

MOUNT LAUREL TOWNSHIP PUBLIC SCHOOLS

FLEETWOOD ELEMENTARY SCHOOL

Main Office Telephone Number: (856) 235-3004
Board of Education: (856) 235-3387
Child Study Team Telephone Number: (856) 235-3417
Community Education Office: (856) 231-5891
Extended Daycare: (856) 231-5890
Transportation: (856) 778-6905
FAX Number: (856) 222-9756
District Website: www.mtlaurelschools.org

STUDENT AND PARENT HANDBOOK
2016-2017
Mr. Mike Profico
PRINCIPAL

FLEETWOOD SCHOOL

Information for 2016-2017 School Year

<u>SCHOOL ADDRESS</u>	Fleetwood School 231 Fleetwood Avenue Mt. Laurel, NJ 08054	
<u>PHONE NUMBER</u>	(856) 235-3004x4510	
<u>FAX NUMBER</u>	(856) 222-9756	
<u>DISTRICT WEB SITE</u>	www.mtlaurelschools.org	
<u>PRINCIPAL</u>	Mike Profico	
<u>SECRETARY</u>	Debbie Cantwell	
<u>OFFICE AIDE</u>	Mary Kolodziej	
<u>COUNSELOR</u>	Jennifer Murphy	
<u>NURSE</u>	Sandra Bosch	
<u>SCHOOL HOURS</u>	Grades 1 - 4	8:30 - 2:50
	A.M. Kindergarten	8:30 - 11:00
	P.M. Kindergarten	12:25 - 2:50
	Pre-School	8:30-11:00
	Extended K option (for PM K)	8:30-11:00
	Extended K option (for AM K)	12:25-2:50
<u>EARLY DISMISSAL</u>	Grades 1 - 4	8:30 - 12:30
	A.M. Kindergarten	8:30 - 11:00
	P.M. Kindergarten	10:00 - 12:30
	Pre-School	NO SCHOOL
<u>LUNCH HOUR</u>	Grades 1, 3	11:45 Lunch 12:15 Recess
	Grades 2, 4	11:45 Recess 12:15 Lunch
<u>EMERGENCY CLOSING</u>	#659	
<u>ABSENCE CALL-IN</u>	Please call the school by 8:45 a.m. to report your child's absence. You may leave a message on the answering machine during the evening or early morning hours.	

THE FOLLOWING FORMS MUST BE RETURNED TO THE SCHOOL:

1. Free & Reduced Lunch Application – **only if you are applying for the program**
2. District Policy Acknowledgement Form (**This is included on the last page of the district handbook pages**)

PLEASE KEEP THIS INFORMATION IN A SAFE PLACE SO YOU CAN REFER TO IT THROUGHOUT THE SCHOOL YEAR.



FLEETWOOD ELEMENTARY SCHOOL
231 Fleetwood Ave • Mount Laurel, NJ 08054
Phone - 856-235-3004x4510 • Fax - 856-222-9756
Mike Profico, Principal
www.mtlaurelschools.org

Dear Fleetwood Family,

I would like to officially welcome you to the Fleetwood School for the 2016-17 school year. Our mascot is the lion and we take great pride in working together as a family. We look forward to helping your child have a very positive elementary experience. We hope they will be empowered to take pride in themselves as well as their family and community.

The next few pages are the 2016-17 Fleetwood School Student and Parent Handbook. It outlines our student/parent/ guardian expectations. Please sign and detach the information below to show that you and your child have read and understand the information.

Should you have any questions please feel free to contact my office.

Warm regards,

Mike Profico

PLEASE READ THE ABOVE LETTER, SIGN AND RETURN THIS AGREEMENT FORM TO YOUR CHILD'S TEACHER

PARENT AGREEMENT FORM

I have read and agree to support the Student & Parent Handbook at Fleetwood School.

