

# **SOMERDALE PARK SCHOOL**

**2018-2019 PARENT – STUDENT HANDBOOK**

**GO CAVS!**

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## **WHAT'S NEW AT SOMERDALE PARK FOR THE 2018-2019 SCHOOL YEAR**

### **MESSAGE FROM MR. FORD - VICE PRINCIPAL**

In 2018-2019, Somerdale Park School (SPS) will continue to provide our students with essential 21st Century learning opportunities both inside and outside of the classroom. In the classroom, students will utilize digital materials and technological software/programs; while outside the classroom, students have the option to take home a personalized tablet where they can access school work through the use of cloud based technology. Cloud based learning provides students with an organizational advantage by allowing students to store, retrieve, share, and submit work from one central location. This also enhances student/student collaboration while providing teachers a platform to provide students with immediate feedback. The instructional staff at Somerdale Park School continues to grow professionally as evidenced by participation in summer professional development opportunities. Learning communities will continue to collaborate throughout the 2018-2019 school year to foster professional dialogue, instructional risk, and ultimately ensure educational effectiveness.

*\*Please note specific changes to the student handbook for the upcoming school year:*

- Revised bell schedule will provide students with increased instructional time in the core academic areas of mathematics and English language arts while providing students with a more diverse course offering in the area of the arts.
- Homeroom will begin at 8:15 a.m. and dismissal will be 3:09 p.m.
- Revised dismissal times to go with the continuation of the entry/exit procedures that were introduced during the 2017-2018 School Year. Please be sure to read the pdf below regarding the Entry/Exit Procedures and thank you in advance for your cooperation.
- Revised code of conduct guidelines developed by a School Environment Committee. The committee placed an emphasis on developing guidelines that are both age appropriate and progressive.

## **LETTERS AND FORMS TO BE SIGNED AND RETURNED:**

[Welcome Back Letter from Mr. Pease](#)

[New Superintendent/Principal - Mr. Pease](#)

[Tablet Letter to Parents](#)

[Tablet Agreement Form](#)

[Parent - Student Handbook Agreement Form](#)

## SCHOOL OPERATIONS

### **ARRIVING AND DEPARTING FROM SCHOOL**

Parents – If you drop off or retrieve your child by vehicle, it is CRUCIAL that you park on the school side of the street only and allow students to exit on sidewalk. NO DOUBLE PARKING, PLEASE!! The Somerdale Police Department has a zero tolerance policy for parking infractions at Park School; due to the critical need of maintaining proper ingress and regress for emergency vehicles, which may respond to the school for a fire, medical or police call for service. Police will give fines as per the State Statute and the Borough Statute stated below. There will be NO parking permitted from 8:00 a.m. - 8:30 a.m. and 3:00 p.m. - 3:30 p.m. Thank you for your cooperation in this matter.

**State Statute: N.J.S.A. 39:4-138** - Places where parking prohibited; exceptions; moving vehicle not under one's control into prohibited area.

Except when necessary to avoid conflict with other traffic or in compliance with the directions of a traffic or police officer or traffic sign or signal, no operator of a vehicle shall stand or park the vehicle in any of the following places:

- Within an intersection
- On a crosswalk
- Within an appropriately marked "Fire Zone"
- In front of a public or private driveway
- Within 25 feet of the nearest crosswalk or side line of a street or intersecting highway, except at alleys
- On a sidewalk
- In any appropriately marked "No Parking" space established pursuant to the duly promulgated regulations of the Commissioner of Transportation
- Within 50 feet of a "STOP" sign
- Within 10 feet of a fire hydrant
- On the roadway side of any vehicle stopped or parked at the edge or curb of a street; (i.e. double parking)
- In any space on public or private property appropriately marked for vehicles for the physically handicapped

**Fine: \$47 (no impoundment provision)**

### **BOROUGH ORDINANCE: 135-17**

(B) Any vehicle parked, stopped, or standing in violation of this section in any fire lane or zone shall be deemed a nuisance, and the fire official or his/her designee may provide for its immediate removal. The owner of the vehicle shall pay the cost of its removal and any subsequent storage that may be required before he/she may be allowed to regain possession of same.

The fire official or his designee and the Somerdale Police Department shall have concurrent jurisdiction to enforce the provisions of this section.

**Fine: \$100 - \$500. (Includes an impoundment provision)**

**\*The department shall use the State Statute for the 1<sup>st</sup> offense and may use the Borough Ordinance for a 2<sup>nd</sup> offense and subsequent offenses.**

## **CROSSING GUARDS**

Crossing guards will be located at the following locations from 7:30 - 8:35 a.m. and 3:00 - 3:45 p.m.:

1. Somerdale Road & Warwick Road
2. Somerdale Road & Atlantic Avenue
3. White Horse Pike & Somerdale Road
4. White Horse Pike & Crestwood Avenue
5. White Horse Pike & Evergreen Avenue
6. Crestwood Avenue & Grace Street
7. Grace Street at Park School

***\*STUDENTS ARE TO UTILIZE THESE POSTS EXCLUSIVELY AND ARE NOT ALLOWED TO WALK ALONG THE RAILROAD TRACKS AND MUST OBEY THE CROSSING GUARDS AT ALL TIMES.***

## **SAFETY BETWEEN HOME AND SCHOOL**

### **Pedestrians Should:**

1. Start to school early enough so that he/she does not have to rush.
2. Walk on the sidewalk. If there is no sidewalk, he/she should walk on the left side of the road, facing oncoming traffic.
3. Cross streets at intersections only, and where cross walks are painted, use them. Stop and look both ways before crossing.
4. Cross the street from the curb only when the crossing guard tells him/her.
5. Not get out of automobiles in the middle of the street. Pedestrians should get out at a curb and cross the street only where crossing guards are watching.
6. Not touch or play with strange dogs, cats and other animals at any time. Dogs should be kept from following children to school.
7. Not play in the streets on the way to or from school.
8. Help other children, especially smaller ones, to come to school and go home safely.

### **Cyclist Should:**

1. Walk his/her bicycle on the school sidewalk.
2. Wear a helmet. As per NJ law, a helmet is required for all children 14 years of age or under.
3. Not double ride, that is on a bicycle with another person, either on the handle bars, the seat or the crossbar.
4. Keep on the right side of the road, riding with traffic.
5. Keep close to the curb and dismount at the curb.
6. Keep both hands on the handlebars, except when signaling for a turn or stop.
7. Observe all traffic signals and stop signs and directions of all traffic officers.
8. Look both ways before crossing intersections, railroads, coming out of driveways and when pulling out of parking spaces.
9. Never hitch on trucks, buses and other vehicles.
10. Ride in a single file when riding with a group.
11. Never zigzag on the street or do stunt riding where there is traffic.
12. Give pedestrians the right of way.
13. Be in third grade before he/she rides his bicycle to school.

## SCHOOL PROCEDURES

### **VISITORS**

In order to ensure the safety of our students and staff, **ALL** visitors must enter the building through the main office entrance **ONLY**. All visitors will be asked to sign-in, show photo identification, and state a reason for the visit. Once access to the building is granted, visitors will be issued a visitor's pass sticker/badge which must be visible to staff members. Visitors not wearing a badge/pass will be stopped by staff members and asked to proceed to the front office immediately. Staff members have been instructed to contact the front office immediately upon noticing a visitor without a school issued pass.

Parents/Guardians wishing to meet with teachers or school administration must make arrangements in advance. Failure to provide proper identification and/or appointments arrangements will result in denied access to the school building.

Lunch money or belongings must be left at the front office to be picked up by the student; parents will not be permitted to take such items down to classrooms or the cafeteria. Parents are **NOT** permitted to walk their children to class. Parents are to drop off at designated area where a Somerdale Park School staff member will enter them into the building.

### **ENTRY/EXIT**

In an effort to maintain a safe school environment, Somerdale Park School will continue to follow the dismissal procedures implemented in the Spring of 2017-2018 School Year. Please review the dismissal procedures carefully with your children. Everyone's diligence in carrying out the procedures is greatly appreciated! Below is a letter from Mr. Pease that provides a detailed overview of the procedures as well as the Student Release Form that must be returned to each child's Homeroom Teacher by **Friday, September 7, 2018**.

