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# COMMERCIAL TOWNSHIP SCHOOL

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*Home of the Panthers*

## STUDENT HANDBOOK

This agenda book belongs to:

Student's Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Emergency Phone # (    ) \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Room # \_\_\_\_\_

## CTS 2021-2022 School Day

	PK-8
Full Day	8:30 am - 3:30 pm
½ Day	8:30 am - 1:30 pm
2 Hour Delay	10:30 am - 3:30 pm

**\*\*NOTE: In case of a 2 hour delay, breakfast will NOT be served.\*\***

## Table of Contents

<b>Subject</b>	<b>Page</b>
Mission Statement	4
Commercial Township School Staff	4
Important Message to Parents	4
Academic Grading Policy	5
Absences	5
Affirmative Action	6
Attendance Policy	6
Bringing Items to School	6
Bus Conduct	6
Cafeteria Information	7
Cell Phones	7
Child Find	7
Contact Information	7
Discipline Policy and Procedures/ Student Code of Conduct	7-10
Emergency Closing	10
Emergency Drills	10
General Class Rules	10
Hallway Regulations	10
Harassment, Intimidation, and Bullying	11
Health Services	11-13
Leaving Districts/Obtaining Transfer	13
Lockers	13
Parent-Teacher Conference Dates	13
PTA	14
Smoking, Drugs, Alcohol, and Weapons	14
Student Uniform Policy	14-15
Textbooks & Chromebooks	15
Title 1/ Parent's Right To Know	15
Visitor's Policy	16

The Commercial Township School District is dedicated and committed to recognizing, appreciating, and meeting the individual needs of our students. This mission is based upon the conviction that all students can learn. The school recognizes learning is the result of a strong partnership of parents, teachers and the community, as students are challenged to become active participants in the pursuit of excellence. It is the expectation of this school district that all students achieve the New Jersey Student Learning Standards at all grade levels.

### CTSD Staff

<b>Principal/Superintendent</b>	Kristin Schell
<b>Assistant Principal</b>	Alysia Thomson
<b>Dir. of Special Services</b>	John Lavell
<b>Business Administrator</b>	Darren Harris/Joe Giambri
<b>Administrative Assistant</b>	Kim Day
<b>Administrative Assistant</b>	Lisa Robbins
<b>Administrative Assistant</b>	Linda Pancrazio
<b>P/T Admin. Assistant</b>	Diane Cutrone
<b>School Nurse</b>	Patti Teasensitz
<b>Cafeteria Manager</b>	JoAnn Trusiak
<b>Maintenance</b>	Brian Saxton

### TEACHING STAFF

<b>Pre-K</b>	Elyse Mendicino Megan McNiss Lisa Santiago
<b>Kindergarten</b>	Joy Dunn Chelsea Etter
<b>1st Grade</b>	Angelica Lawler Ana LaSerre
<b>2nd Grade</b>	Sandy Caromano Tricia Sammons
<b>3rd Grade Math/Sci.</b> <b>3rd Grade ELA/SS</b>	Natalia Michaelkiewicz Jillian Gregory
<b>4th Grade Math/Sci.</b> <b>4th Grade ELA/SS</b>	Debbie Solomon Lisa Baker
<b>5th Grade Math/Sci.</b> <b>5th Grade ELA/SS</b>	Rochelle Yunk Patty Smith
<b>Support Math</b> <b>Support Math</b>	Michelle Clark Louann Gaddy
<b>Support ELA</b> <b>Support ELA</b>	Karen Haddock Tina Hayden
<b>6-8 Grades ELA</b>	Ashley Loteck

Jenna Wells

<b>6-8 Math</b>	Jenn Driscoll Matt Mingin
<b>6-8 Science</b>	Janine Brockman
<b>6-8 Social Studies</b>	Pete Dolcy
<b>In-Class Resource</b>	Lauren Eisenhart Brittney Knight Catherine Vazquez TBD
<b>Self-Contained Program</b>	Amy Ellis Kristine Givens Yajaira Johnson Caitlyn Musser
<b>PE/Health</b>	Chris Lanterman Scott Shea
<b>Art</b>	Sarah Jackson
<b>Computer Science</b>	Kerri Zeleniak
<b>Music</b>	Walter Webster
<b>Spanish</b>	TBD
<b>Counselors</b>	Tarin Leech Dana Crandall

<b>Social Worker</b>	Jamie Eldridge
<b>Psychologist</b>	John Borchert
<b>Speech</b>	Patrice Curtis
<b>OT</b>	Amanda Ross
<b>PT</b>	TBD

### INSTRUCTIONAL ASSISTANTS

Kristy Bevan	Stepahnie Padilla
Ana Carrion	Serena Perkins
Nora Gerbereux	Amanda Reid
Linda Givens	Jennifer Russell
Audrey Lloyd	Joyce Stuckman
Rochelle Magee	Kathy Vizzard
Susan Nichols	

### IMPORTANT MESSAGE TO PARENTS

We consider our students' families to be our partners in education. We encourage families to communicate with their students' teachers, counselor, nurse, and (for students with an IEP) Child Study Team members. All contact information is provided by teachers at Back-to-School Night and on our school Website. We are prepared to communicate through whatever channel works best for families: e-mail, scheduled calls, scheduled meetings, and other communication platforms. During the first week of school, a paper printout of parent/guardian contact information will go home with your student. We ask that you update it so that we have the correct information in our

database. Please be sure to include your e-mail address. In our efforts to 'Go Green', we do utilize e-mail often throughout the school year. If you are unable to receive electronic communications, please contact the main office to get on our 'Paper' list.

