Schools were in process. New visitor procedures will be communicated to parents as soon as they are determined.***

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