[18-19 Dismissal Consent Form](#)

### **SIGNING STUDENTS OUT OF SCHOOL**

Emergency cards must be filled out in the beginning of the school year. Parents/Guardians should include as much information as possible on the emergency card including those individuals permitted to pick-up their children from the school. No one under 18 years of age will be permitted to pickup, or sign out, students, siblings or family members at any time. Individuals not on the emergency card will not be permitted to sign out students. The front office will require parents, guardians, and emergency contacts to produce proper photo identification before releasing students from the school. Changes to the emergency card during the school year can be made in the front office. If an individual not on the emergency card is permitted to sign the student out of school, parents must submit a written request to the front office. This request should include a phone contact number so verification can be made. All written requests will be verified by the front office, if the front office can not verify the request then individual will not be permitted to sign the student out of the building.

## REGISTRATION

### ADMISSION

Registration for incoming Pre-School and Kindergarten children is held in the Spring of the year prior to enrollment. Determined days and times will be posted on the school website at <https://somerdale-park.org/>. Additional notifications will be made using the district's email messaging and phone notification system. All new registrants for Pre-K and Kindergarten must provide:

- A birth certificate or photo static copy of same or other valid proof of age.
- Record of physical examination done within the past 365 days and a record of immunizations against communicable diseases.
- Evidence of residence or domicile in the district.
- If transferring from another school, an official transfer and report card.

### TRANSFERS

**TRANSFERS IN** - Students entering the district will be assigned to an appropriate grade level placement. Students in grades kindergarten through five will be placed based on both current class enrollment numbers and a review of previous academic records. Students in grades six through eight will be scheduled for placement screening prior to full enrollment. Somerdale Park School utilizes NWEA MAP as an entrance assessment tool. The results of these tests, combined with a review of previous academic records, will be used to determine the most appropriate student placement. Incoming students will be scheduled for screening by a staff member in the front office when completing the enrollment process.

**\*\*Parents/guardians of students entering the district should visit the link below prior to arriving at the school to enroll a student. The information found on this "School Registration Forms" page will prepare parents/guardians to arrive prepared to enroll their child(ren) and allow Somerdale Park School to quickly complete the transfer enrollment process.**

**School Registration Forms: <https://somerdale-park.org/public/school-registration-forms/>**

**TRANSFERS OUT** - After receiving the required request to transfer records, Somerdale Park School will make arrangements to transfer the student records to the new school district within the mandated number of days.

### BREAKFAST

Research strongly suggest breakfast correlates with improved cognitive abilities that result in improved academic performance. Somerdale Park School is proud to offer a School Breakfast Program (SBP) for its students. Breakfast is served daily beginning at 7:45 a.m. Students will not be permitted to enter the building prior to this time. To best ensure the safety of all students, those entering the building for the purpose of participating in the breakfast program **MUST** remain in the cafeteria for the duration of the breakfast time before reporting to homeroom. Students are not to be walking through the building and those who are may be subject to disciplinary consequence.

## **SECURITY CAMERAS**

Somerdale Park School is equipped with several security cameras inside and outside of the building. Visitors and students should be aware that the building is under surveillance at all times.

## **CLASSROOM PARTIES**

The Somerdale Park School Parent Teacher Association (PTA), in conjunction with the Board of Education (BOE), has established a practice of allowing two parents/guardians per classroom per event. Parents will be sent special passes for those parties/events ahead of time in which parents/guardians must wear in order to gain access to the building. Teachers will provide a list of those parents/guardians attending each event to the front office and parents/guardians must check in prior to gaining access to the building. Any changes to lists must be made by the Teacher and no one else.

## **EMERGENCY SITUATIONS**

In the event of a school-wide, national, local, or state emergency, parents may not immediately be allowed in or around school property. Re-unification sites will be established and instructions to parents will be given by the Superintendent or his/her designee. Parents are encouraged to follow all instructions and requests by school administration or emergency personnel in order to effectively respond to the situation occurring.

## **FIELD TRIPS/SCHOOL FUNCTIONS**

Parents who commit to chaperoning a field trip must follow school guidelines and expectations. Any parent chaperoning will be required to complete a Somerdale Expectation Form given by the teacher in charge. All forms must be signed and returned to the teacher prior to the school function.

## **FIRE AND SECURITY DRILLS**

By law there must be one (1) fire drill and one (1) security drill every month. In order to be successful, all drills must be completed quietly and quickly. There are several different drills that must be conducted including: evacuation, bomb threat, lockdown, active shooter, and shelter-in-place. All students must follow the direction of the teachers according to directions in the Emergency Response Manuals. If the students are evacuated from the building for a drill, students will be permitted to enter the building only after the school administration has given permission. If the students are in the building, they must remain in their assigned areas until school administration gives permission. Teachers will review all procedures with their students. Please discuss the importance of being prepared for emergency situations with your child.

**\*\*Fire drills and/or fire emergencies are taken seriously and any students pulling a fire alarm will face serious disciplinary actions.**

## **COMPUTER USAGE**

Students are allowed to use the computers/tablets in the school under the supervision of a teacher or instructional assistant. Students must make appropriate choices when accessing websites. A student using inappropriate sites may lose his/her computer privileges and will be subject to disciplinary action. Homework and classwork must be completed via the method assigned by the teacher. In the event an assignment requires electronic submission and a student has lost his/her computer/tablet or internet access privileges due to disciplinary reasons, the student will still be required to complete and submit the assignment electronically.

## **TEXTBOOKS**

All basic texts are loaned to students for their use during the school year. The district pays for workbooks and other supplies. Textbooks are to be handled carefully. Books are to be covered. Please be sure students have written their name, and grade level on the book label in case the book is misplaced. Students will be held responsible and be required to pay for lost or damaged books.

## **LOST AND FOUND**

Lost and Found is located in the custodian's closet in the cafeteria. Articles found in and around the school should be turned in to the custodian where the owners may claim their property by identifying it.

## **SAFEKEEPING OF PERSONAL BELONGINGS**

Somerdale Park School assumes no responsibility for the safekeeping of textbooks, personal belongings, money, bicycles, and such. Every student should always see to it that all of his or her personal belongings are in his/her possession. It is strongly recommended that students not bring any personal items of value to school. We cannot guarantee their safety. Students should only carry enough money to school to pay for lunch.

\*With reasonable suspicion, the school administration has the right to search student's personal belongings at any time for contraband.

\* Parents are encouraged to pay in advance and by check for their child(ren)'s lunch(es).

## **LOCKER SEARCHES**

Somerdale Park School, recognizing the rights and civil liberties provided to all citizens under the United States Constitution, assures students they can expect a reasonable level of privacy within the school. Students can feel secure that their assigned lockers and desks will not be unreasonably searched by school officials unless there are sufficient and suitable grounds for such action. With reasonable suspicion, school officials may conduct a search of student property including but not limited to book bags, lockers and desks in order to maintain the orderly operation of the school building.

Items such as weapons, fireworks, and illegal drugs on school grounds endanger the health and well-being of the school population and violate the human rights of others as guaranteed under the United States and New Jersey Constitutions. Such possessions will not be tolerated and searches revealing the possession of these items will result in appropriate disciplinary consequences.

## **DRESS CODE REQUIREMENTS - Policy 5511**

### **KINDERGARTEN – GRADE 8 UNIFORM POLICY**

#### **Bottoms:**

- Solid navy blue, khaki, or black bottoms of the appropriate size and length for the student. Length is to be no shorter than 3 inches above the knee.
- No baggy, cargo, painter, or denim type bottoms. No oversized pockets or straps on the legs.
- Bloomers or shorts must be worn under skirts and dresses.
- Shorts are permitted year round at parent's discretion.
- Bottoms may have an elastic waist band and must be worn securely at the waist.

#### **Tops:**

- Navy blue, light blue, gold (yellow), or white long or short sleeved golf and/or dress shirts of appropriate length are to be worn.
- All shirts must have collars. The undershirt worn under the golf shirt must be school colors or light blue only. Sleeveless golf shirts are permitted year round at parent's discretion. A long sleeved cotton or cotton blend turtleneck in school colors or light blue only may be worn under the golf shirt.
- All shirts must be tucked in at all times.
- A navy blue, yellow, or white cardigan, V-neck sweater, solid fleece, or solid sweatshirt without a hood may be worn over the uniform shirt.
- No logos or emblems are permitted on any shirts that are visible with the exception of the Somerdale Park School logo.
- School Sponsored Hooded Sweatshirts will be permitted during the winter months when announced by the Administration. These school sponsored sweatshirts are sweatshirts with SPS/Cavaliers logo from the PTA, Student Council, Renaissance, and/or SPS teams (i.e. Soccer or Basketball, but not town ball).
- Hats, hoods or bandannas are not permitted in the building, however, headbands may be worn.
- All jackets are prohibited to be worn throughout the school day after homeroom.
- Students are to make sure their jackets are in their lockers.

