



HALEYVILLE-MAURICETOWN 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

FULL DAY		EARLY DISMISSAL		90 MINUTE DELAY
8:45-9:05	Homeroom	8:45-9:05	Homeroom	10:15-10:30
9:05-9:45	Period 1	9:05-9:26	Period 1	10:30-10:55
9:45-10:25	Period 2	9:26-9:47	Period 2	10:55-11:20
10:25-11:05	Period 3	9:47-10:08	Period 3	11:20-11:45
11:05-11:45	Period 4	10:08-10:29	Period 4	11:45-12:10
11:45-12:25	Period 5-Lunch 1	10:29-10:59	Period 5-Lunch 1	12:10-12:40
12:25-1:05	Period 5-Lunch 2	10:59-11:29	Period 5-Lunch 2	12:40-1:20
1:05-1:45	Period 5-Lunch 3	11:29-11:59	Period 5-Lunch 3	1:20-1:50
1:45-2:25	Period 6	11:59-12:20	Period 6	1:50-2:15
2:25-3:05	Period 7	12:20-12:41	Period 7	2:15-2:40
3:05-3:45	Period 8	12:41-1:02	Period 8	2:40-3:05
3:30-3:45	Dismissal	1:05	Dismissal	3:30-3:45

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

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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.

HALEYVILLE-MAURICETOWN STAFF

Principal/Superintendent	Dr. Daniel Dooley
Assistant Principal	Alysia Thomson
Dir. of Special Services	Lindsay Reed
Business Administrator	Lawren (Trish) Birmingham
Administrative Assistant	Kim Day
Administrative Assistant	Alaina Baner
Administrative Assistant	Ryan Nottis
School Secretary	Paige Brandimarto
Technology Advisor	Kerri Zeleniak
Curriculum Supervisor	Natalia Michalkiewicz
School Psych/Case Mgr	Jennifer Machinsky
Social Worker	Kara Trovato
LDT/C	Judilyn Weiserth
Guidance Counselor	Jessica Torcicollo
Guidance Counselor	Allison Kilbride
Speech Therapist	Jillian Whitney
Occupational Therapist	Sarah Cobb
Behavior Specialist	Ashley Long
Nurse	Patricia Teasenfitz
Cafeteria Manager	JoAnn Trusiak
Maintenance	Brian Saxton

Preschool

Marilyn Dickerson
Joy Dunn
Cynthia Martin

First Grade

Anastasia Ackley
Amanda Crescitelli
Lisa Santiago

Third Grade

Jennifer Driscoll
Jillian Gregory
Patti Smith

Fifth Grade

Sandy Caromano
Rochelle Yunk

Kindergarten

Denise Bland
Chelsea Etter
Tina Hayden

Second Grade

TBD
Kelly McHale
Cheryl VanderGracht

Fourth Grade

Michelle Clark
Debbie Solomon

LLD K-2

Nicole Steich

LLD 3-5

Michele Miller

Reading Specialist

Karen Haddock

Reading Coach

Steven Hempel

Library/Art

TBD

Music

Walter Webster

Physical Education

Scott Shea

Spanish

Esmirna Ramos

MD K-3

Martin Altersitz

MD 3-5

Tyler Day

Special Education

Nancy Brandt

Amy Ellis

Lauren Eisenhart

Brittney Knight

Instructional Assistants

Susan Banks	Serena Perkins
Dallas Brooks	Kimberly Rodriguez
Nora Gerbereux	Jennifer Russell
Linda Givens	Michelle Santiago
Rose Haines	Amadis Terrado
Irene Horseman	Jacqueline Tonia
Rochelle Magee	Kathy Vizzard
Susan Nichols	

MESSAGE TO PARENTS

At Haleyville-Mauricetown 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, CONFERENCES, ETC.** 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!

ACADEMIC GRADING POLICY

Preschool: Parents will be given a written evaluation of the academic, social, and personal skills developed during the school year. Grades K-2: Students receive letter grades.