### ACADEMIC GRADING POLICY

PK parents will be given a written evaluation of the academic, social, and personal skills developed during the school year. Grade K-2 students receive letter grades. Grades 3-8 utilize the traditional 0-100 grading scale.

#### PreK-K

S: Secure  
D: Developing  
B: Beginning  
NI: Not Introduced

#### Grades 1&2

S: Satisfactory  
N: Needs Improvement  
I: Improvement Shown  
U: Unsatisfactory

#### Grades 3-8

A: 90-100  
B: 80-89  
C: 70-79  
D: 60-69  
F: Below 60

#### SPECIAL AREA CLASSES

Excellent (E) 90-100  
Satisfactory (S) 80-89  
Needs Improvement (N) 70-79  
Unsatisfactory (U) 60-69

Report card grades will be determined by the scores students receive on assessments, homework, and classwork earned during a marking period. Incomplete may be used on the report card if all assigned work has not been completed. The "Inc" must be made up and changed to a letter grade by the end of the next marking period. At the beginning of the school year, families will receive a personal log-in for PowerSchool, our grade platform. You will use this to check your student's progress throughout the year.

#### Progress Reports Issued

Teachers are required to submit progress reports on the following dates for each marking period:

- 1<sup>st</sup> Marking Period: 10/06/21
- 2<sup>nd</sup> Marking Period: 12/16/21
- 3<sup>rd</sup> Marking Period: 03/03/22
- 4<sup>th</sup> Marking Period: 05/13/22

#### End of Marking Periods

Marking Periods will end on the following dates:

- 1<sup>st</sup> Marking Period: 11/10/21
- 2<sup>nd</sup> Marking Period: 01/26/22
- 3<sup>rd</sup> Marking Period: 04/01/22
- 4<sup>th</sup> Marking Period: 06/14/22

#### Report Cards Issued

Report cards are distributed on the following dates for each marking period:

- 1<sup>st</sup> Marking Period: During Conferences 11/19, 11/22 & 11/23/2021
- 2<sup>nd</sup> Marking Period: 01/31/2022

3<sup>rd</sup> Marking Period: 04/05/2022

4<sup>th</sup> Marking Period: \*Last day of school.

### ABSENCES

**Call: 785-2333 x2128**

Parents/guardians are requested to notify the school of absences by 8:00 AM by calling the number and extension listed above. You will not get a live person at this extension. We ask that you leave a message with the following information:

- **Student's name**
- **Your name**
- **Date of absence**
- **Reason**

#### Early Dismissal

Students are required to be in school until dismissal every day. Doctor and dentist appointments are acceptable reasons to pick your child up early. Students who need to be dismissed from school early are expected to present the Main Office with a signed note by the parent/guardian upon entering school. The note should state the time and reason for such a request.

Students who become ill during school hours will be referred to the nurse by their teacher. The school nurse will determine if the student should be sent home. Please be sure to provide emergency contacts for your student in the event that you cannot be reached.

#### Absence

An absence will only be considered excused if one of the following documents is provided within three (3) days of the absence:

1. A written note from the student's physician
2. A court issued document stating the student's name and date
3. A dated funeral notice
4. A written note requesting absence for observance of a religious holiday

(Note: *We do not accept notes after three (3) days.*

*Parent/Guardian notes of absence are not considered an excused absence.)*

#### Vacations:

Students leaving school for an extended period of time such as for vacation are expected to notify the school in advance via a note from the parent/guardian. Absences due to vacation are not considered an excused absence. Students are expected to make arrangements with their teachers to make up all missed assignments within a reasonable time period.

#### Late To School Policy:

We value punctuality. Every minute of instructional time missed may contribute to a loss of essential information

needed to build a student's educational foundation. When students are dropped off late, the adult dropping them off is expected to walk the students into the building and sign them in.

### **After School Activities & Attendance:**

Students who have been absent from school on a particular day are excluded from any after-school or evening activity held on that day.

### **Attendance Policy:**

We value regular attendance. There is a strong connection between attendance and academic performance. While missed work can be made up, important instructional time is forever lost. Please be aware that suspensions and absences due to lack of immunization are added to the total absences.

Policy and Regulation #5200 outlines the actions the school will take when it comes to unexcused absences and truancy.

