

# **SOMERDALE PARK SCHOOL**

**2022-2023 PARENT – STUDENT HANDBOOK**

**GO CAVS!**

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## **WHAT'S NEW AT SOMERDALE PARK FOR THE 2022 – 2023 SCHOOL YEAR**

### **MESSAGE FROM MR. FORD – PRINCIPAL**

The mission of the Somerdale School District, in active partnership with the community and staff, is to provide a safe and supportive environment where students have the opportunity to develop academically, socially, physically, and emotionally. Somerdale Park School does so by encouraging student inquiry and risk taking. By providing a broad range of educational opportunities in a nurturing environment, students are challenged to strive for personal excellence. This is parlayed into academic achievement, the development of responsible citizens, and the fostering of a life-long love for learning.

In the classroom, students 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 schoolwork 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. During 2022-2023, professional development will continue to be aimed at enhancing knowledge and skills in the areas of standards based grading (SBG) in grades K-8, the Bookworms Literacy Program, social emotional learning (SEL), and equitable practices in education. Please use the following link to view Mrs. Montroni-Currais' presentation on the philosophy of standards based grades: [Standards Based Grading for Parents](#)

Learning communities will continue to gather throughout the 2022-2023 School Year. The school calendar has been developed to provide for an average of one half day per month to provide teachers with time to articulate vertically and horizontally with the purpose of promoting professional dialogue, encouraging instructional risk, and ensuring educational effectiveness.

## **LETTERS AND FORMS**

[Welcome Back from Mr. Pease](#)

[22-23 Device Agreement Form](#)

[Chestnut Avenue Parking Lot Instructions](#)

## **SCHOOL OPERATIONS**

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

The Chestnut Avenue Parking Lot is new to the pick up and drop off procedures this year. The fluidity and effectiveness of these procedures will depend greatly on parents cooperating with school guidance and rules. We apologize for any inconvenience caused by our rules and guidance; however, please know student safety is our top priority when making decisions that pertain to parking and traffic. Please be patient as we work to overcome challenges and obstacles that may arise from the implementation of new procedures surrounding the Chestnut Avenue Parking Lot. Please see the letter and diagram below from Mr. Pease regarding the expected traffic flow into and out of this parking area.

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 Somerdale 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 N.J.S.A. 39:4-138 and the Borough Ordinance 135-17. For safety reasons, there will be **NO** lining up or parking permitted prior to 7:45 a.m. and 2:45 p.m. a.m. and 2:45 p.m. Thank you for your cooperation in this matter.

### **Chestnut Avenue Parking Guidelines**

## **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. Somerdale Road & Oakland Avenue
4. White Horse Pike & Somerdale Road
5. White Horse Pike & Crestwood Avenue
6. White Horse Pike & Evergreen Avenue
7. Crestwood Avenue & Grace Street
8. Grace Street at Park School

\*Students are to utilize these posts exclusively 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, walk on the left side of the road facing oncoming traffic.
3. Cross streets at intersections only, use painted crosswalks, and stop to look both ways before crossing.
4. Cross the street from the curb only when the crossing guard tells him/her.
5. Get out of the car at a curb and cross the street only where crossing guards are watching.
6. Not touch or play with strange dogs, cats, and/or other animals at any time.
7. Not play in the streets on the way to or from school.
8. Help other children, especially younger children ones, come and go from school 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, 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. Never zigzag on the street or do stunt riding where there is traffic.
11. Give pedestrians the right of way.
12. Be in fifth 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. Parent cooperation with this procedure for the purpose of ensuring student safety would be greatly appreciated.

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.

Parents will not be permitted to enter the building to drop off student belongings. Student lunches, instruments, instructional materials, tablets, personal belongings, etc. must be passed through the hatch in the vestibule. Items too large to be passed through are to be left in the vestibule. Students will be called to the office to retrieve items. 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, students will enter in specific locations determined by the student's grade level. Please review the entry/exit procedures carefully with your children. Everyone's diligence in carrying out the procedures is greatly appreciated.