#### **Foot Apparel:**

- Solid blue, white, black, or khaki socks or stockings should be worn at all times.
- Dress or athletic shoes (no "Heelys") shall be permitted at the student's option.

- All footwear must have a back to stay on feet.
- Shoes must be tied, velcroed, etc. at all times.
- Footwear of any kind must not have heels higher than one inch.
- Open toed shoes of any kind including sandals or flip-flops are not permitted.

## **DRESS DOWN DAYS**

Any and all accessories found to be a potential safety hazard, containing offensive language/pictures/drawings, or otherwise causes a distraction and/or disruption to the learning environment will result in a referral to the school administration (including dress down days). If the school administration finds clothing inappropriate, parents will be notified and asked to bring appropriate clothing to school. The student will be held in ISS until appropriate clothing is provided. *The school administration reserves the right to make all final decisions.*

## **STUDENT SAFE GUARDS**

Any and all accessories found to be a potential safety hazard, containing offensive language/pictures/drawings, or otherwise causes a distraction and/or disruption to the learning environment will result in a referral to the school administration (including dress down days). If the school administration finds clothing inappropriate, parents will be notified and asked to bring appropriate clothing to school. The student will be held in ISS until appropriate clothing is provided. *The school administration reserves the right to make all final decisions.*

## **OPT OUT POLICY**

Students who have religious or medical causes to not participate in the school uniform policy may "opt-out." To do this, parents must meet with the school principal to discuss the reason and sign the "opt-out" agreement. Students who do "opt-out" must follow dress code approved by administration. The final date to sign up for the "opt-out" policy is Friday, September 28, 2018. The Opt Out form is located on the school website: [www.somerdale-park.org](http://www.somerdale-park.org)

If choosing to participate in the "opt-out" plan, please contact Mr. Pease's office at [mpease@somerdale-park.org](mailto:mpease@somerdale-park.org) or 856-783-6261 ext. 801.

## **PHYSICAL EDUCATION UNIFORM**

Students in grades kindergarten through fifth grade do not change in locker room; therefore, are permitted to participate in gym class in what they wear on that day. On designated gym days, students in grades kindergarten through five can wear either their school uniform or a gym uniform to class. Acceptable gym clothing is detailed below:

- Navy, royal, gold, or gray solid color (no stripes) sweatpants or seat shorts. Somerdale Park School sponsored clothing is also acceptable in the aforementioned colors, and black.
- Navy, royal, gold, or gray solid color tee shirts or sweatshirts (no insignias). Somerdale Park School sponsored clothing is also acceptable in the aforementioned colors, and black. \*A white tee shirt alone is not permitted under any circumstances.

- Students must wear sneakers with laces or Velcro regardless of the weather.
- Students in grades six through eight are required to change in the locker room and are expected to have the appropriate physical education uniform for physical education class. The same dress code outlined above applies to students in grades six through eight.
- \*Pupils who do not have the appropriate Somerdale Park School physical education uniform will be marked unprepared and points deducted from their grade.*
- \*\*The PTA and Renaissance will offer "Physical Education Clothes" to be purchased for physical education class. All PTA offerings will be in accordance with the district uniform policy.**
- \*\*\*In all cases, the school administration will make the final decision regarding the appropriateness of dress.**

## **CODE OF CONDUCT**

### **BEHAVIOR GUIDELINES**

The Somerdale Community, Board of Education, School Administration, Teaching Staff, and Faculty have a high level of expectation for student behavior. Students are expected to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students will be held accountable for their behavior. Misbehavior in violation of the Somerdale Park School Code of Conduct will result in appropriate action and/or consequence. The Somerdale School District's Code of Conduct Guideline Chart can be referenced below.

The Discipline Guideline Chart reflects three age appropriate groupings:

- Middle School Grades 6-8 (A-wing)
- Upper Elementary Grades 3-5 (B-wing)
- Primary Grades K-2 (C-wing)

### **SOMERDALE SCHOOL DISTRICT'S DISCIPLINE GUIDELINE CHARTS**

Developed by the Somerdale Park School Environment Committee and approved by the Somerdale Park School Board of Education during the 2017-2018 School Year.

[Discipline Guideline Chart K-2](#)

[Discipline Guideline Chart 3-5](#)

[Discipline Guideline Chart 6-8](#)

[Discipline Action Codes](#)

[Academic Honor Code](#)

### **DETENTIONS**

**Teacher Detention (TD)** - Teachers will assign their own detentions for minor infractions. Teacher's will notify parents/guardians of the infraction and work with parents/guardians to schedule the detention. These infractions will be recorded via PowerSchool log entries and have the potential to escalate to an administrative referral in accordance with the Somerdale Park School Code of Conduct Discipline Guideline Chart. Teacher's may assign detention in one of the following ways:

- **After School Detention** - Held Monday - Friday after school from 3:09 p.m. - 3:15 p.m.

- **Lunch Detention** - Held Monday - Friday during lunch period in either the teacher's room or a lunch detention table in the cafeteria.

- **Recess Detention** - Detention is held Monday - Friday during recess at a designated location on the playground.

**Administrative Detention (AD)** - Detention is held Monday - Friday on the following days and times:

- Monday, Wednesday, Friday - 3:10 p.m. - 4:10 p.m.
- Tuesday, Thursday - 7:10 a.m. - 8:15 a.m.

**- 2 Hour Administrative Detention (AD2)** - Detention is held on Friday only from 3:10 p.m.- 5:10 p.m.

**Detention Rules:**

- Following dismissal, students are to report promptly to detention and check in with the teacher assigned to monitoring the detention.
- Students may complete work and/or missing assignments during this time.
- Students are to remain quiet for the duration of the assigned detention.
- Students are expected to adhere to the Somerdale Park School Code of Conduct during the time of the detention.

**SUSPENSIONS**

There are two different types of suspension, in-school suspension (ISS) and out-of-school suspension (OSS).

- **ISS** - Takes place in the school during the regular school day. Students are removed from the normal classroom environment and placed in an isolated, supervised setting. Students will eat lunch in this setting and all academic work will be provided for the student to complete while in ISS.
- **OSS** - Removal from school for a defined number of days. Students are not allowed on school property while on suspension.

\* A student who is on suspension is prohibited from participating in any school social/athletic events and/or extra curricular activities. activities.

\*\*Students suspended out of school will require a re-entry conference before re-entry to school is permitted. This will be a conference including the student, his/her parent/guardian and a member of the school administration. The conference could be held in person, over the telephone, or via Skype.

## POLICE INVOLVEMENT

School administration holds the right to request police involvement as deemed necessary per District Policy 5520. This may include but is not limited to disorderly student conduct and/or defiant behavior that could potentially incite a crowd.

The following offenses are further examples that could be considered disorderly conduct and/or constitute juvenile or adult offenses. Please note this is not a complete list and there may be other situations that require police involvement. The school administration will consider the district's Memorandum of Agreement (MOA) with local agencies when making the determination to involve local law enforcement.

1. Attacking school personnel
2. Carrying or use of dangerous weapon
3. Destruction or defacing property (see below):

*- Somerdale Park is a publicly funded school and; therefore, the building, and its materials, belong to the taxpayers. Students are expected to respect school property and discourage and report such activity. Any damage done to the grounds, building, bus, books, and technology/equipment must be paid by the family whose student inflicted the damage. It is unfair to charge other families to replace or repair damages caused by another student.*

4. Extortion-Shakedown
5. Fighting (see below):

*- Students are expected to keep their hands to themselves at all times. Any incident determined to be a fight will result in a suspension from school. The State of New Jersey defines "Fighting" as is defined as, "Mutual engagement in a physical confrontation that may result in bodily injury to either party." This definition will be applied regardless of who "started" the fight.*

6. Forgery
7. Malicious damage to school personnel's property
8. Possession of alcoholic beverages
9. Possession of or use of drugs/trafficking drugs (see below):

*- The use and/or possession of tobacco or tobacco products and other drugs/alcohol are prohibited and any student who violates this rule is subject to the provisions of the Somerdale Park School Code of Conduct Discipline Guideline Chart, which may include suspension. Per district policy 5131.6, the rules apply on the way to and from school, during lunch, at school activities, during the school day, and within 1,000 feet of the school property.*

10. Stealing/Theft
11. Threatening other students
12. Threatening school personnel.

## **LUNCH and RECESS**

Although the lunch periods are informal, good manners and consideration of others are expected of all students at all times. Teachers and Cafeteria Aides are to be respected. The observances of several simple rules will make the cafeteria a wholesome and enjoyable place in which to eat.