4 absences - letter sent home

5-9 absences - consultation

10 or more absences - truancy\*

\* A student between the ages 6 and 16 is truant when ten or more unexcused absences have accumulated. When unexcused absences that count toward truancy are determined by the school officials to be violations of the compulsory education law pursuant NJSA 18A:38-25 and NJAC 6A:16-7.6(a), the parent or guardian may be referred to Municipal Court.

### **Make-Up Work:**

1. It is the student's responsibility to make up missed assignments.
2. Students are given the same amount of time to complete missed assignments as they were absent.

### **AFFIRMATIVE ACTION**

#### **District Affirmative Action Officer:**

**Alysia R. Thomson (856) 785-2333**

Commercial Township School District is committed to ensuring equal access to both education and employment. The Board of Education recognizes its responsibility to ensure that all students have equal educational opportunities and that all employees have equal employment opportunities regardless of race, color, creed, religion, gender, ancestry, national origin, marital or socioeconomic status, affectional or sexual orientation, age or disability. Any related concerns should be directed to the designated Affirmative Action officer.

### **BRINGING ITEMS TO SCHOOL**

Students are not permitted to bring cameras, toys, games, trading cards, personal computers, unauthorized electronic devices etc., to school. In special circumstances, if given

permission by their teacher, students may be able to bring certain items into school in order to complete a project or activity.

Students assume responsibility for any item brought to school. As a general rule of thumb, please do not bring valuable items to school. Items that become lost or broken create upset and heartache, and the school is not liable for lost or broken items.

### **BUS CONDUCT**

1. Riding on school buses is a privilege, not a right. Students who engage in distracting behavior may be removed from riding the bus.
2. Yelling, singing, pushing, throwing objects, or moving around the aisles is prohibited.
3. Students are expected to conduct themselves as directed by the driver and/or bus aide.
4. The school must receive a written note from the parent/guardian for any bus student not taking the bus home on any given day. **If no notice is received, the student will be sent on the bus.**
5. By law, **students are not allowed to ride any bus except the one to which they have been assigned and they are not allowed to get off at any other stop than their own.**

The following state statute covers bus transportation to and from school:

*NJSA 18A:25-2A: A driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, he shall report the unmanageable pupil to the Principal of the school which he/she attends.*

*A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parents shall provide transportation to and from school during the period of such exclusion.*

6. The following procedures will be followed if unruly students make it necessary for the driver to refer a student to administration:

**1<sup>st</sup> Offense:** warning

**2<sup>nd</sup> Offense:** up to 3 Day bus suspension

**3<sup>rd</sup> Offense:** up to 5 Day bus suspension

**4<sup>th</sup> Offense:** up to 10 Day bus suspension

**5<sup>th</sup> Offense:** up to 30 Day bus suspension

### **CAFETERIA INFORMATION**

Cafeteria procedures shall be in effect in every part of the school property and at all school functions, including all extra-curricular activities, regardless of location.

Specifically, students are expected to:

1. line up in single file outside the cafeteria
2. line up quietly in a single file to receive their lunch (*Line*

*cutting, pushing, and/or running are unacceptable.)*

3. treat the cafeteria staff and their fellow students with respect
4. remain seated and talk quietly while they eat their lunch *(Students will request permission to get up from their seat or to use the bathroom.)*
5. discard their trash and return the tray
6. leave their lunch area clean *(Students are responsible for their own trash and any mess created. Throwing food or trash is unacceptable.)*
7. leave the cafeteria quietly under the teacher's direction *(Students will not take food or drink out of the cafeteria.)*

### **CELL PHONES**

For the safety of our students, cell phones may be brought to school; however, cell phones should not be seen or used during academic time. Cell phones should be stored safely out of sight unless given permission by a staff member.

If the cell phone rule is not followed, the cell phone will be confiscated. After the first offense, the teacher will confiscate and return the cell phone at their discretion. After the second offense, once confiscated, the student's parent or guardian must come to school to retrieve the cell phone.

### **CHILD FIND**

If your family or someone you know is suspected of having an educational disability that requires special education and related services, please contact John Lavell, Supervisor of Special Services at (856) 785-0840 ext 2142. The CTSD is responsible for the special education needs for all Commercial Township residents ages 3 through 21.

### **CONTACT INFORMATION**

Parents/Guardians should provide up-to-date contact information (parent name(s), address, phone numbers, etc.) to the school. In the event that the above information changes, parents/guardians should immediately notify the Main Office at 785-2333 ext. 2133/2153. At the beginning of the school year, we require each parent/guardian to provide a list of people to whom their student may be released. Parents/guardians will be required to update the contact information for the current school year. For the safety of our students, we will only release a student to individuals listed as trusted adults.

### **DISCIPLINE POLICY AND PROCEDURES STUDENT CODE OF CONDUCT (Policy Series 5000)**

The Board of Education has adopted Policy and Regulation #5500 for expectations for student conduct and Policy and Regulation #5600 for student discipline and code of conduct.