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

Students will only be released to the person(s) identified in OnCourse Connect during the annual registration process. 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 pick-up or sign out students, siblings, or family members at any time. Individuals not entered in OnCourse 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 pick-up information can be made during the school year using OnCourse. If an individual not in OnCourse is permitted to sign the student out of school, parents must login to OnCourse and add the individual to those permitted to pick up their child. This request should include a phone contact number so verification can be made. All 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.

## 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

**TRANSFER 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. For students in grades six through eight, a thorough review of academic transcripts will determine appropriate academic placement.

*\*\*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://www.somerdale-park.org/department/student\\_registration](https://www.somerdale-park.org/department/student_registration)

**TRANSFER 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 suggests 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 school building prior to this time. Students attending the breakfast program are to remain in the cafeteria until dismissed to homeroom. In other words, students will not be permitted to get breakfast then roam the building or exit the building. Violating this expectation may result in disciplinary consequence. However, students may get breakfast then visit a teacher. In this case, the student and teacher must have made prior arrangements and a pass must be presented in order for the student to be granted permission to leave the cafeteria. **Students arriving at 7:45 am to eat breakfast must purchase the breakfast offered by Somerdale Park School. Outside food is not allowed.**

“Second Chance Breakfast” – Students arriving after the start of homeroom may still get breakfast. Students in Grades PK-5 can visit the cafeteria during homeroom and for the first 17 minutes of first period (until 8:45 am). Students in Grades 6-8 will have Second Chance Breakfast delivered to the classroom. Students will be required to initial to indicate they opted to receive a breakfast.

## **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. Teachers will provide a list of those parents/guardians attending each event to the front office. Any changes to lists must be made by the teacher and no one else. Parents/guardians entering the school building must follow the procedures outlined in the “visitors” on Pg. 6.

## **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. Membership in the Somerdale Parent Teacher Association (PTA) is pre-requisite for any parent interested in chaperoning a school field trip. Please see the PTA Section of this handbook for more detail on Pg. 36.

## **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 School Safety and Security Plan (SSSP). 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. Effective January 2022, all schools are legally required to notify parents when a school security drill is conducted. This notification will be made through the district messaging system – SwiftK12 and come following the conclusion of the school day during which the drill was conducted.

**\*\*Fire drills and/or fire emergencies are taken seriously and any students creating a false 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 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 cannot guarantee the safety of personal items brought to school; therefore, it is strongly recommended that students leave personal items of value at home. If brought, every student should always see to it that all of his or her personal belongings are secured. The school assumes no responsibility for the safekeeping of textbooks, personal belongings, money, bicycles, cellular phone, ipads, gaming systems, etc. should only carry enough money to school to pay for lunch.

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

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

## **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 consequence

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

### **Dress Code**

#### **DRESS DOWN DAYS / 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.*

# 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. Infractions violating the Somerdale Park School Code of Conduct will result in appropriate action and/or consequence. Somerdale School District's Code of Conduct Guideline Charts can be referenced below.

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

The Discipline Guideline Charts reflect three age appropriate groupings:

- Primary Grades K-2 (C-wing)                      [Discipline Guideline Chart K-2](#)
- Upper Elementary Grades 3-5 (B-wing)       [Discipline Guideline Chart 3-5](#)
- Middle School Grades 6-8 (A-wing)           [Discipline Guideline Chart 6-8](#)

### [SPS - 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. At least 24 hours notice will be provided prior to the serving of the detention. These infractions will be recorded via OnCourse "Notes" 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 3:01 p.m. - 3:15 p.m.
- **Lunch Detention (LD)** - Held Monday - Friday during lunch period in either the teacher's room or a lunch detention table in the cafeteria.
- **Recess Detention (RD)** - Detention is held Monday - Friday during recess at a designated location on the playground. Students assigned a recess detention will be provided a restorative justice activity per the Recess Bill S-847/A-4076.
- **Administrative Detention (AD)** - Held Tuesday – Thursday from 3:05 – 4:05 p.m.

