



---

# PORT NORRIS MIDDLE SCHOOL

---

*Working Together To Make A Difference*

## STUDENT HANDBOOK

This agenda book belongs to:

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

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

\_\_\_\_\_

Emergency Phone # (    ) \_\_\_\_\_

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

## School Day Schedules

<b>FULL DAY</b>		<b>EARLY DISMISSAL</b>		<b>90 MINUTE DELAY</b>
<b>8:15-8:45</b>	Period 0	<b>8:15-8:45</b>	Period 0	<b>9:45 - 10:05</b>
<b>8:48-9:30</b>	Period 1	<b>8:47-9:07</b>	Period 1	<b>10:07 - 10:39</b>
<b>9:33-10:15</b>	Period 2	<b>9:09-9:29</b>	Period 2	<b>10:41 - 11:13</b>
<b>10:18-11:00</b>	Period 3	<b>9:31-9:51</b>	Period 3	<b>11:15 - 11:47</b>
<b>11:03-11:45</b>	Period 4	<b>9:53-10:13</b>	Period 4	<b>11:49 - 12:21</b>
<b>11:50-12:20</b>	Lunch 1	<b>10:17-10:47</b>	Lunch 1	<b>12:23 - 12:53</b>
<b>12:20-12:50</b>	Lunch 2	<b>10:47-11:17</b>	Lunch 2	<b>12:53 - 1:23</b>
<b>12:55-1:37</b>	Period 5	<b>11:21-11:41</b>	Period 5	<b>1:25 - 1:57</b>
<b>1:40-2:22</b>	Period 6	<b>11:43-12:03</b>	Period 6	<b>1:59 - 2:31</b>
<b>2:25-3:07</b>	Period 7	<b>12:03-12:23</b>	Period 7	<b>2:33 - 3:05</b>
<b>3:07-3:10</b>	Homeroom	<b>12:25-12:30</b>	Homeroom	<b>3:05-3:10</b>
<b>3:10-3:15</b>	Dismissal	<b>12:30-12:35</b>	Dismissal	<b>3:10-3:15</b>

**\*\*Note: In case of a 90-minute delay, breakfast will NOT be served.\*\***

## Table of Contents

<b>Subject</b>	<b>Page</b>
Mission Statement	3
Port Norris School Staff	3
Important Message to Parents	3
Academic Grading Policy	3
Absences	4
Affirmative Action	4
Attendance Policy	5
Bringing Items to School	5
Bus Conduct	5
Cafeteria Information	5
Cell Phones	6
Child Find	6
Contact Information	6
Discipline Policy and Procedures	6
Emergency Closing	7
Emergency Drills	7
General Class Rules	7
Hallway Regulations	8
Harassment, Intimidation, and Bullying	8
Health Services	8
In and Around Port Norris Middle School	10
Leaving Districts/Obtaining Transfer	11
Library	11
Lockers	11
Parent-Teacher Conference Dates	11
PTA	11
Smoking, Drugs, Alcohol, and Weapons	11
Student Uniform Policy	12
Textbooks & Library Books	12
Title 1	13
Visitor's Policy	13

## MISSION STATEMENT

The mission of the Commercial Township School District is to provide an education to all students that prepares each to be a successful, productive, and positive member of the community. This will be done in direct collaboration with teachers, staff, parents, students, and families in a community that mimics the functional family unit where each member is met with respect, pride, and adoration as all promote and encourage each other to become the best version of themselves where one continues to grow and reflect intellectually, socially, and emotionally.

## PORT NORRIS SCHOOL STAFF

<b>Principal/Superintendent</b>	Daniel Dooley
<b>Vice-Principal</b>	Alysia Thomson
<b>Dir. of Special Services</b>	Lindsay Reed
<b>Business Administrator</b>	Lawren (Trish) Birmingham
<b>Administrative Assistant</b>	Lisa Robbins
<b>Administrative Assistant</b>	Alaina McCormick-Baner
<b>Administrative Assistant</b>	Ryan Nottis
<b>Technology Advisor</b>	Kerri Zeleniak
<b>Curriculum Supervisor</b>	Natalia Michalkiewicz
<b>Social Worker/Case Manager</b>	Kara Trovato
<b>Speech Therapist</b>	Stephanie McCann
<b>Occupational Therapist</b>	Sarah Cobb
<b>LDT/C</b>	Judilyn Weiserth
<b>School Psychologist</b>	John Borchert
<b>Guidance Counselor</b>	Tarin Leech
<b>Nurse</b>	Melanie Pfizenmayer
<b>Cafeteria Manager</b>	JoAnn Trusiak
<b>Maintenance</b>	Brian Saxton
<b>Reading Coach</b>	Steven Hempel
<b>Language Arts</b>	<b>Math</b>
Tricia Sammons	Louann Gaddy
Kelly Godfrey	Cathy Vazquez
Janine Brockman	Matthew Mingin
<b>Social Studies</b>	<b>Science</b>
Peter Dolcy	Lisa Baker
<b>LLD</b>	<b>MD</b>
Yajaira Johnson	Karen Golway
<b>ASP</b>	<b>Physical Education</b>
TBD	Chris Lanterman
<b>Library/Art</b>	<b>Spanish</b>
TBD	Esmirna Ramos
<b>Music</b>	<b>Behavior Specialist</b>
Walter Webster	Ashley Long
<b>Instructional Assistants</b>	
Audrey Clements	
Joyce Stuckman	
Anatoly Sokolov	