### **#5500 Expectations for Student Conduct**

Policy #5500 outlines the Board's expectations for students commensurate with their age and ability. The following specific behaviors exemplify the conduct expected of students:

A. Students will prepare themselves mentally and physically for the process of learning by:

1. Being well-nourished, rested, clean, and properly dressed and groomed
2. Being free of drugs and alcohol and refraining from smoking
3. Developing attitudes that will prepare them for listening, participation, and learning

B. Students will respect the person, property, and intellectual and creative products of others by:

1. Being always honest, forthcoming, and courteous
2. Displaying care for the property of others
3. Acknowledging the intellectual work of others when it is incorporated into their work
4. Accepting the rights of others to their own opinions and beliefs
5. Resolving disputes and differences peacefully
6. Displaying loyalty and good sportsmanship
7. Helping to maintain school facilities that are neat and clean

C. Students will take responsibility for their own behavior by

1. Recognizing that academic endeavor is the primary purpose of school attendance
2. Completing all homework, classwork, and assigned projects on time
3. preparing for each class by bringing necessary supplies and equipment
4. Making personal choices that are based on sound reasoning and decision-making
5. Accepting constructive criticism
6. Acknowledging and accepting the consequences of their own actions

D. Students will use time and other resources responsibly by:

1. Attending school regularly and promptly and striving for a perfect attendance record
2. Using study periods and library time for school work
3. Using books and other equipment appropriately

E. Students will share responsibilities when working with others by:

1. Cooperating with others in the work of the group
2. Contributing talents and services as appropriate
3. Accepting leadership when appropriate
4. Respecting the rights and opinions of others in a

group setting

F. Students will meet the requirements of each course of study by:

1. Participating actively and appropriately in the scheduled classes
2. Following the rules and procedures established for the class by the teacher
3. Bringing to class the textbook, clothing, and other materials necessary for participation
4. Observing school rules for the safe handling of class equipment and materials

G. Students will monitor their own progress toward school objectives by:

1. Carefully planning courses of study and schedules
2. Promptly seeking staff assistance as required
3. Maintaining records of progress

H. Students will communicate with parent(s)/ guardian(s) and appropriate school staff members by:

1. Discussing progress in school with parent(s) or guardian(s) and relaying necessary information with them
2. Transmitting school letters, forms, and notices to parent(s) or guardian(s) and returning required response to school staff members
3. Conferring with appropriate staff members when a problem occurs
4. Developing with parent(s) or guardian(s) a clear idea of their educational goals

### **#5600 Student Discipline/ Code of Conduct**

Policy #5600 establishes standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members. The Superintendent will report to the Board the process used for the annual review and make recommendations to the Board if applicable.

Policy and Regulation for #5600 will be disseminated to all staff, students and parents annually. The Board shall provide annual training to new and all employees including prevention, intervention, and remediation.

Student discipline and the Code of student Conduct will be applied equitably meaning without regard to race; color;

religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identify or expression; mental, physical, or sensor disability; or by any other distinguishing characteristic.

For students with disabilities subject to Individualized Education Programs under IDEA and accommodation plans, the Code of Conduct shall be implemented in accordance with the components of the applicable plans.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement, supportive intervention and referral services including services outlined in Policy #2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to NJAC 6A:14.

Policy and Regulation #5600 include a description of school responses to violations of behavioral expectations. Students are required to be in compliance with Policy and Regulation #5200 - Attendance pursuant NJAC 6A: 16-7.6 and Policy #5512 - HIB pursuant NJAC 6A: 16-7.7. The Principal shall maintain a current list of community-based health and social service provider agencies as well as legal resources to support a student and the student's family as appropriate. The Assistant Principal and Principal shall have the authority to assign discipline to students.

Policy #5512 outlines consequences and remedial actions for HIB; Policy and Regulation #5519 addresses acts or incidents of dating violence at school.

The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment in accordance with NJAC 6A: 16-7.1(d). Any student disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation #5600 and NJAC 6A: 16-7.2-7.4. When a student transfers, all information in the student's record related to disciplinary action taken against the student by the school and any information obtained pursuant NJSA 2A:4A-60 shall be provided to the receiving public school.

The Superintendent submits reports as required by the NJDOE which includes incidents of violence, HIB, vandalism, and alcohol/other drug offenses through the Student Safety



## Data System.

The Student Code of Conduct and Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning
3. Promote achievement of high academic standards
4. Prevent the occurrence of problem behaviors
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification
6. Establish parameters for school response to violation of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and the students' histories of inappropriate behaviors in accordance with NJAC 6A:16-7.2-7.9.