## **Detention Rules - students are expected to:**

- Report promptly to detention and check in with the teacher.
- Complete work and/or missing assignments during this time.
- Remain quiet for the duration of the assigned detention.
- 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).

**In School Suspension (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.

**Out of School Suspension (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.

\*\*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.

## **POLICE INVOLVEMENT**

School administration holds the right to request police involvement as deemed necessary per District Policy 5520 and the Memorandum of Agreement (MOA). 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):

*#3 - 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):

*#5 - 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, "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):

*#9 - The use and/or possession of tobacco or tobacco products and other drugs/alcohol (includes vaping) 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
13. Sexting

## **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 and socialize.

### **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 not permitted. Any technology brought into the school building should remain off and in the student's locker (Grades 6-8) or book bag (Grades K- 5). We understand the need for students to have cell phones to go to and from school. Should students need to make phone calls during the school day, they may use a phone that is available in the building. Should parents need to contact students in the building, please contact the main office at 856-783-6261.

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 using a cellular phone and/or device for the purpose of texting and/or calling any person including family at 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 should consider 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 of education 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 \(ABR\)](#). If choosing to file a bullying complaint please first complete a [Written Incident Form](#) and submit to Mrs. Schwartz using the contact information below:

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

Mrs. Amanda Schwartz - Anti-Bullying Specialist

Phone: (856)-783-6261 ext. 509

email: [aschwartz@somerdalepark.org](mailto:aschwartz@somerdalepark.org)

Mr. Robert Ford - Anti-Bullying Coordinator

Phone: (856) 783-6261 ext. 802

email: [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.

### ABSENCES AND ILLNESS

**The State of New Jersey does not consider sickness an excused absences;** however, providing the school with such information in the form of a medical note will provide the school with additional insight when making decisions as it pertains to student attendance. Medical documentation must be provided within ten school days following an absence for the note to be considered by the school when determining the most appropriate action(s) outlined below. **Students that are absent for illness 3 consecutive days or more are required to submit a HCP note indicating they are medically cleared to return to school.**

### 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).

**\*Absences due to vacation are not considered excused per the State of New Jersey N.J.S.A 18A:38-28 through 31.**

**\*\*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.**

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 misses 10% of the school days (18) in a year is considered to be chronically absent. Therefore, any student who has **eighteen (18)** or more unexcused absences may be retained or required to attend summer school as determined by the Superintendent/Principal upon recommendation of a school review committee. Suspension will not count toward the total when considering retention.

**\*\*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)**

The school doors will open at 8:17 a.m. Students arriving late (after 8:17 am) 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.

### **PERFECT ATTENDANCE**

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

## GUIDELINES FOR RETENTION

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

1. Once determined there is an academic concern for a student, the teacher will make parent contact to discuss the specific academic concerns. This should be documented in OnCourse.
2. The teacher will make a referral to the Intervention and Referral Services (I&RS) Team by February 1. Parents/Guardians will be scheduled for an I&RS Meeting no later than the February I&RS Meeting.
3. Possible retention will be documented in I&RS meeting notes and parents will be notified.
4. A *mandatory* conference between the teacher and parent must be scheduled to discuss the child's proficiency level and the skills needed at the successive grade level. This conference must be held and documented in OnCourse by the first Friday in May. If necessary, this meeting can be conducted as a follow-up I&RS Meeting.
5. Teachers will make a final recommendation for retention to the building Principal no later than the first Friday in May.
6. The teacher will arrange for a meeting with the parent(s)/guardian(s) to discuss and officially recommend the student be retained for the upcoming school year. Once retention has been recommended and agreed upon, an official letter will be presented to the parents. *\*\*If in agreement with the recommendation, parents can forego a meeting by signing the retention form at any time prior to June 1.\*\**
7. The building Principal will contact the parent(s)/guardian(s) of any student whose retention form remains unsigned. The parent(s)/guardian(s) will have until the last day of school to make arrangements to sign the form or the student will be retained in the current grade level 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.*