## IMPORTANT MESSAGE TO PARENTS

At Port Norris School, we are dedicated to maximizing student potential, and preparing students for high school. To this end, **WE ENCOURAGE PARENTS AND GUARDIANS TO MAINTAIN CLOSE CONTACT WITH THEIR CHILD'S TEACHERS AND GUIDANCE COUNSELOR VIA PHONE, EMAIL, HAND WRITTEN NOTE, CONFERENCE, ETC.** All contact information can be obtained through School/Teacher Websites or on Teacher Syllabi. If at ANY time you have a concern with your child's academic progress and/or behavior, please contact the school IMMEDIATELY. DO NOT WAIT! To support your efforts, it will also be a priority for all staff of the Port Norris School to make contact with parents/guardians as needed.

## ACADEMIC GRADING POLICY

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 cards 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, parents will receive a unique log-in for PowerSchool, our grade keeping program. This will allow you to check your child'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: 10/11/17
- 2<sup>nd</sup> Marking Period: 12/15/17
- 3<sup>rd</sup> Marking Period: 03/02/18
- 4<sup>th</sup> Marking Period: 05/18/18

## **End of Marking Periods**

Marking Periods will end on the following dates:

- 1<sup>st</sup> Marking Period: 11/13/17
- 2<sup>nd</sup> Marking Period: 1/29/18
- 3<sup>rd</sup> Marking Period: 04/12/18
- 4<sup>th</sup> Marking Period: 06/15/18

## **Report Cards Issued**

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

- 1<sup>st</sup> Marking Period: During Conferences- 11/21/17 and 11/22/17
- 2<sup>nd</sup> Marking Period: 02/02/17
- 3<sup>rd</sup> Marking Period: 04/18/17
- 4<sup>th</sup> Marking Period: \*Last day of school.

## **ABSENCES**

### **Early Dismissal, Illness, & Emergencies; Absence; Late to School; After School Activities, Policy**

Parents are requested to call the school by 8:00 am to notify the attendance office (785-1611) that their son/daughter will be absent for the day and give the reason for the absence.

**Full Day:** 8:15-3:15

**Early Dismissal:** 8:15-12:35

**Late to School:** arriving after 8:15

**Half Day Absent:** arrive after 11:00; leave before 12:30

### **Early Dismissal**

Students are required to be in school until 3:10 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 must present the Main Office with a signed note by their parents upon entering school. The note must state the time and reason for such a request. Habitual misuse of this policy will result in a conference with the principal.

After receiving permission from the teacher, students who become ill during school hours must report to the nurse. The school nurse will determine if the student should be given permission to leave. This permission can only be given if the parents can be contacted.

### **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: Written notes will NOT be accepted after three (3) days of the absence. Parent/Guardian notes of absence will not be considered an excused absence.)**

### **Vacations:**

Students leaving school for an extended period to time, i.e., vacation, must have a note from their parent or guardian and will be expected to make arrangements with their teachers to make up all missed assignments within a reasonable time after returning. Vacation days are recorded as absences from school and will **NOT** be considered an excused absence.

### **Late To School Policy:**

An important part of the educational process is that the students learn about punctuality. Learning to be at school and in class on time prepares them for high school and the work force. In addition, every minute a child misses of instructional time may contribute to a loss of essential information needed to build the desired educational foundation; students that are frequently late will miss essential information needed for their future educational success. **Each time a student accumulates ten lateness recordings, they will receive one unexcused absence.**

A student is considered late to school whenever he/she has not yet reported to period zero by 8:15. Any student late to school is to report to the Main Office to sign in.

### **After School Activities as Pertains to Attendance:**

If a student has been absent from school on a particular day, they are excluded from any after-school or evening activity held on that day.