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance pursuant NJAC 6A:32-8 & 12.1. Regulation #5600 outlines the following for student discipline/code of conduct:

### A. Students' rights

1. Advance notice of behaviors that will result in suspension and expulsion
2. Education that supports students' development into productive citizens
3. Attendance in safe and secure school environments
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood
5. Due process and appeal procedures pursuant NJAC 6A:3-1.3-1.17, 4, 14-2.7-8, 7.2-5
6. Parent notification consistent with the policies and procedures NJAC 6A:16-6.2(b)3 & 7.1-7.9
7. Various protections related to and including but not limited to: Family Educational Rights and Privacy Act (FERPA); Protection of Pupil Rights; Student Rights in Research, Experimental Programs and Testing; Health Insurance Portability and Accountability Act (HIPPA); transfer of school disciplinary records; confidentiality; student records; disclosure information

### B. Comprehensive behavioral supports

1. Positive reinforcement
2. Supportive interventions and referral services
3. Remediation of Problem behavior (restitution, restoration, counseling, parent/guardian conferences, mentoring, behavior plan contract,

alternate educational program)

4. Remedial measures and behavioral interventions/supports for students with disabilities shall be determined and provided pursuant NJAC 6A:14

### C. School responses to violations of behavioral expectations

1. Reprimand
2. Temporary removal from classroom
3. Meeting with school administration and parent/guardian
4. Deprivation of privileges
5. Detention

**LD:** Lunch Detention; During assigned times per grade level

**BSD:** Before School Detention 7:30-8:30

**ASD:** After School Detention 3:30-4:30

**ISD:** In-School Detention

6. Grade adjustment - *for instances of academic dishonesty (i.e. plagiarism) only*
7. In-school Suspension

### D. Behaviors that may result in suspension or expulsion pursuant NJSA 18A:37-2 includes but is not limited to:

1. Continued and willful disobedience
2. Open defiance of the authority of any teacher or person, having authority over the student
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students
4. physical assault upon another student
5. Taking or attempting to take personal property or money from another student or from the student's presence by means of force or fear
6. Willfully causing or attempting to cause substantial damage to school property
7. Participation in an unauthorized occupancy and failure to leave after having been directed
8. Incitement intended to and resulting in truancy by other other students
9. Knowing possession or consumption of alcoholic beverages or controlled dangerous substances on school premises or being under the influence of same while on school grounds
10. Harassment, intimidation, or bullying
11. Assault upon a school staff member

A parent/guardian conference is required before the student returns from a suspension.

## EMERGENCY CLOSING

Severe weather or unusual circumstances may cause the cancellation or delayed opening of school. A cancelled day of school, delayed opening, or early dismissal will be communicated through a variety of ways:

1. call through Blackboard Connect
2. post on Facebook
3. post on Website

In the event of an early dismissal at 1:30 pm (or earlier), we advise families to establish a plan and communicate the plan to your student. This is especially important for families that do not have a caregiver at home for a midday arrival.

### EMERGENCY DRILLS

Each school building is required to conduct one fire drill and one security drill per month to ensure that each student is familiar with emergency procedures.

### GENERAL CLASS RULES

1. Report promptly to class, prepared to work with your books, pencils, materials, and completed homework.
2. Go to lockers during assigned times unless you have a signed agenda.
3. If it is necessary to leave the room, take the designated pass (signed agenda or hall pass).
4. Handle books and equipment with care.
5. Treat the school property with respect by not marking or defacing any property of the school.
6. Students are expected to follow individual teacher's classroom rules.

### HALLWAY REGULATIONS

1. Running in the hallways is prohibited. Students are expected to walk at all times.
2. Students should keep to the right in the hallways.
3. Excessive noise, shouting, and loud talking are prohibited.
4. While walking through the hallways, students are prohibited from opening or closing classroom doors.
5. Gathering in the hallways and stairways is prohibited.
6. Students (Grades 3-8) must have a **signed agenda** issued by their teacher for passing through the hallways during class periods.
7. Each student is given enough time to pass from one class to another. There should be no reason to be late for class unless detained by a staff member, in which case a late pass will be issued.
8. Public display of affection (i.e. hugging, kissing, etc.) is prohibited.

Students will be provided w/ an agenda on the 1<sup>st</sup> day of school. They must have the agenda to use on a daily basis all year. If a student loses their agenda, they are to pay \$6.00 for a replacement. There will be no exceptions to this rule - a student without an agenda will not be permitted to leave their classroom.

### HARASSMENT, INTIMIDATION, AND BULLYING

CTSD is committed to creating a safe space for students, free from harassment, intimidation, and bullying in accordance with legal requirements. If you feel as though a student is experiencing harassment, intimidation, or bullying please call one of the individuals listed below or complete a referral form from the website and submit to the main office of your child's school.

#### Anti-Bullying Coordinator

John Lavell, Director of Special Services  
 John.Lavell@commercialschools.org  
 (856) 785-0840 ext 2142

#### Anti-Bullying Specialist

Tarin Leech, Guidance Counselor  
 Tarin.Leech@commercialschools.org  
 (856)785-2333 ext 2117

The following excerpt regarding the definition of HIB comes directly from the Commercial Township HIB Policy, and can be found in its entirety on the Commercial Township School District Website.