## ACADEMIC ACHIEVEMENT

### GRADING SCALES - KINDERGARTEN - GRADE 8

Progress indicators reflect the individual student's journey toward academic achievement and mastery of the New Jersey State Learning Standards. The scale below reflects the standards in all courses for K-5 including special area classes. For more information on Standards Based Grading (SBG) please use the following link (click open) to view a video from Mrs. Montroni-Currais: [Standards Based Grading \(SBG\)](#)

Scale	Progress Indicators	Example Standard Statements
4	The student is exceeding grade level expectations for mastery of this standard. Performance is characterized by self-motivation and the ability to apply skills with consistent accuracy and independence, and a high level of quality.	<b>Independently and consistently</b> , I can sort objects into categories and put the categories in order by number of objects. (K.G.B)
3	The student is consistently meeting grade level expectations for mastery of this standard, with little or no support. Performance is characterized by thorough understanding of concepts and skills.	<b>Consistently</b> , I can read fluently with expression, and understand what I read. I can sound out words I do not know. I can read second grade sight words. (RF.2.3,2.4)
2	The student is progressing toward grade level expectations and demonstrates partial mastery of the standard. Performance is characterized by the ability to apply skills with increasing success. Performance varies regarding accuracy, quality, and level of support needed.	<b>With prompting and support</b> , I can add and subtract within 1000 using a variety of strategies. I can explain the relationship between addition and subtraction. (2.NBT.B7)
1	The student demonstrates emerging mastery of the standard, and is not yet meeting grade level expectations. Performance is inconsistent with guidance and support.	<b>With teacher assistance</b> , I can ask questions about a topic, share my ideas and feelings, and speak in sentences. (SL1.1,1.4,1.6)
NE	Standard has not been evaluated at this time.	
4M, 3M, 2M, 1M	Standard has been modified.	

### BEHAVIOR AND CITIZENSHIP STANDARDS

In addition to reporting on student mastery of the New Jersey State Learning Standards, teachers will report on a student's behavior and citizenship. Please see the [Behavior and Citizenship Rubrics](#) for grades K-8

### DISTINGUISHED HONORS AND HONORS

Students will be recognized quarterly for their academic accomplishments. Students who receive all 3's in all content areas (ELA, Math, Social Studies, Science, and Special Area Classes) will receive a certificate recognizing their honorable efforts and achievement.

## **2022 - 2023 REPORTING PERIODS**

### **MARKING PERIOD 1**

INTERIM REPORT	October 7
END DATE	November 7
<i>*PARENT CONFERENCES</i>	<i>November 21</i>
REPORT CARDS	Available on OnCourse - November 14

### **MARKING PERIOD 2**

INTERIM REPORT	December 16
END DATE	January 25
REPORT CARDS	Available on OnCourse - January 27

### **MARKING PERIOD 3**

INTERIM REPORT	March 1
END DATE	March 31
REPORT CARDS	Available on OnCourse - April 4

### **MARKING PERIOD 4**

INTERIM REPORT	May 12
END DATE	June 12
REPORT CARDS	Available on OnCourse – June

## **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. 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 INTERVENTION PROGRAMS**

Somerdale Park School believes intervention measures are necessary to ensure progress 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 are monitored throughout the year to determine reading status and progress. These assessments include, but are not limited to; benchmark testing, MAP Testing, DIBELS Screening, WADE assessments, etc. Students who do not meet the goals of progress will be recommended for Tier II Intervention. Students will be assessed throughout the year to evaluate their growth and progress. For more information please contact Mrs. Seligman or Mrs. Burns via email at [mseligman@somerdale-park.org](mailto:mseligman@somerdale-park.org) or [nburns@somerdale-park.org](mailto:nburns@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 the School Counselor, General Education Teacher, Special Education Teacher, Student Services/Basic Skills Teacher, a School Administrator, 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 Mrs. M\_C at 856-783-6261 ext. 835 or by email at [mmontroni@somerdale-park.org](mailto:mmontroni@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 Mrs. Lamancusa at 856-783-6261 ext. 834.