## **AFFIRMATIVE ACTION**

**District Affirmative Action Officer:  
Alysia R. Thomson (856) 785-1611**

The Commercial Township School district believes that equal access to the benefits of education and employment are vital and fundamental requirements of our democracy. The board of education, therefore recognizes its responsibility to ensure that all students in the CTSD have equal educational

opportunities and 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.

### ATTENDANCE POLICY

There is a proven correlation between attendance and academic performance. Commercial Township School District would like to emphasize the importance of attendance. While missed work can be made up, important instructional time is forever lost. Habits are formed that will transfer from school to work. Please be aware that suspensions and absences due to lack of immunization are added to the total absences. Five (5) unexcused absences will generate a letter home alerting parents. Ten (10) unexcused absences will generate a certified letter home warning that EACH unexcused absence accrued after receipt of the letter will result in a *ticket from the Municipal Court Judge*.

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

1. When a student is absent from school for any reason, it is their responsibility to see that the work they missed is made up.
2. Every student will be afforded the same amount of time to complete missed assignments equal to the days the student was out.

### BRINGING ITEMS TO SCHOOL

Students should not bring cameras, toys, games, trading cards, any electronic devices, etc., to school. The students will assume responsibility for any item brought to school. As a general rule of thumb, PLEASE DO NOT BRING VALUABLE ITEMS TO SCHOOL. Oftentimes in the past, the item/equipment was lost and/or broken by students or friends, either on the bus or at school, and then liability became an issue. 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.

### BUS CONDUCT

1. Riding on school buses is a privilege, not a right. Students who engage in the type of behavior that will distract the driver may be forbidden to ride the bus and will also face suspensions.
2. Yelling, singing, pushing, throwing objects, or moving around the aisles is prohibited.
3. Students will conduct themselves as ladies and gentlemen and will obey the driver or other

responsible adult at all times while on the bus.

4. **The school must receive written parental permission for any bus student not taking the bus home on any given day. If no notification is received, the student will be sent home on his/her assigned bus.**
5. **The Principal is not permitted to give permission for students to board any bus except the one to which they have been assigned, or for the student to leave the bus at any other stop than their own.**
6. The following state statute covers bus transportation to and from school:

*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.*

7. The following procedures will be followed if unruly students make it necessary for the driver to send a bus violation slip to the office:  
**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

The discipline guide 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:

1. Students will line up in single file outside the cafeteria.
2. Students will line up quietly in single file to receive their lunch. Line cutting, pushing, and/or running are unacceptable.
3. Students will treat the cafeteria staff and their fellow students with respect.
4. Students will 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. Students will discard their trash quietly and place their trays in an orderly manner.

6. Students will leave their lunch area clean. Students are responsible for their own trash and any mess created. Throwing food or trash is unacceptable.
7. Students will leave the cafeteria quietly under Teachers' 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 nor used during academic time. Students may, however, use their cell phones during lunch or during any non-academic time. All usage must follow our acceptable use policy, and students will be held responsible for any text, posts, or tweets that interfere with the learning process or any act that is determined to violate our student code of conduct.

If a cell phone disrupts class either by distracting the user or any member of the class, 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 offence, 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 Lindsay Reed, Director of Special Services at (856) 785-0840 ext 2142. The CTSD is responsible for the special education needs for all Commercial Township residents age 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 785-1611 ext. 3111. **Repeated misinformation will be considered neglectful and could be subject to the involvement of local authorities.**

At the beginning of the school year, we require each parent/guardian to provide a list of people to whom their child 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

The purpose of discipline is to change a behavior; it is understood that behaviors are changed by a combination of teachable movements and learning experiences, the implementation of a social and emotional character development program, and punitive consequences as needed. Discipline is differentiated towards every student's needs; however, it is also understood that discipline by nature needs to be consistent and unwavering.

In order to prepare our students for high school, students must realize that life is about choices and consequences. Choices and consequences can either be positive or negative. If a student CHOOSES to study for a test, most likely he/she will EARN the positive consequence of a good mark. Conversely, if a student CHOOSES NOT to study for a test, most likely he/she will EARN the negative consequence of a poor mark.

Such is the nature of discipline. If a student CHOOSES to act appropriately, he/she WILL NOT be sent to the Principal's office. Conversely, if a student CHOOSES to act inappropriately, he/she WILL be sent to the Principal's office, and WILL receive a negative consequence. The CHOICE of acting appropriately or inappropriately lies SOLELY with the student.

Negative consequences are progressively structured. For example, if a student CHOOSES to break the same rule, the student will receive an increased negative consequence for every subsequent offense. At the middle school level, students are RESPONSIBLE for their choices and the consequences associated with their choices.

