



# **Eleanor Rush Intermediate School**

**Student Handbook  
2025 - 2026**

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## MISSION STATEMENT

The Mission of the Cinnaminson School District is to educate our students and to assist their development into self-motivated, multi-faceted, happy and physically fit individuals who are productive, responsible citizens. It is expected that all students will achieve the New Jersey Student Learning Standards at all grade levels.

With national and state program standards as a basis, Cinnaminson students will gain an appreciation of knowledge, a desire to learn, and a respect for themselves and others. In partnership with the family and the community, we will foster achievement and we will model excellence and responsible behavior.

## PHILOSOPHY OF EDUCATION

We believe that education requires the combined commitment of the School Board, administrators, teachers, parents, and the students as well as the residents of the community.

We believe children learn best with qualified personnel, clean and safe facilities, and when a variety of challenging programs are the foundation of the school curricula. We believe the above criteria work together, creating a continuous, challenging program for all Cinnaminson students.

We believe administrators provide support, leadership, and guidance to teachers, staff, and students. They encourage and promote opportunities that enhance educational programs.

We believe teachers provide initiative, resourcefulness, and creativity while creating a positive and equitable learning environment.

We believe students, with the support of their parents, are active participants in their education. Their participation is accomplished by doing their best and taking advantage of the wide range of curricular and co-curricular opportunities presented to them. Students are provided with the opportunity to exercise responsible decision making and are partners in their learning.

We believe that educating Cinnaminson students is the shared concern of all parents, staff, teachers, students, Board members, and residents. Effective communication and cooperation among these groups is essential to establish a cohesive network that will achieve the level of excellence in education they desire.

**For a full and detailed faculty and staff directory, please visit  
[Eleanor Rush Intermediate School - Staff Directory](#)**

**Cinnaminson Schools Phone List**

***ADMINISTRATIVE OFFICES***  
***(856) 829-7600***

**Menu Options:**

1. Staff Directory
2. District Administration
3. Child Study Team
4. Student Activity Center (SAC)
5. Technology
7. District Schools, Maintenance & Transportation
8. District Registrar

***HIGH SCHOOL***  
***(856) 829-7770***

**Menu Options:**

1. Attendance Office
2. Main Office
3. Counseling
4. Athletics and Activities
5. Staff Directory
6. Transportation Department
7. Maintenance Department

***MIDDLE SCHOOL***  
***(856) 786-8012***

**Menu Options:**

1. Attendance Office
2. Main Office
3. Nurse
4. Counseling Office
6. Athletic Director

***RUSH INTERMEDIATE***  
***(856) 829-7778***

**Menu Options:**

2. Attendance Office
3. Main Office
4. Counseling Office
6. Nurse
7. Library
8. Cafeteria

***NEW ALBANY***  
***(856) 786-2284***

**Menu Options:**

2. Attendance Office
3. Main Office
5. Counseling Office
6. Nurse
7. Library
8. Cafeteria

**Emergency closing number - 652**

## **SCHOOL HOURS**

School hours are as follows-

### **FULL DAY SCHEDULE:**

8:36 AM – 3:04 PM

### **SINGLE SESSION:**

8:36 AM – 12:53 PM

### **DELAYED OPENING**

10:36 AM - 3:04 PM

## **TENTATIVE TRIMESTER AND REPORT CARD DATES**

### **Marking Period Ends**

1<sup>st</sup> November 21, 2025  
2<sup>nd</sup> March 6, 2026  
3<sup>rd</sup> June 18, 2026

### **Report Cards Issued**

December 2, 2025  
March 18, 2026  
Available on/after June 18, 2026

## **STATE TESTING DATES**

### **NJSLA**

Students in grades 3, 4, and 5 will participate in the New Jersey Student Learning Assessments in Late April/Early May 2026. Students will be assessed in English Language Arts (ELA)/Literacy and Mathematics. These assessments are computer-based.

### **Science Assessment Grade Five**

The New Jersey Student Learning Science Assessment for Fifth Grade Students will occur in Late April/Early May 2026.

## **ATTENDANCE**

Eleanor Rush Intermediate School has a policy of calling your home if your child is absent from school.

**It is the responsibility of the parent or guardian to keep the main office informed of any changes in the home, work, and emergency phone numbers throughout the school year.**

In the event your child will be absent from school, we are requesting that you do the following: **Send an email -OR- a note to your child's teacher AND to the office staff at [ersmainoffice@cinnaminson.com](mailto:ersmainoffice@cinnaminson.com).** The email or note should indicate your child's name, teacher's name, and the date(s) the child will be absent. You may also call the office at 829-7778, extension 5863, by 9 A.M.

Scheduling of family vacations during the school year is discouraged. Each absence from school can adversely affect the student's academic and social development. Please make every attempt to schedule vacations and trips when students are on a break from school. Students will be held accountable for schoolwork missed during their absence.