## **AFTER SCHOOL TUTORING PROGRAM**

After school tutoring for students to receive help on specific skills they are struggling with in class and/or skills they did not secure in previous years. The program will run November through May with each subject area meeting one day per week. Student participation will be determined by teacher identification or result from parent/teacher discussion. To allow for individualized attention, space will be limited. For more information please contact the following teachers. \*(2022 -2023 days still being determined).

### **K-4**

Social Studies – Mrs. Ratajski [sratajski@somerdale-park.org](mailto:sratajski@somerdale-park.org) 856-783-6261 ext. 204

Science – Mrs. Ratajski [sratajski@somerdale-park.org](mailto:sratajski@somerdale-park.org) 856-783-6261 ext. 204

ELA – Mrs. Reid [mreid@somerdale-park.org](mailto:mreid@somerdale-park.org) 856-783-6261 ext. 203

Math - Mrs. Pringle [mpringle@somerdale-park.org](mailto:mpringle@somerdale-park.org) 856-783-6261 ext. 205

### **5-8**

Math – Mrs. Lomas [alomas@somerdale-park.org](mailto:alomas@somerdale-park.org) 856-783-6261 ext. 108

ELA – Mrs. Lomas [alomas@somerdale-park.org](mailto:alomas@somerdale-park.org) 856-783-6261 ext. 108

Science – Mrs. Lomas [alomas@somerdale-park.org](mailto:alomas@somerdale-park.org) 856-783-6261 ext. 108

Social Studies – Mrs. Lomas [alomas@somerdale-park.org](mailto:alomas@somerdale-park.org) 856-783-6261 ext. 108

## **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 specialists in the areas of speech and language, occupational therapy, physical therapy and behavioral intervention. 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, Director of Child Study at 856-783-6261 ext. 831 or email [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 Ms. Orbaczewski at 856-783-6261 ext. 211 or by email at [aorbaczewski@somerdale-park.org](mailto:aorbaczewski@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, the WIDA MODEL and ACCESS Tests are used to determine eligibility and continuation in the program. For more information please contact Mrs. M-C, [mmontroni@somerdale-park.org](mailto:mmontroni@somerdale-park.org) or 856-783-6261 ext. 835

**MEDIA CENTER**

The Somerdale Park School Media Center is available for the use of students and faculty members. Our Media Center has a collection of print books, eBooks/audiobooks, databases, and digital resources to support the 21<sup>st</sup> Century Learner. Our Library Media Specialist, Mrs. Burton, teaches information literacy skills, digital citizenship, conducts story time, and manages the library collection and resources. Students are taught the necessary skills to locate, evaluate and effectively use materials. Learning the proper use of the library, helps develop lifelong research skills. Students are expected to work quietly when in the Media Center and sign out books and materials borrowed. For more information, please contact Mrs. Burton at 856-783-6261 ext. 505 or by email at [mburton@somerdael-park.org](mailto:mburton@somerdael-park.org)

## RENAISSANCE PROGRAM

*\*This program is currently being revised and will be updated during the month of September.*

*Teachers will communicate eligibility requirements to parents and information will be posted on the school website.*

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

[JOSTENS Renaissance](#)

## **EXTRACURRICULAR ACTIVITIES/ATHLETICS**

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

- Maintain a C average in ALL classes. Students will not be 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.

**\*\*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**

The mission of The Art Club is to give students in Somerdale Park School the opportunity to express themselves artistically. Students will learn about a variety of art mediums, techniques, and artists. They will work on several projects that incorporate multiple mediums. Completed work will be displayed throughout our school and in our annual Art Show. We will work with administration, teachers and other extracurricular clubs to facilitate art needs and requests throughout the year. Open to students in Grades 6-8. For more information and permission slip contact Mrs. Barbera at [jbarbera@somerdale-park.org](mailto:jbarbera@somerdale-park.org)

#### **SCIENCE CLUB**

The Science Club is designed to enhance student understanding of Science through a hands-on approach while exploring concepts in all branches of science – life science, physical science, and earth science. Open to students in Grades 5-8.

#### **MATH CLUB**

Math Club is a chance for students to enrich their math skills and play fun math games in an energetic social environment.