#### **Policy #5512 Harassment, Intimidation, and Bullying**

For the purposes of this policy, "harassment, intimidation or bullying" means any gesture or written, verbal or physical act or any use of an electronic communication device directed at a student that takes place on or off school grounds, at any school-sponsored function, or on a school bus as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3 that:

- A. Targets a student and which may affect his/her educational program;
- B. Substantially disrupts, infringes or interferes with the orderly operation of the school or the rights of other students;
- C. Creates a hostile educational environment for a student(s) by infringing and/or interfering with a student(s)' education;
- D. Severely or pervasively causes physical or emotional harm to a student(s);
- E. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- F. By any other distinguishing characteristic; and
- G. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his person or damage to his property; or
- H. Has the effect of insulting or demeaning any pupil or

group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

## HEALTH SERVICES

### **Communicable Diseases:**

A doctor's note is required to return to school following such diseases as Measles, Mumps, and Hepatitis. Contagious "nuisance" diseases such as conjunctivitis (pink eye), impetigo, scabies, and pediculosis must be under appropriate treatment for 24 hours before your child may return to school. These problems, and other questionable rashes, must be rechecked by the school nurse who may require a medical note attesting that your child is free of contagion.

### **Glasses:**

If your student has been prescribed glasses, please encourage bringing the glasses to school and wearing them. Correct vision is essential to academic success. If the glasses are broken and you are having difficulty having them repaired, please contact the school nurse for assistance. If your student fails the vision screening, the school nurse will recommend an exam by an eye professional. If you lack insurance for an eye exam, please notify the school nurse or social services coordinator for assistance

### **Health Screenings:**

Each student will receive health screenings annually by the certified school nurse. Health screenings may include the following: height and weight, blood pressure, vision, hearing, and scoliosis for students over the age of 10 (biennially).

You will be notified by mail of any unusual results. *If you do not wish your child to participate in any of the above screening procedures, you must notify the school nurse, in writing.* Please provide records of any outside screenings to your student's school nurse, and please follow up with any questions and/or concerns. Blank physical forms are available through your healthcare provider, the school nurse or the school Website.

### **Illnesses & Injuries:**

If your student is ill or running a fever, please do not send the student to school. A student with a fever (greater than 100) should be kept home without any fever reducing medication until 24 hours after the temperature has returned to normal. If you are not sure, please feel free to call the nurse for advice.

**During the COVID-19 Pandemic, exclusion criteria has changed. If your child displays any signs/symptoms of**

**COVID-19, they will be excluded from school as directed by the Guidelines of the NJ Department of Health. Return to school guidelines will also follow direction from the NJ DOH and the Cumberland County Health Department. Your child must be fever free for 24 hours without the use of fever reducing medications, symptoms must be improved and it must be at least 10 days from onset of symptoms. A COVID-19 test may be required. Your physician may also provide an alternate written diagnosis after being seen in their office.**

Parents/designees will be notified as soon as possible should a more serious illness or injury occur while your child is in school. To aid in the notification process, please provide current contact information including phone numbers. Inability to reach a parent due to inadequate contact information could cause a delay if emergency treatment is needed.

A written parent note is to be submitted to the school nurse when your student returns to school after an illness or injury. If a student is absent for three (3) days or more, a doctor's note will be required in order for your student to return to school.

In the event of any necessary doctor/dental visits during the school day, please submit to the nurse a written note from the doctor.

If a student is found to be too ill to remain in school, the school nurse or designee will contact a parent or other emergency contact. The student must be signed out in the main office. *Students are not permitted to call or text a parent without the knowledge of the school nurse or building administrator.*

### **Immunizations:**

The NJ Department of Health requires that all public school students be fully immunized according to State guidelines. Failure to do so will result in a student's exclusion from school. If your student requires an immunization, you will be notified by mail.

### **Insurance:**

If your student is not covered by medical insurance, please inform the school nurse or social services coordinator for assistance.

### **Sports Physicals:**

A sports physical is required for any student who participates in interscholastic or intramural sports. The state-mandated forms may be obtained from the school nurse and must be promptly returned after a health care provider and parent completes and signs the form. Students will not be permitted to practice or play without a

current sports physical.

### **Medication Policy:**

According to the State Commissioner of Education's decision and the CTBOE Policy, no one but the certified school nurse or school nurse substitute may administer medication to students. This includes both prescription and over-the-counter medications.

The school nurse is permitted to administer the following medications: First-Aid cream, Benadryl cream, Anbesol, Balmex, Calamine lotion, Chloraseptic throat spray, triple action antibiotic ointment, and Sting-Kill wipes.

The nurse **MAY NOT** give your child any medication without a written medical order. This includes Tylenol, Midol, aspirin, inhaler, etc.

If at all possible, medication should be administered at home. If medication will need to be administered in school, the following procedure is to be followed:

1. The prescribing physician/dentist must provide written orders, authorizing the school nurse to administer the medication. The health care provider's order should include:
  - a. Diagnosis and/or type of illness/injury
  - b. Name of medication and strength
  - c. Dosage and time(s) to administer medication.