### **LUNCHROOM rules and expectations**

- Follow directions the first time given.
- Keep hands, feet, mouth, and objects to yourself.
- WALK!
- Use an indoor voice.
- Dispose of trash and utensils properly.
- Keep all food and drink in the cafeteria.
- No teasing, put downs, foul language, or harassment.

### **PLAYGROUND rules and expectations**

- Follow directions the first time given.
- Keep hands, feet, mouth, and objects to yourself.
- Use only school-approved equipment.
- Use equipment properly.
- No teasing, put downs, foul language, or harassment.

\*Students are not to leave the cafeteria or playground without gaining the permission of a supervising adult.

\*\*Negative Lunch Balances: Students with a negative lunch balance will be notified via automated email alert.

## **TECHNOLOGY USAGE**

\*Electronic usage (iPod, iPad, cell phone, etc.) is acceptable during lunch/recess time **ONLY!** Outside of this time period, all technology is to remain off and in the student's locker (Grades 5-8) or book bag (Grades K-4). Parents/Students acknowledge that they are solely responsible for any lost, stolen, or damaged electronics. Students must obey the electronic usage rules which are:

- No pictures or videos can be taken at ANY time during school hours.
- Students are NOT permitted to visit Instagram/Twitter/Snapchat/Facebook and/or any other website to make posts/comments at ANY time during the school day.
- Students are prohibited from TEXTING and/or CALLING any person including family ANY time during the school day. If students need to call their parents, they can do so from the Main Office.
- All cell phones should be SHUT OFF, and in their lockers during classroom instruction time.
- Student who have lost technology privileges (access to school issued tablets or internet access restrictions) due to disciplinary reason, are still required to complete and submit assignments through the teacher assigned electronic method.

## **DISCIPLINING STUDENTS WITH DISABILITIES**

(Extracted from a clarification letter from Judith Heumann, Assistant Secretary, Office of Special Education and Rehabilitative Services at the U.S. Department of Education)

Public Law 94-142, the Education for All Handicapped Children's Act of 1975 (now Part B of Individuals with Disabilities Education Act -IDEA) was enacted to address concerns that disabled students, particularly those whose disabilities had behavioral components, were excluded from any public education or were not provided an education appropriate to their unique learning needs. Thus, IDEA recognizes the right of each disabled student to a free appropriate public education (FAPE), which includes an array of rights and procedural protections for eligible students and their parents. One of the central tenets of IDEA is the requirement that each disabled student's program and placement must be individually designed to meet his or her unique learning needs. Today, as school safety takes on increasing importance for all of us, we want to underscore the compatibility of guaranteeing the rights of students with disabilities with the goal of school safety.

Clearly, school safety starts with the commitment of every student to take full responsibility for his or her own safety and the safety of others both in and out of school. This commitment to personal responsibility is essential to ensuring that the goal of safe schools is realized. For any student who misbehaves, a school should decide what action is most likely to correct the misconduct. For a disabled student, this decision may need to take into account the student's disability.

For students whose disabilities have behavior aspects, preventive measures, such as behavior management plans, should be considered and can be facilitated through the individualized education program (IEP) and placement processes required by IDEA. Teacher training initiatives in conflict management and behavior management strategies also should be considered as these strategies are implemented.

If the steps described above are not successful, the appropriate use of measures such as study carrels, time-outs, or other restrictions in privileges could also be considered, so long as they are not inconsistent with a student's IEP. In addition, a disabled student may be suspended from school for up to ten school days. No prior determination of whether the misconduct was a manifestation of the student's disability is required before any of the above measures can be implemented. If the misconduct is such that more drastic measures would be called for, educators should review the student's current educational program and placement and consider whether a change in placement would be an appropriate measure to address the misconduct.

Where educators believe that more drastic measures are called for, a disabled student may be removed from school for more than ten school days when the following steps are taken. A group of persons knowledgeable about the student must determine whether the student's misconduct was a manifestation of his or her disability. If this group determines that the misconduct was not a manifestation of the student's disability, the student may be expelled or suspended from school for more than ten school days, provided applicable procedural safeguards are followed and educational services continue during the period of disciplinary removal.

However, if the group determines that the student's misconduct was a manifestation of his or her disability, the student may not be expelled or suspended from school for more than ten school days. Educators can still address the misconduct through appropriate instructional and/or related services, including conflict management and/or behavior management strategies, student and teacher training initiatives, measures such as study carrels, time-outs, or other restrictions in privileges, so long as they are not inconsistent with a student's IEP. As a last resort, the student's misconduct could be handled through change of placement procedures in accordance with

IDEA. Moreover, the school district has the option of seeking a court order at any time to remove the student from school or to change the student's placement if it believes that maintaining the student in the current educational placement is substantially likely to cause injury.

In addition, recent amendments to IDEA made by the No Child Left Behind Act permit educators to make immediate interim changes of placement for students with disabilities who bring firearms to school for up to 45 calendar days. If the student's parents request a due process hearing, the student must remain in the interim placement until the completion of all proceedings, unless the parents and school district can agree on another placement.

## **DUE PROCESS**

Due process procedural requirements for a pupil facing expulsion, or long term suspension (10 days or more) by the Board requires school authorities to do the following: give the pupil written notice of the charge, a list of witnesses to be called in support of the charge, and to advise the pupil of rights to cross examination, to counsel, and to enter their own defense. (18A:37-2 note 5)

## **HARASSMENT, INTIMIDATION, AND BULLYING POLICY (HIB)**

**Board Policy 5512:** The Board of Education prohibits acts of Harassment, Intimidation, or Bullying (HIB). Somerdale Park School District 's HIB policies and procedures were developed in accordance with New Jersey's Anti-Bullying Bill of Rights Act.

[SPS - Policy 5512 - Harassment, Intimidation, Bullying](#)

Resources pertaining to New Jersey's Anti-Bullying Bill of Rights and Somerdale Park School District Policies and Procedures can be found by visiting the [SPS HIB Webpage](#) and NJ DOE - Anti-Bullying Bill of Rights Act (ABR). If choosing to file a bullying complaint please first complete a [Written Incident Form](#) and submit to Ms. Pelkey using the contact information below:

### **Somerdale Park School - Harassment, Intimidation and Bullying (HIB) Contacts:**

Ms. Amanda Pelkey Anti-Bullying Specialist  
(856)-783-6261 ext. 509  
[apelkey@somerdale-park.org](mailto:apelkey@somerdale-park.org)

Mr. Robert Ford - Anti-Bullying Coordinator  
(856) 783-6261 x802  
[rford@somerdale-park.org](mailto:rford@somerdale-park.org)

## ATTENDANCE

### ATTENDANCE POLICY

In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process. Research shows that student absences impact a child's ability to succeed in school. In addition, research shows that chronic absenteeism from school is a primary cause of low academic achievement and a powerful predictor of a student's risk of dropping out of school. The Compulsory Education Law (N.J.S.A 18A:38-28 through 31) requires every parent, guardian, or other having control and custody of a child between the ages of six and sixteen to attend school. Somerdale Park School requires students enrolled in the school district to attend school regularly in accordance with the laws of the state. Below are the five reasons the State of New Jersey deems allowable for absence.

1. Religious observance (N.J.A.C. 6A:32-8.3(h))
2. A college visit (up to 3 days per school year, ONLY for students in grades 11 and 12) **\*Since Somerdale Park is a Pre-K to 8 building, THIS IS NOT APPLICABLE TO SOMERDALE PARK.**
3. "Take Our Children to Work Day"
4. Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.S 18A: 36-33).
5. The closure of a busing district that prevents a student from having transportation to the receiving school.