Parent's Signature _____ Date _____

Child's Name _____ Teacher _____

Comments _____

Mission Statement

At Fleetwood Elementary School, we take pride in creating a partnership in school and community. Our ultimate goals are to:

- foster social and emotional growth
- provide a flexible academic environment to meet diverse needs
- develop skills that enable students to be effective problem solvers in everyday life

ARRIVAL TIME

Students should **not** arrive at school in the morning **before 8:00 a.m.**, (K-4th Gr), as that is when our supervision by aides begins. Pre-school students should not arrive before **8:25 a.m.** This policy applies to students who come by car. If your child needs to be at school before 8:00 a.m.,(K-4th Gr.) then please sign them up for the Extended Day Care which takes place in the gym before and after school.

ASSEMBLIES

There could be various assemblies throughout the school year. Many assemblies are very costly and at times sponsored by the Fleetwood School PTO. Sometimes we benefit from free assemblies. For students to gain value from the assemblies, we expect all students to:

- Always use good manners
- Clap at appropriate times
- Keep hands and feet to your self
- Show respect to performers
- Remain seated at all times
- Learn and apply the content

ATTENDANCE/ABSENTEEISM

Regular attendance is necessary if students are to be successful in their studies. When your child is going to be absent, please call the school office by 8:45 a.m. You may leave a voice message on the answering machine during the evening or early morning hours. It will be necessary for the school staff to call home if a child's absence is not verified by a note or phone call from a parent or guardian. Students reporting late to school must stop in the main office to get a tardy note to take to their teacher. For excused absences children are expected to complete assigned work and turn it into their teacher in a timely manner.

BASIC SKILLS

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

BUSES/BUS SAFETY

Bus transportation is provided for all students. Buses are equipped to utilize video cameras to monitor student behavior. Transportation provided by Mount Laurel Board of Education is a privilege. The only request being made in return for this privilege is proper bus behavior. Two bus evacuation drills are scheduled during the school year. Bus policy and rules will be distributed the first day of school.

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

- *Secure a note from his/her parent making a request to switch buses for a specific date stating the reason*
- *Secure a note from the adult whose home is the child's destination*
- *Submit the notes to the principal for approval*
- *Give the notes to the bus driver when boarding*

CHILD ABUSE OR NEGLECT

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

COLD WEATHER DRESS ATTIRE

Please make sure, as the weather becomes colder, you send your child to school in a warm jacket, gloves and a hat. The students will be going outside for recess and be outside before school unless it is extremely cold. We ask that you see that your child is dressed warmly before he or she leaves for school.

CORRECTIVE READING

The corrective reading program at Fleetwood provides supplemental assistance to students who are experiencing difficulty with reading not only in their reading class, but in the disciplines as well. The role of the corrective reading teacher is to help raise a student's basic reading level to the point where he or she can return to classroom reading with understanding and enjoyment.

COUNSELING SERVICES

Not too long ago, school guidance services were provided only to children with problems. At Fleetwood, counseling services are an integral part of the educational process for every child. Our school counseling program is a future-oriented, ongoing process which engages pupils when they enter our schools in kindergarten and continue until they leave. Counseling services include developmental whole class instructions as well as individual and group interaction. Parents are encouraged to call the counseling office with any questions concerning the counseling or testing program.

DELAYED SCHOOL OPENING

In order to allow school to remain open on days when weather conditions are poor in the early morning hours, a two-hour delayed opening schedule has been developed. In the event of a two-hour delay, lunch will be available for purchase as usual with the choices listed on the menu. A delayed opening announcement will also be made available on the district web site or Channel 19.

Fleetwood's Schedule for Two-Hour Delayed Opening:

Grades 1-4: 10:30 a.m. - 2:55 p.m.

Pre-School Canceled

Kindergarten: AM: 10:30 a.m.-1:00 p.m.

PM: 12:25 p.m.-2:55 p.m.

DISCIPLINE

The entire staff at Fleetwood School has the goal of establishing an atmosphere throughout the school in which children feel safe, secure and happy. This also creates the maximum opportunity to learn.