Newly written medication orders must be submitted at the beginning of each school year. Medication consent forms are available from the school nurse.

2. A parent/guardian must provide written permission for the school nurse to administer the medication.
3. *The medication is to be brought by the parent or guardian to the school nurse with the healthcare provider's written order. Medication must be in the original container from the pharmacy/office, properly labeled with prescribing information.* A pharmacy label is not a prescription. This is especially important when a student is on medication for ADD/ADHD. Medications for ADD/ADHD are controlled substances and are subject to abuse. Please help us maintain the safety of all students by having an adult deliver these medications directly to the school nurse.
4. Medications for asthma must be ordered using the NJ state-mandated Asthma Action Plan. This form may be obtained from the school nurse or online at [www.pacnj.org](http://www.pacnj.org). No other consent form is required for asthma medication. A parent/guardian

signature is also required. Please make sure the prescriber indicates whether or not the students may carry an asthma inhaler.

All medications will be kept in a locked cabinet in the school nurse's office. A student **MAY NOT** keep medication in his/her possession. For example: A student may not keep any OTC medications; such as, aspirin, Tylenol, allergy medicine, etc. in their possession. All medications need a written doctor's order. **EXCEPTION:** Epi-Pen and asthma inhalers for life-threatening conditions if ordered to self medicate.

An assurance statement from the prescribing physician and authorization by the parent/guardian is required in their possession during school hours and for extracurricular activities. In this case, it will be the student's responsibility to always have the medication readily available since it will not be available in the nurse's office. This also pertains to after-school activities, sports, and field trips. If a student is unable or unwilling to accept this responsibility, the privilege may be withdrawn. The approval and order must be obtained on an annual basis.

At the end of the school year, a notice will be mailed home to remind parents to pick up any remaining medication. Medication left after the school year ends will be destroyed. Medication orders are to be renewed each school year.

### **TRANSFERRING OUT OF THE SCHOOL DISTRICT**

A 24-hour notice is required for a transfer request. The parent/guardian of the student must come into school to complete and sign a Student Withdrawal Form. The parent/guardian must provide their new address, telephone number, and name and address of the new school. A transfer cannot be completed without this information. A clearance form must be obtained and signed by all teachers. Students are required to return all district property issued and reconcile any monies due to the cafeteria or business office.

### **LOCKERS**

Students in grades 6-8 will be assigned a locker and lock at the beginning of school. Students are to not leave their locker unlocked or pre-set the combination where anyone can lift the latch to open the locker. Students are to keep their combination confidential. **Students are not permitted to share lockers.** Lockers should be kept in an orderly condition, free of trash and paper. Lockers are not to be kicked or slammed shut. When the door is closed, check to see that no coats, projects, instruments, etc., are sticking out of it. With reasonable suspicion, the Administration reserves the right to search a student's locker. Random

locker inspections may take place at designated times during the year. Students are permitted to go to their lockers during the following times: before lunch and during AM and/or PM homeroom period.

### **PARENT-TEACHER CONFERENCE DATES**

Parent-Teacher conferences will be scheduled for and held on 11/19/21, 11/22/21, and 11/23/21. Parents are encouraged to arrange conferences with any teacher throughout the school year simply by calling and making an appointment.

### **PTA**

The PTA is looking for parents/guardians who want to get involved and be meaningfully engaged with their student's education. The PTA does fundraising and uses the funds raised to host fun, extension activities for students. If you are looking for a way to get connected and volunteer, this group is for you! This group needs your active support in order to continue to provide our students with fun events. If you are interested in learning more about our PTA sponsored events or joining the PTA, please contact the school office for more information. The PTA meets monthly.

### **SMOKING, DRUGS, ALCOHOL & WEAPONS**

1. Students are not permitted to smoke coming to school, while at school, or leaving school. In addition, students are not permitted to smoke at their bus stops. Violators will be suspended out-of-school.
2. Students who stand just off the school property and smoke in full view will be considered defiant. Violators will be suspended out-of-school.
3. Possession or consumption of illegal drugs and/or alcohol is prohibited. Violators will be suspended out-of-school, and subject to arrest.
4. Prescription and non-prescription medication is prohibited on school grounds. Violators will be suspended out-of-school. If a student is ill and taking medication, the School Nurse must be contacted immediately. All disbursement of medication must be done through the School Nurse under the direction of a licensed medical doctor.
5. Weapons are prohibited on school grounds. Violators will be suspended out-of-school, subjected to arrest, and possibly assigned to an alternative program.

### **STUDENT UNIFORM POLICY**

The Commercial Township Board of Education has a dress code.