In accordance with the laws of the state, Somerdale Park School will follow the steps outlined in N.J.S.A. 18A:38-25. Below is a guideline of the steps that will be taken for excessive absences:

- **Unexcused absences 1-4:** Prior to the start of the following school day, the district will attempt to notify student parent(s)/guardian(s) to determine the cause of the unexcused absence and determine needed action to have student return to school and maintain regular attendance. If deemed necessary, the district will work with local law enforcement and proceed in accordance with N.J.S.S 9:6-1 and 6A:16-11 in regard to a missing or abused child.
- **Unexcused absence 5-9:** Prior to the start of the following school day, the district will attempt to notify student parent(s)/guardian(s) to determine the cause of the unexcused absence. The district will engage student's family through the scheduling of a meeting with the student's parent/guardian to discuss the student's attendance and determine needed action to have the student return to school and maintain regular attendance. If deemed necessary, the district will work with local law enforcement and proceed in accordance with N.J.S.S 9:6-1 and 6A:16-11 in regard to a missing or abused child.
- **Unexcused absence 10 or more:** Prior to the start of the following school day, the district will attempt to notify student parent(s)/guardian(s) to determine the cause of the unexcused absence and determine needed action to have student return to school and maintain regular attendance. The district will make the determination for a court referral. A court referral may be made for violations of The Compulsory Education Law (N.J.S.A 18A:38-25) and the district's board of education's policy. If deemed necessary, the district will work with local law enforcement and proceed in accordance with N.J.S.S 9:6-1 and 6A:16-11 in regard to a missing or abused child.

**\* Student Promotion/Retention** - A student who exceeds **twenty (20)** days may be retained or required to attend summer school as determined by the Superintendent upon recommendation of a school review committee.

**\*\*Academic Obligations** - All students who may be absent for a day or a longer period of time, will have the exact number of days to make-up his/her work. For example, if a student is absent for two days, that student will have two school days to make-up his/her missed work. For extended absences, parents are expected to communicate with their child(ren) teacher(s) in advance of the absence, when applicable. If there is an extreme circumstance, parents can contact their student's teacher for an extension request. Final decisions for extension request will be at the discretion of school administration. Under normal conditions, students are expected to submit assigned work upon return. Incomplete/Missing assignments not turned in on time will be addressed accordingly (see homework/classwork guide).

### **TARDINESS / EXCESSIVE LATENESS (Grades K - 8)**

Students arriving late (after 8:20) will report directly to the office for attendance purposes. Students will be issued a late slip which will be required to be admitted into class. After 15 minutes of lateness, parents must sign their students into school. When a student reaches a fourth lateness it will equate to one unexcused absence from school. Every fourth lateness thereafter will result in an unexcused absence.

### **PERFECT ATTENDANCE**

"Perfect attendance" is defined as a student who is absent from school zero times throughout the year and who has zero unexcused latenesses. At the end of the year, these students will receive a certificate to recognize this accomplishment!

# ACADEMIC ACHIEVEMENT

## GRADING SYSTEM

### KINDERGARTEN - GRADE 2

Academic achievement means the attainment of an appropriate reading level, commensurate with student reading ability and expected grade level performance. This attainment is reflected in the end of year grades of "D" or above in Language, Writing Skills, and Mathematics.

**U** = Unsatisfactory

**N** = Needs Improvement

**D** = Developing

**P** = Proficient

**S** = Satisfactory

### GRADE 3 - GRADE 8

Academic achievement means the attainment of an appropriate reading level, commensurate with student reading ability and expected grade level performance. Attainment of an end of year grade of "D" or above in all but one major subject or two special area subjects.

Major subjects: English/Reading, Math, Science and Social Studies.

Special area subjects: Art, Computers, Health, Music, Physical Education, World Language, STEM, Career Education, Character Education, TV Productions/Communications, Computer Graphics, Web Design.

**A** = 93-100

**B** = 85-92

**C** = 77-84

**D** = 67-76

**F** = 0-66

**I** = Incomplete

## 2018 - 2019 REPORTING PERIODS

### MARKING PERIOD 1

INTERIM REPORT	October 5
END DATE	November 7
<i>*PARENT CONFERENCES</i>	<i>November 19-20</i>
REPORT CARDS	Available on PowerSchool - November 13

### MARKING PERIOD 2

INTERIM REPORT	December 14
END DATE	January 25
REPORT CARDS	Available on PowerSchool - January 29
<i>*PARENT CONFERENCES</i>	<i>February 4-5</i>

### MARKING PERIOD 3

INTERIM REPORT	March 1
END DATE	April 2
REPORT CARDS	Available on PowerSchool - April 5

### MARKING PERIOD 4

INTERIM REPORT	May 10
END DATE	June 13
REPORT CARDS	Available on PowerSchool - June 14

## HOMework

As an extension of the classroom work, students are assigned homework. The degree and amount of homework students are expected to complete will be developmentally appropriate considering the students age and maturity level. Homework helps promote responsibility and self-reliance. It is suggested that parents provide children with the opportunity to work independently in a quiet place and that they limit their role to providing guidance and supervision.

\*It is the school's practice to give ten (10) minutes of homework per grade level (i.e. Grade 1 = 10 minutes, Grade 2 = 20 minutes, etc.)

## ABSENCES AND VACATION

All students who may be absent for a day or a longer period of time, will have the exact number of days to make-up his/her work. For example, if a student is absent for two days, that student will have two school days to make-up his/her missed work. For extended absences, parents are expected to communicate with their child(ren) teacher(s) in advance of the absence, when applicable. If there is an extreme circumstance, parents can contact their student's teacher for an extension request. Final decisions for extension request will be at the discretion of school administration. Under normal conditions, students are expected to submit assigned work upon return. Incomplete/Missing assignments not turned in on time will be addressed accordingly (see homework/classwork guide).

\*Students who have lost technology privileges (access to school issued tablets or internet access restrictions) due to disciplinary reason, are still required to complete and submit assignments through the teacher assigned electronic method.

## DISTINGUISHED HONORS AND HONORS

Students will be recognized quarterly for their academic accomplishments. Each student will receive a certificate recognizing their honorable efforts and achievement.

### Distinguished Honors:

Grades K - 2 - P's in all subjects

Grades 3 - 8 - A's in all subjects

### Honors:

Grades K - 2 - P's/D's in all subjects

Grades 3 - 8 - A's/B's in all subjects

(Straight B's will qualify)

## STUDENT OF THE MONTH

Every student deserves the chance to be recognized for the effort he/she puts into school. Teachers will collaborate to select one student from each grade level who exemplifies the following qualities: school spirit, a concern for others, academic effort, and/or academic excellence. The student will receive a certificate, have his/her picture taken to be displayed on a bulletin board in the school, and be recognized at the monthly Board of Education Meeting.

## GUIDELINES FOR RETENTION

**\*\* Grade level retention is considered when a student has been absent twenty (20) or more school days, whatever the reason for absence, except that absences for the observance of religious holidays and during a pupil's suspension will not count toward the total. (See Attendance Policy)**

Whenever retention is being considered, the following procedures will be followed:

1. Once a teacher identifies an academic concern for a student in his/her class they will communicate that concern to the parent/guardian of that child. All communication shall be logged in PowerSchool.
2. Teachers will review relevant records with the parent/guardian during the Spring parent/guardian/teacher conferences.

3. By the end of third marking period, parents/guardians will receive an official letter regarding the potential of student retention. This will also be indicated on the student's report card in PowerSchool.
4. A mandatory conference with the parent/guardian must be scheduled during Spring conferences to discuss the child's proficiency level and those skills needed to succeed at the successive grade level.
5. Prior to the end of the school year, the teacher will make a final recommendation for retention. The Superintendent/Principal or his/her designee shall meet with the classroom teacher and parents/guardians to discuss this recommendation. At this time, the parent/guardian will receive an official letter indicating the district recommendation to retain. Parent's who do not agree with the decision may request a social promotion; however, a social promotion will only be granted by the district a maximum of one time. At the conclusion of this meeting the parent/guardian will be required to sign an official school document to acknowledge the aforementioned procedures and the placement of the child for the following year.

*\*If retention is recommended in grades K-2 and the parent/guardian requests a social promotion, it is required that the student participate in the summer enrichment program offered at the school. A follow-up evaluation of the student's progress will take place after the completion of the summer school program. At that time a meeting will be scheduled with the parent/guardian, the Superintendent/Principal or his/her designee and any other appropriate staff members to determine the best placement for the child for the upcoming school year. If parents choose not to send their child to the summer enrichment program, Somerdale Park School will make final decision of retention or promotion to next grade level. Parents will be asked to sign documentation confirming this.*

## **SUMMER SCHOOL**

The Board of Education will accept out-of-district summer school credits if prior approval is given by the Superintendent/Principal. A student can fail no more than two courses for the year to be permitted to attend summer school. Parents/Guardians shall bear all out-of-district summer school tuition and transportation costs if needed.