To accomplish this goal, we have developed a School wide discipline Plan that establishes our expectations and delineates consequences and rewards. Our Discipline Plan is designed to teach our children to be responsible for their actions and make this school year a positive and motivating experience. Our school wide rules are:

- 1. Follow directions the first time they are given.*
- 2. Keep hands, feet, and objects to yourselves.*
- 3. Respect yourself, the school and others*
- 4. Use equipment properly*
- 5. Walk quietly in the hallway with a purpose*
- 6. Be responsible and make good choices*

Breaking any one of these rules could bring about consequences as expressed in our district wide discipline policy.

Each teacher will have a discipline system for inappropriate behavior and will notify parents accordingly. Incidents that severely disrupt classroom instruction or have been addressed several times by the teacher will be referred to the principal.

If students are referred to the principal for actions in or beyond the classroom, Mt. Laurel Schools has instituted a district-wide Discipline Policy. The plan itemizes specific infractions and the possible consequences for such actions. The policy can be reviewed at <http://mtlaurelschools.org>

DRESS CODE

The Fleetwood School recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The purpose of the following guidelines is to provide a healthy environment that maintains order, helps secure the safety of the student, promotes self-discipline and promotes respect for authority. Fleetwood School will impose its judgment on pupils and parents only when a pupil's dress and grooming affect the educational program of the school.

Pupils may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual pupil or to others, materially interfere with school work, create disorder, cause excessive wear or damage to school property or prevent the pupil from achieving his or her educational goal. The principal (or his or her designates) shall determine whether the dress or grooming of pupils comes within these prohibitions.

- All school attire shall be neat, clean and reflect an appearance of modesty.
- Apparel shall not be exceptionally tight-fitting, overly big/loose, sheer, brief, low cut, revealing above or below the waist as to be embarrassing, indecent, or restrictive of normal movement.
- Tops: defined as apparel worn above the waistline must reach the waistline. Tank tops, half shirts, halter-tops, or tube tops are not permitted. Articles of clothing resembling undergarments or pajamas are not permissible attire.
- Bottoms: defined as apparel worn at and then below the waistline, are to extend to midway between the knee and end of the longest finger. Knee length and/or "finger tip" length shorts may be worn. Short shorts or miniskirts are not to be worn.
- Outdoor jackets and head coverings are not to be worn within the building. Exceptions will be made for theme days and/or for religious reasons.
- Heavy metal chains worn from the belt, around the neck and/or wrists, etc. are not permitted.
- Beach/shower/slipper like footwear are not permissible. Laced shoes must be properly tied. No shoes should have "wheels" within them (such as "Heely's") while students are within the school building.
- Graphics that are suggestively obscene or offensive on any garments are prohibited (alcohol, tobacco, drugs, profanity and words with double meaning).
- Non-prescription sunglasses, glazed and/or tinted glasses are not to be worn within the school building.
- Student dress guidelines may be waived for the day by the principal.

DROPPING OFF STUDENTS IN A.M.

Do not drop students off in the driveway and have them cut in front of the buses to get to the blacktop play area. Please do not park in between buses within the driveway to drop students off (especially parents of AM kindergarten students). This is very dangerous and we ask that parents pull up by the yellow posts to drop off students in the morning so they don't have to walk in front of the buses

EARLY DISMISSAL

A student who needs to leave school early should bring his/her teacher a note from his parent/guardian indicating the day and time that he/she must leave school. The teacher will send the child to the main office at the appropriate time. The parent should wait for his/her child in the main office or designated area. The parent must sign his/her child out of school. For security reasons, the parent or guardian should be prepared to present ID if requested by the office staff.

ELECTRONICS

Students are not permitted to bring any electronic equipment or games to school. The only exception is a cell phone which if brought needs to remain in the child's bookbag turned off.

EMERGENCY DRILLS

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

EMERGENCY SCHOOL CLOSING

If adverse weather conditions cause a delayed opening, interruption or cancellation of school, word of closing will be sent to radio and television stations for announcement. School closing announcements start as early as 5:00 - 6:00 a.m. and are repeated frequently. The central office recorded message service (235-3387) also will carry announcements of school closing or delayed openings and it will also be posted on the district website at www.mtlaurelschools.org.