#### **CHESS CLUB**

Chess allows students to use strategic planning and to improve their thinking skills. Open to students in Grades 4-8. For more information and permission slip contact Mrs. Gorman at 856-783-6261 ext. 106 or by email at [sgorman@somerdale-park.org](mailto:sgorman@somerdale-park.org)

## **GENIUS HOUR**

Genius Hour offers students with an inquiry based and student-directed learning experience. Students will explore opportunities that shine light on the larger world that surrounds them. Students will be prompted to further explore their unique interests in a loosely structured way guided by the following three rules: 1. Students must start with an essential question that cannot be answered with a simple google search. 2. Students must research their question using reputable websites, interview, and/or print resources. 3. Students must create a physical, digital or service oriented project that could be shared with the community.

## **DIVERSITY CLUB**

Diversity Club offers a space for students from different backgrounds and cultures to come together, meet new people, talk about any issues concerning them, collaborate as a group and have fun. Open to students in Grades 6-8. For more information and permission slip contact Mrs. Horiates at [ghoriates@somerdale-park.org](mailto:ghoriates@somerdale-park.org)

## **SPANISH EXPLORERS CLUB**

Designed to provide students in Grades 3-5 additional time to interact with the Spanish language and culture in a safe space with fun, engaging, and creative activities. For more information contact Mrs. Wells at 856-783-6261 ext. 502 or by email at [twells@somerdale-park.org](mailto:twells@somerdale-park.org)

## **GSA**

GSA (short for Gay-Straight Alliance) is a space for LGBTQ+ students and allies to come together, hang out and have fun. Open to students in Grades 6-8. For more information and permission slip contact Mrs. Horiates at 856-783-6261 ext. 511 or by email at [ghoriates@somerdale-park.org](mailto:ghoriates@somerdale-park.org)

## **COMMUNITY SERVICE CLUB**

The mission of the club is serving others through servant leadership. A servant-leader focuses primarily on the growth and well-being of people and the communities to which they belong. While servant leadership is a timeless concept, the phrase “servant leadership” was coined by Robert K. Greenleaf in *The Servant as Leader*, an essay that he first published in 1970. In that essay, Greenleaf said:

“The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. The difference manifests itself in the care taken by the servant-first to make sure that other people’s highest priority needs are being served. The best test, and difficult to administer, is: Do those served grow as persons? Do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society? Will they benefit or at least not be further deprived?”

Students enrolled in the club will participate in monthly themed service projects to better the well-being of their fellow school members and the Somerdale Community. Yearly fundraisers will be held throughout the school to support students, staff, and the Somerdale community members. Open to students in Grades 4-8. For more information and permission slip contact Miss Siderio at [bsiderio@somerdale-park.org](mailto:bsiderio@somerdale-park.org)

## **DRAMA CLUB**

The Drama Club is for students in grades 5-8 with interests either being on stage or behind the scenes. The club works to create service, social, technical, and performance opportunities for students, while also working to recognize excellence in performances. Open to students in Grades 5-8. For more information contact Mrs. Reeder at 856-783-6261 ext. 206 or by email at [mreeder@somerdale-park.org](mailto:mreeder@somerdale-park.org)

## **YEARBOOK CLUB**

Yearbook Club offers students the opportunity to help design the 2021-2022 Somerdale Park Yearbook by creating the cover, selling advertisements, developing slogans, taking pictures, and more! For more information and permission slip contact Mrs. Reeder at 856-783-6261 or by email at [mreeder@somerdale-park.org](mailto:mreeder@somerdale-park.org)

## **NATIONAL JUNIOR HONOR SOCIETY**

All students in Grade 7 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 may be dismissed from the program pending committee review. For more information contact Ms. Palo at 856-783-6261 ext. 107 or by email at [jpalo@somerdale-park.org](mailto:jpalo@somerdale-park.org) or Mrs. Butler at 856-783-6261 ext. 210 or by email at [cbutler@somerdale-park.org](mailto:cbutler@somerdale-park.org)