As stated, in Commercial Township School District, the focus is on maximizing student potential and preparing students for high school. In that light, it is unfair to allow those students who CHOOSE to act inappropriately to disrupt a classroom and impede the educational opportunity for those students who CHOOSE to learn.

The Principal will contact the parent/guardian by phone and/or mail when the student is assigned a lunch detention, before school detention, after school detention, out-of-school suspension, or bus suspension.

It is impossible for teaching or learning to take place

in a classroom unless good behavior is maintained. Students are reminded that they must adhere to a code of good behavior not only for their own benefit, but the benefit of others as well.

Students of Commercial Township will abide by established rules and the authority of the teachers and other adults having authority over them. We must ensure that all students receive the best education possible in a safe environment.

1. Students are to refrain from fighting and are to report a potential problem to their teacher or other authority figure before an incident occurs.
2. Students are expected to converse with other students and school authorities in a polite manner. Offensive and abusive language will not be tolerated.
3. Students become the responsibility of school officials when they attend school and therefore are not permitted to leave school grounds without permission.
4. Students are not to throw harmful objects or in any way endanger the welfare of others.
5. Students share the responsibility to report to school when school begins in the morning. Chronic or unexcused lateness is unacceptable.
6. Students are permitted in the building only when supervised by an adult.
7. School property belongs to each taxpayer in the community. Each student is responsible for the care of school property.
8. Each student has the responsibility to respect the personal property of others.
9. Students are to follow the directions of the school bus driver at all times.
10. Students are expected to follow instructions from all staff members and display an attitude of respect.
11. Any violation of the previous ten items or other inappropriate action will result in disciplinary action in accordance with guidelines established in the discipline policy.

### **Consequences**

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

**BSD:** Before School Detention 7:30-8:15

**ASD:** After School Detention 3:15-4:00

**ISD:** In-School Detention

**OSD:** Out of School Suspension- A parent conference is required before the student returns.

**All final consequences for discipline infractions will be in accord with the discipline procedure and at the discretion of the Principal, Assistant Principal, or designee. All students will receive due process and parents will be notified by phone and/or mail. Police Involvement discipline will be at the discretion of the Principal. Students may be assigned placement into the Academic Success Program upon appointment of the school Principal.**

### **Restricted List**

It is at the discretion of the Principal, Assistant Principal, or designee to place students on the restricted list. Being placed on the restricted list prevents students from participating in extracurricular activities such as dances, trips, club activities, etc.

### **EMERGENCY CLOSING**

Occasionally, severe weather or unusual circumstances cause the cancellation or delayed opening of school. Commercial Township closings are announced beginning at 6:00 am on Channel Six Action News (ABC) and by the district's Global Connect telephone chain.

If Port Norris must dismiss students at 12:35 pm or sooner due to an emergency, your child should know where he/she should go. Parents are requested to provide supervision for the children if they will not be home when students arrive.

### **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. Do not go to lockers during unassigned times unless you have a signed agenda.
3. If it is necessary to leave the room, your teacher must sign your agenda handbook.
4. Handle books and equipment with care.
5. Do not mark or deface any property of the school.
6. All individual teacher's classroom rules must be followed.



## HALLWAY REGULATIONS

1. Running in the hallways is prohibited. Students must 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 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, a late pass will be issued.
8. Students are to respond respectfully and immediately to all adults in the building.
9. 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 must immediately purchase one for \$6.00 in the main office. 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

Lindsay Reed, Director of Special Services

[Lindsay.Reed@commercialschools.org](mailto:Lindsay.Reed@commercialschools.org)

(856) 785-0840 ext 2142

### Anti-Bullying Specialist

Tarin Leech, Guidance Counselor Port Norris School

[Tarin.Leech@commercialschools.org](mailto:Tarin.Leech@commercialschools.org)

(856)785-1611 ext 3143

### Anti-Bullying Specialist

Allison Kilbride Haleyville-Mauricetown School

[Allison.Kilbride@commercialschools.org](mailto:Allison.Kilbride@commercialschools.org)

(856) 785-2333 ext 2115

**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 5131.9

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 child has been prescribed glasses, please encourage him/her to bring the glasses to school and to wear 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 who may assist you. If your child 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. They will assist you in the process.

### **Health Screenings:**

Each student will receive a health screening annually by the certified school nurse. Health screenings include the following:

Height & Weight: Grades 6, 7 & 8  
Blood Pressure: Grades 6, 7 & 8  
Vision: Grades 6 & 8  
Hearing: Grades 6 & 8  
Scoliosis: Every other year  
Sports Physicals: According to NJ Statute

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 screening to your child's school nurse, and of course, please feel free to be in touch for any questions and/or concerns. Blank physical forms are available through your health care provider.