Area radio stations and Lenape Regional High School's educational cable television station, Channel 19, will also carry up-to-the-minute announcements. Each school district is assigned a storm closing code number by radio and public television stations. The code number is used rather than the name of the school (Mt. Laurel's # is 659)

EMERGENCY TELEPHONE NUMBERS

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

The primary goal of English as a Second Language is the development of essential skills that will enable the student to function successfully in the mainstream of American school 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.

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EXTENDED DAY CARE

A self-supporting program, Extended Day Care, accommodates working parents by providing childcare before and after school. The program features flexible scheduling. Homework help, athletic activities, and arts and crafts are offered in an informal setting. To register or for additional information contact Suzanne Halfman, Extended Day Care Coordinator at (856) 231-5890

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 conduct themselves courteously at all times during field trips. All school rules are in effect during field trips.

FORGOTTEN HOMEWORK

It is Fleetwood's policy that if a student forgets his/her homework a parent or other adult must accompany the child to the classroom to get the homework. **Forgotten homework can be picked up no later than 4:00 p.m. and only if Mr. Profico or a curriculum supervisor is available to escort you to the classroom.** We do not want children wandering the halls unsupervised after school. We would like to encourage you not to return to pick up the homework so that your child learns to be responsible for his/her own homework.

HOMEWORK POLICY

Parents should leave a message requesting homework on the answering machine when calling a student in absent or by calling the office **before 9:30**. Homework will not be available to be picked up until **3:10 p.m.**, as teachers need time to get the homework organized. We cannot honor requests for homework to be ready that day if called in after 9:30 a.m. Thank you for your consideration in honoring this policy.

INTERVENTION & REFERRAL SERVICES

The Intervention & referral Services (INRS) offers teachers a means of drawing on the resources of the individual school's staff as well as the total district in order to determine which service(s) will most benefit the student who has special needs. The support committee is just one way in which staff members work to provide needed services to Mt. Laurel students. The initial referral to the INRS is made when the teacher feels that the child is experiencing difficulties to the extent that his or her academic progress is affected.

The permanent members of the INRS are a mixture of staff members from respective disciplines including general to special education. They meet together once a month with each classroom teacher to discuss and

make recommendations concerning individual student needs and giving suggestions for different strategies and learning techniques that could be used.

LOST AND FOUND

Found items will be sent to the Lost and Found container in the gym. Small and/or valuable items (watches, rings, wallets, money, etc.) are sent to the Main Office. Students are encouraged to check the Lost and Found as soon as they realize an item is missing. Parents and students should label important personal items such as coats, jackets, and book bags, etc. Items not claimed will be on display in the lobby during Fall and Spring conferences as well as the close of the school year. All items unclaimed at the close of the school year will be donated.

LUNCH CARDS/LUNCH CHARGES

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

	Cost of School Lunch	
Lunch \$2.30		Milk \$.50

Money can be put on a student's lunch account at anytime. This works much better than bringing money each day and also helps the lunch line to move faster as the student just punches in their number and no change needs to be given. A monthly menu will come home listing the lunch entrees and alternate choices. Each day the students may choose from the main entree or other lunch choices. Checks should be made out to Mt. Laurel Lunch Program, **NOT** to the school.

When you send in a check for lunch money, please put your child's name on the check so the cafeteria workers will know which student it is for.

We would also like to let you know the procedures for lunch charges. Children never go without lunch at Fleetwood School. If your child forgets his or her lunch money, a charge slip will be issued. The students can only charge for a full lunch (\$2.30), but may not charge for ice cream, pretzels or any other snacks that are sold. It is important that your child return the money to the cafeteria on the following school day. Your cooperation in this matter is greatly appreciated.

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

PARENT/TEACHER CONFERENCES

The educational welfare of our children is best served when there is complete understanding and cooperation between home and school. Parent teacher conferences are scheduled twice during the school year – in the fall and in the spring. In addition to the two scheduled conferences, parents may make appointments to see the teachers at any time during the school year. An appointment can be made by contacting the teacher or the school counselor. Parents are urged to utilize parent conferences to establish an active communication that will assist in the progress of their child.