#### **Policy # 5511 Dress Code**

The district specified uniform shall be as follows:

#### **Tops (any color plain polo shirt)**

Polo shirts (collared), Turtleneck (short or long sleeve)

- Sweater- Cardigan, Vest over collared top (collar must show)
- Sweatshirt (Plain Navy, with crew neck, no insignia and no hood)
- Proper fit, not baggy, not tight
- No logo on any articles

#### **Bottoms (Khaki or Black)**

- Pants
- Shorts, Skirts, Skorts (fingertip length minimum)
- Capri Pants
- Jumpers
- Proper fit, not baggy, not tight, must be worn at the waist line
- No holes or tears

#### **Gym Uniforms**

- Plain Navy Top, Plain Navy Bottom (Navy T-Shirt or sweatshirt, sweatpants, or athletic shorts)

School regulations prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school.
2. Interfere with school work by creating disorder or disruption in the education process.
3. Prevent the student from achieving his/her own educational objectives because of block vision or restricted movement.

In addition:

1. Clothing and jewelry shall be free of writings, pictures, or any other insignia. Any clothing which contains sexually explicit ideas, profanity or vulgarity; advertise illegal substances or promote any activity the administration considers illegal or inappropriate; or advocates racial, ethnic, sexual or religious prejudice; or encourages the use of drugs or alcohol is prohibited. Students shall not wear any type of clothing, apparel, or accessories that indicate the student is a member or is affiliated with a gang.
2. Clothes shall be sufficient to conceal undergarments at all times. See-through or fishnet fabrics, halter tops, off the shoulder or low cut tops, midriff/half shirts, low hanging pants, no holes or tears, and skirts or shorts shorter than mid-thigh are prohibited.
3. Shoes or sneakers must be worn at all times. Bedroom slippers, flip-flops, or any footwear considered unsafe are not permitted.
4. Hats, caps, bandanas, or other head coverings shall not be worn indoors. Curlers and combs in hair are

not permitted.

5. Long-sleeve T-shirts worn underneath polo must be plain white or plain navy blue (no designs).
6. Socks long/short, leggings, or tights must be plain white or plain navy blue (no designs).
7. Shorts may be worn from April 15th to October 15th.

*If a student is not abiding by the district uniform policy, the student will be required to call home and serve a detention.*

### **TEXTBOOKS/CHROMEBOOKS**

In accordance with Policy # 7523: *School District Provided Technology Devices to Students*, students are responsible for the proper care of school property and the school supplies and equipment entrusted to them. Students and parents will be responsible for district-owned technology property that is issued to them, just as they are for other district-owned items such as textbooks, calculators, athletic equipment, or library books. The District requires the parent and student to comply with the following:

1. The district-issued device must be used only by the student for school district authorized use;
2. The student shall comply with the District's acceptable use of technology policies when using district-issued technology;
3. The device must be returned to the District in the condition it was initially provided to the student considering reasonable use and care by the student;
4. The student is required to report any hardware or software problems in the operation of the device to a school administrator on a District-Issued Chromebook/Electronic Device Problem Form within two school days in the event the device has been damaged or is missing;
5. The parent/guardian or student is required to immediately file a police report in the event it is believed the device has been stolen. Within one school day after filing a police report, the parent/guardian or student shall complete the District-Issue Chromebook/Electronic Device Loss Form and submit the completed Loss Form along with a copy of the police report to a school administrator;
6. The student shall be required to provide routine cleaning and care of the device in

accordance with the school's directions and guidelines;

7. The student shall have the device in their possession in school as required;

If the device is damaged, the district will repair or replace it, but the students/parents will be responsible for the cost of those repairs or replaced devices. Parents/guardians will be financially responsible for loss, theft, or all damages not covered by the manufacturer's warranty. In cases of theft, vandalism, and other criminal acts, a police report, or in the case of flood/fire, a floor/fire report must be filed by the parents or guardian. A copy of the police/flood/fire report must be provided to the school district. Parents/guardians are responsible for full payments of intentional damages/abuse to the Chromebooks.

Policy and Regulation is #2361 outlines the acceptable use of computers, networks, and computer resources. Students are required to agree to abide by the terms of the acceptable use policy.

### **TITLE 1**

As a Title 1 Schoolwide funded building, parents are annually provided with the District and School participation policy and the School-Parent Compact to sign and return in September. The Title 1 Parent Night allows for presentation of school program highlights, use of Title 1 funds, requirements of Title 1, student achievement, and available opportunities for parent involvement and participation.

### **Parent's Right To Know**

*The Every Student Succeeds Act (ESSA)* was passed by the U.S. Congress late last year and signed into law on December 10, 2015. The *ESSA* replaces the *No Child Left Behind Act (NCLB)* and is the latest reauthorization of the *Elementary and Secondary Education Act (ESEA)*. Under the *ESSA*, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Our school receives Title I funding and we are happy to share this information with you upon your request. All of our regular teachers have college degrees and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

### **VISITOR PROCEDURES FOR THE SAFETY OF YOUR CHILDREN**

1. All visitors are to enter the building at our main entrance.

2. Visitors are by appointment. We recommend calling ahead to schedule an appointment in order to ensure we can serve you at your appointment time.
3. A form of identification is required for our visitor entry system to create an identification badge.