## **STUDENT COUNCIL**

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. Open to students in Grades 6-8. For more information and permission slip contact Mrs. Flynn at 856-783-6261 ext. 515 or by email at [aflynn@somerdale-park.org](mailto:aflynn@somerdale-park.org)

**MUSIC DEPARTMENT – (Choir, Gold Clefs, Concert Band, Jazz Band)**

For more information contact Mrs. Horiates or Mr. Terry at 856-783-6261 ext. 510 or by email at [ghoriates@somerdale-park.org](mailto:ghoriates@somerdale-park.org) [sterry@somerdale-park.org](mailto:sterry@somerdale-park.org)

**CHOIR**

Offered to students in Grades 3-8. Students rehearse on a rotating schedule. Solo opportunities will be open to students by tryout.

**CONCERT BAND**

Offered to students in Grades 4-8. Students rehearse on a rotating schedule. Solo opportunities will be open to students.

**JAZZ BAND**

Offered to students in Grades 4-8. Students rehearse once a week, after school. Solo opportunities will be open to students.

**GOLD CLEFS**

Offered to students in Grades 6-8 by tryout. Students rehearse on a rotating schedule and before/after school as needed. This is a select choral group and solo opportunities will be open to students.

## ATHLETICS

Somerdale Park School will offer the following athletic programs:

Coed Soccer – Mrs. Lomas [alomas@somerdale-park.org](mailto:alomas@somerdale-park.org) 856-783-6261 ext. 108

Girls Basketball – Mr. Fynes [bfynes@somerdale-park.org](mailto:bfynes@somerdale-park.org)

Boys Basketball – Mr. O’Neill [joneill@somerdale-park.org](mailto:joneill@somerdale-park.org) 856-783-6261 ext. 105

Baseball – TBD

Softball – Mr. Euler [jeuler@somerdale-park.org](mailto:jeuler@somerdale-park.org) 856-783-6261 ext. 401 or Mr. Fynes [bfynes@somerdale-park.org](mailto:bfynes@somerdale-park.org)

\*Students must have an approved physical on file with the school nurse, Mrs. Dow, in order to participate in tryouts, practices, scrimmages, and/or games. Please see the school’s physical exam policy on Pg. 32 pursuant to codes set forth in NJSA 18A:40 and NJAC 6A:16-2.2. Physicals are good for one calendar year and must be supplied by specific deadlines throughout the school year. These deadlines are below and are identified in advance to allow time for processing. For more information contact Mrs. Dow at 856-783-6261 ext. 851 or by email at [mdow@somerdale-park.org](mailto:mdow@somerdale-park.org)

Fall Sports – 8/15/2022

Winter Sports – 11/1/2022

Spring Sports – 3/1/2023

## **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 and/or Diarrhea

**\***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.

**\*\*\***Students that are absent for illness for 3 consecutive days or more are required to submit a HCP note indicating they are medically cleared to return to school.

## 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 15, in order to be able to participate in fall sports.
  - To the health office, no later than November 1, in order to be able to participate in winter sports.
  - To the health office, no later than March 1, in order to participate in spring sports.
- 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 Somerdale Park School PTA has membership in 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 and nurturing environment for improving educational, emotional, cultural, and socially opportunities for all the students at Somerdale Park School.

**Meetings** - For the 2022-2023 School Year, the PTA will meet on the third Tuesday of each month in the Somerdale Park School Music Room. Changes will be noted on the PTA calendar, monthly newsletter, and/or on the Somerdale PTA Facebook Page.

**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 enabling the association to provide educational and fun programs and activities for the students of Somerdale Park.

**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 <https://www.facebook.com/groups/SPSPTA/>

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

### FIELD TRIPS/SCHOOL FUNCTIONS

Membership in the Somerdale Parent Teacher Association (PTA) is a pre-requisite for any parent interested in chaperoning a school field trip. Parents who commit to chaperoning a field trip must follow school guidelines and expectations.

### CLASSROOM PARTIES

The Somerdale Park School Parent Teacher Association (PTA), in conjunction with the Somerdale 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.