PARKING REGULATIONS

Please remember the township authorities enforce parking regulations on and around school grounds. Police and fire officials require unimpeded access to school buildings in case of an emergency. This applies to evening as well as daytime activities. Therefore, no one should park their car anywhere in front of the school, but should use the parking lot to the right of the building. When dropping off students before school, you must drop them off by the yellow posts by the black top area, not in front of the school. The area in front of the school must remain clear for the many buses that need to have room to pull up in front of the school both before and after school. When picking up students after school, you may park in the lots at either end of the building or in front of the yellow posts after school. However, during the day, you must park in the lot to the right of the building, as the blacktop area to the left is used for lining up students in the morning and also for recess.

PARENT PICK-UP – END OF DAY

The front door will open at 2:55 p.m. Parents will not be admitted into the building to pick up their students until that time. Parents will then go into the library to sign out their child. All students must be signed out each day by the parent or other person designated to pick up the child. Students whose parents are picking them up will come into the library to meet their parents. Teachers will be assigned on a rotating

basis to assist with the sign-out in the library. They may not recognize all of the parents or other people that you send to pick up your child, so please be prepared to show I.D.

Please remember to call or send a note to school if you are picking up your child at the end of the day. That will help us to know which children to send to the library to meet their parents.

SCHOOL NEWSLETTER

Lion's Note is the name of our monthly newsletter which is available online or through our Fleetwood blog. It contains valuable information about school happenings.

SECURITY OF BUILDING/VISITOR PASSES

When you approach the building during school hours, 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 push a button that will allow you entry to the building and you will be asked to report to the main office. Please be prepared to show ID if the office staff does not recognize you or the person you have designated to pick up your child.

All adults coming into the school for any reason will be required to stop at the office for a pass. You will be asked to sign the Visitor Sign-in Notebook and will be given a pass. When your visit is done, please return the pass to the office and sign out. Please wear your pass. Please do not go to your child's classroom without stopping at the office. Teachers have been asked to send any visitors to the office if the pass is not visibly displayed. Thank you for your support in this effort to more closely monitor people coming into our building and to provide a safe environment for all students and staff.

STUDENT BIRTHDAY PARTIES/SPECIAL OCCASIONS

Now that the New Jersey School Nutrition Policy is in effect (<http://www.state.nj.us/agriculture/PolicyQA.pdf>) Fleetwood School would like to offer to parents/guardians the opportunity to celebrate birthdays and/or special occasions within the classroom setting by using Nutri-Serve Food Management and our cafeteria staff. Nutri Serve can provide party foods that are in compliance with the NJ Nutrition Policy and taste good as well. If you are interested in purchasing a treat for your child and his or her class drop by the main office or contact us (856) 235-3004.

TRANSFERS

Any parent that knows they will be moving should let the office know as soon as possible. The main office secretary will let you know how to proceed to make the move as smooth as possible.

TRANSPORTATION POLICY

This is just a reminder that the policy for transportation, other than to and from home, must be on a five day a week basis. Unfortunately they are unable to accommodate social events, rotating schedules or other situations.

If your child switches from an after school day care program to riding the bus home or if they begin to go to a day care program, please send that in writing to the teacher, who will then send it to the office. We need to know so that changes in buses, etc. can be coordinated. Thank you for your cooperation in helping us get the students to the right place after school.

Changing to a location other than home will only be done in case of an emergency. Thank you very much for your cooperation in this matter.

TUESDAY FOLDERS

The school and the PTO will communicate with parents regularly by sending notices home with your child.

We have provided each child a special folder for this purpose. Although some notices are emergencies, the majority of school-to-home communication will arrive in the school folder on Tuesday. Please ask your child for the folder each Tuesday and return it to school on Wednesday.

VACATION POLICY

Parents are strongly encouraged to adhere to the school calendar when planning family vacations. Please make every effort to plan family trips outside the school calendar. The number of absences, in part, are directly correlated to the College and Career Readiness score we receive from the NJDOE.