## **SOMERDALE PARK SCHOOL PROGRAMS**

### **DRUG ABUSE PROGRAM**

Somerdale Park School is working in cooperation with neighboring districts, our local law enforcement agency, and the Sterling Municipal Alliance to in-service students. Teachers and parents via substance abuse related activities. Each year our Child Study/Guidance Department organizes and implements Red Ribbon Week activities to emphasize the importance of students remaining drug free. Students in grade five participate in Project D.A.R.E. (Drug Abuse Resistance Education).

### **EDUCATIONAL PREVENTION PROGRAMS**

Somerdale Park School believes preventive measures are necessary to ensure continuous learning and growth throughout our students' academic careers. In order to guarantee each child's success in school, the preventive measures must be an ongoing and continuous process. Somerdale Park uses multiple educational programs designed to help teachers monitor each child's growth in the area of reading. Students in Grades Pre-K - six are monitored three times a year to determine reading status and progress. Students who do not meet the goals of progress will be recommended for more intense and specialized programs/instruction which includes progress monitoring in order to determine student growth. For more information please contact Mrs. Seligman at 856-783-6261 ext. 309 or by email at [mseigman@somerdale-park.org](mailto:mseigman@somerdale-park.org)

### **I&RS SERVICES**

An Intervention and Referral Services (I&RS) Committee is available in an advisory capacity to assist teachers and parents when they feel the need for outside intervention and or suggestions in handling the pedagogical and/or behavioral requirements of a particular student. This team of educators is composed of a General Education Teacher, Special Education Teacher, Student Services/Basic Skills Teacher, Vice Principal, and other professional staff members as needed. A meeting is scheduled with the referring teacher and parent during which strategies are discussed and a plan is developed that calls attention to the student's needs, pinpoints the specific targets for improvement, and suggests strategies to implement to meet the needs of the specific student. The I&RS Committee meets once a month. For additional information, please contact Mr. Ford at 856-783-6261 ext. 802 or by email at [rford@somerdale-park.org](mailto:rford@somerdale-park.org)

### **SECTION 504**

It is the intent of Somerdale Park School to ensure that students with a disability within the definition of Section 504 of the Rehabilitation Act of 1973, are identified, evaluated, and provided with appropriate educational services. Students may be considered disabled under this policy even though they do not require services pursuant to IDEA. A 504 Plan is developed for a student with a physical or emotional disability or who has an impairment that restricts one or more major life activities such as learning. The plan is a legal document that delineates a program of instructional services for students with disabilities in a general education setting. It is not an Individualized Education Program (IEP) as is required for students who are eligible for Special Education Services as per IDEA. A student may be referred for placement on a 504 Plan by a staff member, parent, or physician. All referrals must be made to the Intervention and Referral Services (I&RS) Committee. For more information, please contact Mr. Ford at 783-6261 ext. 802 or by email at [rford@somerdale-park.org](mailto:rford@somerdale-park.org)

## **SPECIAL EDUCATION SERVICES**

Somerdale Park School offers a full range of services for students with disabilities. The district employs a Child Study Team (CST) consisting of a Learning Consultant, School Psychologist, Social Worker, and Speech and Language Specialist. This team fulfills all the responsibilities involved in providing services to students with disabilities. The team conducts Child Find activities through the school year in order to locate, identify, evaluate (if necessary), and provide appropriate educational programs and services to all eligible children including pre-school children (ages 3-5). Children with disabilities are included in general education classes, starting with pre-school inclusion programming, and throughout the elementary and middle school grade levels. The CST also has information about free appropriate programs and services for all eligible children from birth through 21 years of age. If you have questions or would like additional information please call the Child Study Team Office at 783-6261, ext. 812 or Mr. Cesare at 856-783-6261 ext. 831 or by email at [gcesare@somerdale-park.org](mailto:gcesare@somerdale-park.org)

## **SPEECH AND LANGUAGE SERVICES PROGRAM**

Somerdale Park School's Speech and Language Program is a diagnostic and therapeutic program available to all children in grades kindergarten through eight who demonstrate delays in regard to articulation, hearing, fluency, voice or language (understanding spoken words or expressing ideas meaningfully). The program is implemented by a Speech and Language Specialist in scheduled therapy sessions. Referral for testing may be made by teachers, parents, and/or Child Study Team. For more information, please contact Dr. Plotts at 783-6261 ext. 727 or by email at [kplotts@somerdale-park.org](mailto:kplotts@somerdale-park.org)

## **ENGLISH LANGUAGE SERVICES (ELS) AND ENGLISH LANGUAGE LEARNERS (ELL)**

Somerdale Park School provides assessments and services to non-English and/or limited English speaking students. A range of interventions are available, including small group instruction, support and modifications in the grade level classes, consultation with faculty and parent conferences. Multiple measures, including Home Language Survey, classroom observations, NWEA MAP Scores, and the WIDA MODEL and ACCESS Tests are used to determine eligibility and continuation in the program. For more information please contact Mrs. Montroni-Currais at 856-783-6261 ext. 209 or by email at [mmontroni@somerdale-park.org](mailto:mmontroni@somerdale-park.org)

## **MEDIA CENTER**

The Somerdale Park School Media Center is available for the use of students and faculty members. Our Media Center offers a program with Library Skills and a Computer Literacy Center. Our media Specialist, Mr. Borkowski, teaches research skills and conducts lessons and story time for the students. Students are encouraged to use the library for reference work. There are special rules for reference books, magazines, and reserved books. Learning the use of the library and observing the rules helps develop good citizenship. Students are expected to work quietly when in the Media Center and sign out all books and materials borrowed. For more information please contact Mr. Borkowski at 856-783-6261 ext. 822 or by email at [kborkowski@somerdale-park.org](mailto:kborkowski@somerdale-park.org)

## **RENAISSANCE PROGRAM**

***\*This program is currently being revised and will be updated during the month of September. Please be sure to check back for the latest updates.***

The ***Renaissance Program*** is a concept and **AN ATTITUDE**. It is a program intended to reward students and staff for their efforts and achievements. Renaissance isn't just a program, though. It's a process that encourages academic excellence, improvement, and citizenship. Founded by educators in 1988, it was created to recognize and reward the academic achievements of students from elementary school through college. Its primary goals are to increase student performance and teacher enthusiasm, and raise the level of community participation in schools. Renaissance schools often focus their program on four target areas:

- Increasing student attendance
- Improving overall academic performance
- Increasing graduation rates
- Creating a positive, safe school environment

In schools that use the Renaissance Program as part of their curriculum, administrators, teachers and staff have noted positive progress in areas such as:

- Grades
- Standardized test scores
- Attendance
- Discipline

Additionally, a Renaissance School uses motivational concepts to reward and recognize the individuals who make school a better and more positive place. Somerdale Park School believes in the Renaissance Program because of the proven positive affects it has on our students. Please visit the school website at <https://somerdale-park.org/parents/renaissance/> to see the criteria for receiving a Renaissance Card.

More information about Renaissance can be found on the Renaissance website using the link below:

[JOSTENS Renaissance](#)

## MEMBERSHIP AND REWARDS

The Renaissance Card Program is based on marking period grades (Core Academic Subjects) and serves to recognize tangible incentives, many provided by local and national businesses. Students become eligible each marking period according to their cumulative grade average as described below:

### **GOLD:**

- ALL A's
- 1 or less unexcused absences
- 0 unexcused lateness's
- 0 administrative consequences
- Participation in school team or club activity

### **GOLD REWARDS:**

- Entitled to 3 free snacks
- 3 tickets entered into drawing for 5 day dress down pass (3 winners chosen)
- Called first to the lunch line
- Participate in "Gold Card Breakfast"
- Free entry to school events
- Reserved front row seating at Somerdale events
- Grades 5-7 can attend Somerdale/Stratford Softball Game
- Gold Card member picture taken and hung on bulletin board
- Additional food voucher on trip/event (TBD)

### **BLUE:**

- ALL A's and B's
- 2 or less unexcused absences
- 1 or less unexcused lateness's
- 0 administrative consequences
- Participation in school team or club activity

### **BLUE REWARDS:**

- Entitled to 2 free snacks
- 2 tickets entered into drawing for 5 day dress down pass (3 winners chosen)
- Blue Card member picture taken and hung on bulletin board
- Additional food voucher on trip/event (TBD)

### **WHITE:**

- ALL A's, B's, and/or C's
- 2 or less unexcused absences
- 2 or less unexcused lateness's
- 0 administrative consequences

### **WHITE REWARDS:**

- Entitled to 1 free snack
- 1 ticket entered into drawing for 5 day dress down pass (3 winners chosen)
- White Card member picture taken and hung on bulletin board
- Additional food voucher on trip/event (TBD)

**\*\*Rewards/entitlements are only applicable to the events/activities that correspond with the marking period in which the card was earned.**

#### **Auto Disqualifiers**

- Any grade lower than a C.