PreK-K

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

Grades 3-8

A: 90-100
B: 80-89

Grades 1&2

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

Specials

Excellent (E): 99-100
Satisfactory (S): 80-89

C: 70-79
D: 60-69
F: Below 60

Needs Improvement (N): 70-79
Unsatisfactory (U): 60-69

Report cards will be determined by the scores students receive on tests, homework, and classwork earned in 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 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:

- 1st Marking Period: 10/11/17
- 2nd Marking Period: 12/15/17
- 3rd Marking Period: 03/02/18
- 4th Marking Period: 05/18/18

End of Marking Periods

Marking Periods will end on the following dates:

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

Report Cards Issued

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

- 1st Marking Period: During Conferences- 11/20/17 and 11/21/17
- 2nd Marking Period: 02/02/18
- 3rd Marking Period: 04/18/18
- 4th Marking Period: *Last day of school.

AFFIRMATIVE ACTION

District Affirmative Action Officer:
Alysia 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, effectional or sexual orientation, age or disability.

ATTENDANCE

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

Parents are requested to call the school by 8:30 am to notify the attendance office (785-2333) that their son/daughter will be absent for the day and give the reason for the absence.

Full Day: 8:45-3:45

Early Dismissal: 8:45-1:10

Late to School: arriving after 9:05

Half Day Absent: arrive after 11:30; leave before 1:00

Early Dismissal

Students are required to be in school until 3:35 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 homeroom by 9:05. Any student late to school/homeroom is to report to the Main Office with an adult.

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.

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. Students are NOT permitted to have cell phones. 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 a school bus 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 suspension from school.
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. **Each year, the parent must complete the designated form and indicate a student's ability to exit the bus without a parent present, and also list the individuals able to take their child/children from the bus stop.**
5. **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.**
6. **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.

7. 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.

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

- 1st Offense: Warning
- 2nd Offense: up to 3 Day bus suspension
- 3rd Offense: up to 5 Day bus suspension
- 4th Offense: up to 10 Day bus suspension
- 5th 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.

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 are to 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 are to immediately notify the Main Office at 785-2333 ext. 2133.

Annually, we require each parent/guardian to provide a list of people to whom their child may be released with up to date contact information for each individual. For the safety of our students, we will only release a student to individuals listed as trusted adults.

Repeated instances of inaccurate contact information will be considered neglectful and could be subject to the involvement of local authorities.

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 appropriate 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 (stones, sticks, etc.) 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.

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 Haleyville must dismiss students at 1:10pm 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. Working parents must arrange supervision of their children should an early closing become necessary.

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. Handle books and equipment with care.
3. Do not mark or deface any property of the school.
4. 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. Students are to respond respectfully and immediately to all adults in the building.

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

(856) 785-0840 ext 2142

Anti-Bullying Specialist

Tarin Leech, Guidance Counselor Port Norris School

Tarin.Leech@commercialschools.org

(856)785-1611 ext 3143

Anti-Bullying Specialist

Allison Kilbride Haleyville-Mauricetown School

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 may include the following: height & weight, blood pressure, vision, hearing, scoliosis (biennially), and sport physicals. 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 in the nurse's office.

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 fevered, 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 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.

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, Ambesol, 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 Tynelol, 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 healthcare 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.
5. This form may be obtained from the school nurse or online at 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.**

LEAVING THE SCHOOL DISTRICT & OBTAINING A TRANSFER

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.

LIBRARY

The purpose of the Library is to make use of the fine collections of books and periodicals we have. Any student who has an overdue book or fine will have their Library privileges suspended until the matter is resolved. Students in grades 1-3 are permitted to take out 1 book a week. Students in grade 4-5 are permitted to take out two books a week.

PARENT-TEACHER CONFERENCE DATES

Parent-Teacher conferences will be held 11/20/17 from 6:00-9:00 and 11/21/17 from 1:30-4:30 by appointment; as well as 3/5/18 from 1:30-4:30 and 3/6/18 from 6:00-9:00 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 the front office at 785-2333.

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.

TEXTBOOKS & LIBRARY BOOKS

All 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 textbooks. Each teacher will record the number and condition of your book when you receive it. You are financially responsible if your 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 OUR CHILDREN

1. All visitors must immediately report to the Front 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.