### **Illnesses & Injuries:**

If your child is ill or running a fever, please do not send the child to school. A child with a fever (greater than 100) should be kept home w/o 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.

**Please do not send your child to school if he/she is vomiting or has diarrhea.**

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 child returns to school after an illness or injury. If a child is absent for three (3) days or more, a doctor's note will be required in order for your child 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 child requires an immunization, you will be notified by mail.

### **Insurance:**

If your child is not covered by a medical insurance, please inform the school nurse or social services coordinator. They may be able to assist you in obtaining medical insurance.

### **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. **EXCEPTION:** Epi-Pen and asthma inhalers for life-threatening conditions.

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 MUST BE RENEWED EACH SCHOOL YEAR.**

### **IN & AROUND PORT NORRIS MIDDLE SCHOOL**

We have a beautiful, historical school of which we are really proud. To safeguard its beauty and to insure the safety of all, the following regulations have been established:

1. Students will be expected to use the walks in the front and on the sides of the school. Please refrain from walking on the lawns.
2. Students are prohibited from throwing stones, sticks, snowballs, etc., at any time.
3. Students are to stay away from cars in the parking lot.
4. Every aspect of the school property must be treated with respect. School property should be kept clean at all times. Vandalism of school property will result in disciplinary action.
5. When walking home, students should respect the property of local residents.

### LEAVING THE SCHOOL DISTRICT & OBTAINING A TRANSFER

1. 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 text and library books. Students are required to pay for any damaged or lost books, and/or cafeteria charges.
2. When a student's address or telephone number changes, parents/guardians must immediately notify the Main Office at 785-1611 ext. 3111.

### LIBRARY

The purpose of the Library is to make use of the fine collection of books and periodicals we have. The Library is not a place to socialize and is not to be used as a study hall. Any student who has an overdue book or fine will have their Library privileges suspended until the matter is resolved. In addition, the student's name will be placed on the restricted list until the matter is resolved.

### LOCKERS

Each student will be assigned a locker and lock at the beginning of school. Practice your combination in order to learn it quickly. Never leave your locker unlocked. Never pre-set the combination where another student can just lift the latch to open the locker. Never give your combination to another person. **Students are not permitted to share lockers.** Lockers should be kept in an orderly condition, free of rubbish and paper. Do not close your locker by kicking it or slamming it shut. When the door is closed, check to see that no coats, projects, instruments, etc., are sticking out of it. With reasonable suspicion, 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:

1. During AM breakfast.
2. Before lunch.

3. During PM homeroom period.

### PARENT-TEACHER CONFERENCE DATES

Parent-Teacher conferences will be held 11/20/17 from 1:00-4:00 and 11/21/17 from 6:00-9:00 by appointment.; as well as 3/5/18 from 6:00-9:00 and 3/6/18 from 1:00-4:00 by appointment.. Parents are encouraged to arrange conferences with any teacher throughout the school year, simply by calling and making an appointment.

### PTA

The Commercial Township School District PTA is an active organization which sponsors special events in conjunction with educational objectives and also promotes good communication between the home and school. Please join us in this very worthwhile group, and please volunteer to help with at least one PTA sponsored activity this year. This group needs your active support in order to continue to provide our students with worthwhile activities. If you are interested in learning more about our PTA sponsored events or joining the PTA, please contact either school secretary.

### 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 recognizes its right to mandate students to wear standardized uniforms in their schools. It is our belief that neatly attired students take pride in themselves; therefore, they are more likely to practice habits of self-discipline and display a positive attitude and demeanor in the school setting.

The Board of Education required students at both schools to dress in the district specified uniform beginning in September of 2006 and was modified May of 2014. (Policy 5132)

*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 crewneck, 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 and no longer than the knee)
- Capri Pants
- Jumpers
- Proper fit, not baggy, not tight, must be worn at the waist line

### **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 contain 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, 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 & LIBRARY BOOKS

All library and textbooks are the property of the Board of Education. Therefore, special care should be taken to keep these books from unnecessary wear and damage. Students are responsible for their library and textbooks.

Each teacher will record the number and condition of your book when you receive it. You are financially responsible if your library and/or textbook(s) is lost or damaged.

## **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.

### **VISITORS' POLICY FOR THE SAFETY OF YOUR CHILDREN**

1. All visitors must report to the office to sign in and receive a visitor's pass.
2. A form of identification must be submitted to the Front Office to insure the proper return of the visitor's pass.