#### **Auto Bonuses**

- Meeting or exceeding projected RIT will bump student to next color tier.
- Gold card qualifiers that meet or exceed projected RIT will receive an additional bonus (TBD).
- A student who does not qualify for a Renaissance Card but achieves or exceeds projected RIT score will receive a VIP Card.

#### **VIP: Teacher Recommendation**

- Students being recommended for a VIP Card must have shown improvement from one marking period to the next, missed qualifying for a Renaissance Card in only one criteria category, and received final VIP approval from the Renaissance Committee.
- Under a VIP, students will NOT be entitled to card holder privileges
- **Students can only receive a VIP Card one time during the school year!**

## **EXTRACURRICULAR ACTIVITIES/ATHLETICS**

**\*All updated club information and permission slips will be added to the school website and student handbook on Friday, September 21, 2018. Thank you.**

To participate in after school activities students must meet the following criteria:

- Maintain a C average in ALL classes. Students will not allowed to participate until the average is brought up.
- Students must maintain a record of proper behavior. A regular record of inappropriate behavior may lead to a student losing his/her privileges to participate in an extracurricular activity and/or event.
- Excessive absences can result in the loss of extracurricular activity privileges, this includes absences due to the accumulation of excessive lateness.

**\*\*Students cannot participate in an extra-curricular activity and/or event on any day in which they are absent, have administrative detention, in-school suspension, or out of school suspension.**

### **CLUBS**

#### **ART CLUB**

Offered to students in grades 3 - 8 once a week after school. Art club is a chance for students to learn more about their artistic abilities and strengthen their art skills.

#### **CHESS CLUB**

Offered to students in Grades 4 - 8 once per week after school. Chess allows students to use strategic planning and to improve their thinking skills.

#### **\*CHORUS**

**Junior Chorus** - Grades 3 - 5 once per week during the school day.

**Chorus** - Grades 6 - 8 once per week during the school day.

**Tour Chior** - Grades 7 - 8. Twice per week during the school day. \*Requires audition.

#### **\*INSTRUMENTAL PROGRAM**

Offered to students in fourth grade and above once a week during school. Students are grouped heterogeneously. Instruments must be supplied by the parent/guardian. Somerdale Park school offers a rental option.

#### **\*CONCERT BAND**

Offered to students in Grades 5 - 8 once per week during the school day.

### **\*JAZZ BAND**

Offered to all students who play an instrument. Students must audition for this program which meets once day per week after school.

**\*The Music Department readies the students to perform in two concerts during the year. The Fall Concert is held in December and the Spring Concert in May. Additionally, the Music Department offers several trips throughout the year. To help defray the costs of these trips, the Music Department will sponsor several fundraisers.**

### **COMMUNITY SERVICE**

Open to all students. Meetings are held once per week to perform various acts of service around the school.

### **COMPUTER CLUB**

Offered to students in Grades 3 - 8 once per week after school. Students will be introduced to different aspects of the computer technology world.

### **DRAMA CLUB**

Offered to students in Grades 4 - 8. Practices are held after school beginning in the Fall and culminates with a play in the Spring.

### **HOMEWORK CLUB**

Offered to students in Grades 2 - 8 who have been identified by a teacher as eligible for homework club. The program runs November through May with meetings held before (Monday - Friday) and after school (Tuesday - Thursday). Parents are responsible for providing transportation to participating students and must complete/sign a permission slip prior to student participation.

### **ESL HOMEWORK CLUB**

Developed for students who speak languages other than English at home. Current and former ESL students are invited to complete homework, study, work on projects, etc. Multilingual resources are available. Meetings are held after school and parents must sign a permission slip in order for the student to participate.

### **MULTI-CULTURAL**

Offered to students in Grades 6 - 8. Members correspond with young people in other countries in an effort to promote understanding of each other's cultures.

### **NATIONAL JUNIOR HONOR SOCIETY**

All seventh grade students are welcomed to apply for the National Junior Honor Society. Forms are distributed at the end of the second marking period and are due on the date indicated on this form. Applying students will

need to fill out an activity sheet and write a letter of interest. Students are then selected after thorough review of their character, leadership, citizenship, service, and scholarship. Participating students must maintain a 3.2 grade point average (GPA) or higher with NO D's. Students are held to high expectations which includes maintaining a proper behavior record. Those assigned administrative consequences will be dismissed from the program.

### **SAFETY PATROL**

Offered to students in grades 6 - 8. Safeties will monitor students before school from 8:00 - 8:15 a.m. and after school from 3:00-3:10 p.m. Safety Patrol has a Captain who is the main coordinator of the unit. The Captain is responsible for taking daily attendance and reporting directly to the Safety Patrol Advisor each day. To appropriately reflect on the previous week and plan for the upcoming week, weekly meeting are generally held at the end of each week.

### **SCIENCE CLUB**

Offered to students in grades 7 - 8 every Tuesday after school for approximately one hour to enhance student understanding of Science through a hands on approach while building motors, rockets, mechanical cars, growing herbs, annuals, while composting and using the organic approach to gardening. Students will also be building bird feeders and birdhouses to improve the environment around our school. Attendance is a must each week because of the amount of people who would like to be in the club. You are allowed to have two unexcused absences, before you can no longer be a member of the club. This will allow a student on the waiting list to participate.

### **STUDENT COUNCIL**

Offered to students in Grades 5 - 8. This leadership activity encourages students to assist those in the school and the community through a variety of during and after school activities. Students must maintain a C average in **ALL** classes in order to remain in Student Council. Students are held to high expectations which includes maintaining a proper behavior record. Those assigned administrative consequences will be dismissed from the program.

### **YEARBOOK CLUB**

Offered to students in Grade 8. Students will have the opportunity to help design the 2017-2018 Somerdale Park Yearbook by creating the cover, selling advertisements, developing slogans, taking pictures, etc.

## HEALTH SERVICES

### INSURANCE

The Board of Education makes available to every student an accident insurance policy which covers the child on the way to school, at school, and on the way home from school. This policy covers minor and major injuries received by students in the normal process of growing up. Literature is sent home at the start of the school year explaining the complete benefits.

The Board of Education does not carry an accident insurance policy on each student. It does hold a liability policy covering accidents for which the School Board is liable. This coverage is in effect only for injuries occurring during school time or during school related activities. This insurance policy is an excess insurance policy and therefore provides coverage of costs which are in excess of the parents'/guardians' insurance coverage up to the policy limit. All payments must be submitted through the parents'/guardians' insurance carrier first, before payments can be considered. If you are in an HMO or similar plan, you must utilize your coverage first or the claim will not be accepted by the school's insurance.

When an accident occurs in school, the school nurse must fill out an accident form. A copy of the form must be submitted to Principal and the Business Administrator.

### ILLNESS/ACCIDENTS

Any student who becomes ill or has an accident during the school day will be sent to the school nurse. The nurse's office is located directly behind the main office. If the illness is severe, parents/guardians will be notified to come for the student as soon as possible. If a parent/guardian cannot be reached, the person listed on the emergency card will be contacted. All parent/guardians must provide two names and phone numbers of emergency contacts in case they cannot be reached.

### HEALTH OFFICE POLICIES/GUIDELINES

#### MEDICATION POLICY

- When any **prescription medication** needs to be given during school hours, the child's physician must send a prescription to the school nurse indicating the date, student's name, name of medication, dosage of medication, length of time for prescription to be administered, purpose of medication, the time or special circumstances under which the medication shall be administered, and any possible side effects.

***- ABSOLUTELY NO PRESCRIPTION MEDICATION WILL BE ADMINSTERED WITHOUT A PHYSICIAN'S PRESCRIPTION THAT INCLUDES THE ABOVE CRITERIA. THE PRESCRIPTION MUST EITHER BE ON A BLUE LEGAL PRESCRIPTION FORM OR A PRESCRIPTION FORM AVAILABLE FROM THE SCHOOL NURSE.***

- All faxed prescriptions must be followed up with a legal hard copy or a completed school form from the physician within one week.

**PLEASE NOTE: This procedure must be redone at the start of each school year!**

- Any **over the counter medication** that needs to be given during school hours must be agreed upon by the school nurse in consultation with the parent(s)/guardian(s). Acceptable over the counter medications are cough drops, cough syrups, acetaminophen (i.e. Tylenol) and ibuprofen (i.e. Advil). The health office has acetaminophen tablets, chewable, and liquid on hand for emergency use. Any long term use will require parent to supply the acetaminophen. Any use of allergy products, even if over the counter, must be accompanied by a note (not a prescription) from the student's doctor indicating the need and/or diagnosis of allergies.

- Natural and homeopathic remedies will not be administered by the school nurse and should be kept at home. They are not FDA approved and the active ingredients in these products are often not listed. Therefore, it is potentially dangerous and unethical for the school nurse to administer them.

**- ALL MEDICATIONS MUST BE KEPT IN THE HEALTH OFFICE (INCLUDING COUGH DROPS).**

The only exceptions are inhalers and epi-pens. Our middle school students with well managed/controlled asthma may carry their own inhaler for self-administration when in addition to the prescription, a note is supplied by their physician indicating that the student is capable and responsible enough to self administer unsupervised. Epi-pens may also be carried by our middle school students when a prescription and note from their physician indicates that it is necessary and that the student has been adequately trained to self-administer in an emergency situation.

**- WRITTEN CONSENT FROM THE PARENT(S)/GUARDIAN(S)** must also be given for the school nurse or the district medical inspector to give medication to the student during school hours. Please obtain the appropriate form from the school nurse.

**- PARENT/GUARDIAN OR OTHER DESIGNATED ADULT, NOT THE STUDENT,** must bring the medication to school. It must be counted with the school nurse and signed by the parent or designated adult. No exceptions will be made to this rule!! Medications brought in by a student will be kept in the health office for the parent to pick up and will not be administered to the student. The above policy must be followed!!

- All medication must be in its original labeled bottle.

**COMMUNICABLE DISEASE GUIDELINE**

In order to prevent the spread of communicable diseases (including common colds/viral illnesses) and to ensure the rapid recovery with minimal after effects to your child and other children and staff that he/she comes in contact with, parent(s)/guardian(s) should keep the child home from school when they show evidence of any of the symptoms listed below. In addition, any child that presents with the symptoms while at school will be sent home at the school nurse's discretion. The symptoms include

- Chills

- \*\*Temperature above 100

- Wet or croupy cough

- Earache
- Skin eruptions/rashes
- Persistent headache
- Enlarged glands
- Significant pain
- Sore throat
- \*Pediculosis (head lice)
- Tearing/Discharging eyes
- Vomiting

\*Any student positive for Pediculosis (head lice) must be cleared by the school nurse before returning to school.

\*\*Any student sent home for fever must not return to school until the fever is less than 100 for 24 hours without the use of acetaminophen or ibuprofen products.

## **PHYSICAL EXAM POLICY**

\*Pursuant to codes set forth in NJSA 18A:40 and NJAC 6A:16-2.2\*

**The Somerdale Public School District adheres to the following policy regarding student medical examinations (school/athletic physicals).** Each student's medical examination must be conducted by a "Healthcare Provider" (physician or advanced practice nurse) chosen by the parent/guardian at the student's "medical home" (healthcare provider's facility) and a full report **must** be sent to the school. If the student does not have a medical home, the district shall provide this examination either at the school physician's office or in the appropriately equipped examination room within the school's health office.

**The date on the physical form must indicate that the physical was provided by the student's medical provider within the last 365 days.**

Physical examinations shall be required for the following student groups:

- Every student transferring into the school district from another school district regardless of whether they are transferring from in state or out of state.
- Every student entering pre-kindergarten and/or kindergarten whichever occurs first.
- Students who try out for a school athletic team or squad in sixth through eighth grade.
- Students who undergo comprehensive Child Study Team evaluations may at the discretion of the Child Study Team be required to have a physical examination.

Further pursuant to the guidelines of NJAC 6A: 16 2.2, the school district's health personnel shall notify parent(s)/guardian(s) of the importance of obtaining subsequent medical examinations of the student at least one time during each developmental stage. Somerdale Board of Education in conjunction with the school nurse recommends that students receive these subsequent medical examinations in fourth and eighth grades. The school nurse will make the appropriate forms available as needed.

### **For Athletic Participation:**

- Only one medical examination is required per school year.
- A completed and signed "Athletic Physical Examination" form must be returned:
  - To the main office, no later than August 14, in order to be able to participate in fall sports (soccer).
  - To the health office, no later than November 2, in order to be able to participate in winter sports (basketball, cheerleading).
  - To the health office, no later than March 1, in order to participate in spring sports (baseball, softball).
- State Guidelines state that all athletic physical forms must be received by the dates outlined above and subsequently approved by the school physician prior to tryouts, practices, and games. There is no negotiating the dates!!

### **Health Office Screenings:**

- Height/Weight/Blood Pressure screenings are performed annually when possible for all students.
- Scoliosis screenings are performed every two years for students in fourth, sixth, and eighth grades (between the ages of 10-18)
- Vision screenings are performed for students in Pre--K, Kindergarten, second, fourth, sixth, and eighth grades.
- Hearing screenings are performed for students in Pre-K, Kindergarten, first, third, fifth, and seventh grades.

### **NUTRITION POLICY**

A statewide initiative to combat childhood obesity was enacted and implemented in all schools in New Jersey. The mandate reads, "All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers or served in snack programs, shall meet the following standards".

- No more than eight grams of total fat per serving, with the exception of nuts and seeds.
- No more than two grams of saturated fat per serving.

- All beverages shall not exceed twelve ounces except water and milk with two percent or less fat.

The school will not provide foods of minimal nutritional value (FMNV) as defined by the USDA. For example: soda, chewing gum, fondants, licorice, etc. These types of food include:

- All food and beverage items listing sugar, in any form as the first ingredient.
- All forms of candy.

\*This policy does not apply to medically authorized special needs diets pursuant to 7CFR Part210, school nurses using FMNV's during the course of providing health care to individual students, or students with special needs whose Individualized Education Program (IEP) indicates their use as part of their program.

\*The Board of Education is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches, and other school administrative staff to ensure they have the skills needed to implement this policy and promote healthy eating practices. The Board of Education will work at expanding awareness about this policy among students, parents, and the community.

## **SOMERDALE PARENT-TEACHER ASSOCIATION (PTA)**

### **MISSION STATEMENT AND INFORMATION**

The PTA at Somerdale Park School is a member of the National PTA. Together, our mission is to unite and encourage parents/guardians, teachers and the community to get involved in the public school programs, projects and fundraising efforts for the common good of the children in our community. Together we can create a healthy, nurturing environment for improving educational, emotional, cultural, and socially opportunities for all the students at Somerdale Park School.

**Meetings** - For the 2018-2019 school year, unless noted otherwise on the PTA calendar or by changes posted in the monthly newsletter or on the Somerdale PTA Facebook Page, the PTA will meet on the 3<sup>rd</sup> Tuesday of each month in the Somerdale Park School Music Room.

**Dues** - Membership dues are \$5.00 per parent/guardian (please note: to be a room parent, head room parent, or to attend a class trip you must be a PTA member). The PTA runs several fundraisers throughout the year, which allows us to provide educational and fun programs and activities for the students.

**Contact** - To contact a PTA Officer or a Committee Chairperson with questions, concerns or suggestions please email [somerdalepta@gmail.com](mailto:somerdalepta@gmail.com) or contact the PTA Facebook page at <https://www.facebook.com/groups/SPSPTA/>

**\*\*Please note, in grades Pre-K - 4, to be a room parent, head room parent, or to attend a class trip you MUST be a PTA member.**

*Please join us and help us achieve 100% membership; we look forward to working together to help our children grow.*

### **CLASSROOM PARTIES**

The Somerdale Park School Parent Teacher Association (PTA), in conjunction with the Board of Education (BOE), has established a practice of allowing two parents/guardians per classroom per event. Parents will be sent special passes for those parties/events ahead of time in which parents/guardians must wear in order to gain access to the building. Teachers will provide a list of those parents/guardians attending each event to the front office and parents/guardians must check in prior to gaining access to the building. Any changes to lists must be made by the teacher and no-one else.

### **FIELD TRIPS/SCHOOL FUNCTIONS**

Parents who commit to chaperoning a field trip must follow school guidelines and expectations. Any parent chaperoning will be required to complete a Somerdale Expectation Form given by the teacher in charge. All forms must be signed and returned to the teacher prior to the school function.