Absence from school seriously affects the opportunity for students to learn all that is prescribed in our courses of study. In addition, the laws of the State of New Jersey require regular school attendance. (NJSA 18A-38: 25-26)

Cinnaminson Township Board of Education Policy 5410 states that "School attendance shall be a factor in the determination of a pupil's promotion..." Furthermore, BOE R5410 stipulates that "a pupil with fewer than 150 days attendance in grades K-8 will not be promoted to the next grade level." Again, absence from school for family vacation is discouraged. Days accrued while on the vacation will count toward the total number of missed days per year. Extenuating circumstances, as determined by the building principal, can waive the 150 day attendance requirements for grades K-8. The administration recognizes, however, there may be times when absence is unavoidable. In the event your child will be absent from school:

- Upon return to school, the student must bring a written note to the Main Office stating the student's name, grade level, dates of absence, and reason for absence.
- Students are responsible for work missed during short-term absences.
- Absences due to family vacations or other travel of a non-emergency nature are discouraged and categorized as unexcused absences. We would ask that if your trip is of a non-emergency nature, please give at least a one week's notice to the teacher and office.
- An illness exceeding two weeks may render a student eligible for Home Instruction. For additional information, please call the School Counselor, Mrs. Igboin.

The following constitute **excused** absences:

- Personal illness provided a doctor's note is submitted within ten (10) days of the student's return to school. Notes may be verified
- Participation in school sponsored activities
- Out-of-school suspension
- Religious holiday observances as permitted by statute
- Death in the immediate family
- Legal obligations verified in writing by the appropriate court official

**Written notification will be mailed home upon the student's 10th, 18th, and 25th unexcused absence.** A conference may be required at the principal's discretion, with school administration and/or Student Support Team members (ex., school counselor, I&RS Team member, etc.)

**All other absences are unexcused.** (*Cinnaminson School Board Policy #5200*)

### **Late Arrival / Early Dismissal**

Students who are not in their Homeroom by 8:36am are considered to be late. If a student is late to school, he/she must be accompanied to the office and signed-in by the parent(s)/guardian(s).

A student must be in school for a **minimum of four hours** to be credited for a full day of attendance.

# **ARRIVAL & DISMISSAL INFORMATION**

## **Morning Drop-Off & PM Dismissal Traffic Procedures**

Our #1 priority at Rush School is to ensure student safety. In order to do so, there are procedures in place. As a partner in your child's education, we ask that you please abide by those procedures, as follows:

1. Students **MUST NOT be dropped off to school before 8:25AM (unless an arrangement has been made with a teacher)**. Students need supervision and our staff is unable to do so before this time. We have staff on duty beginning at 8:24AM. Before then, students will not be permitted in the building. If you are in need of before-school care, please contact the SAC program at 856-829-7600, ext. 2141.
2. If you are driving your child to and from school, you will pull into the driveway and turn immediately right into the staff parking lot. Loop around the back of the parking lot and staff will be posted to receive your child/ren on the walkway at the end of the lot. **Please do not let your child out of the car until a staff member is present.**
3. If you would like to drop them off in front of the building, you must wait until all Rush School buses have left the premises.
4. For students who are walkers, they will be called to dismiss after all of the buses have been called. The students will walk to the intersection of Buttonwood and Wynwood. At the end of the day, no cars will be allowed onto the property to pick up students until all buses have left the premises.
5. If you are dropping your student off at the front of the building, please follow the protocol below.
  - a. As you enter the school grounds, be sure to drive around the flag circle to drop off your child safely on the school's sidewalk. **Do not stop before the flag circle and have your child exit from your vehicle and walk between vehicles to get to the sidewalk.**
  - b. Once around the flag circle, please proceed beyond the canopy if there are other vehicles behind you. This will maximize the number of vehicles along the sidewalk in front of the school.
  - c. To avoid delaying vehicles behind you, be sure your child is ready to promptly exit the vehicle. If for any reason you need to assist your child, please park in the parking lot and escort your child across the walkway to the school.
  - d. After your child exits your vehicle, please wait in the drop off line for the vehicles ahead of you to move forward. **Do not pass the vehicles ahead of you.** Doing so risks driving into the lane of oncoming vehicles.

As always, use extreme caution at all times, and please drive slowly when entering and leaving the school grounds. Your cooperation in assisting us in the safety of the students and following the aforementioned procedures is sincerely appreciated.

Our crossing guards are employed by the Cinnaminson Police Department. They are trained to keep our students safe. They are following protocol set forth by the CPD and Rush School Administration. We ask that they are treated with respect and understanding as they are only doing their jobs.

## **Dismissal / Early Dismissal**

For the safety of our students, any time a student will not be using his or her regular means of transportation home or to SAC, a written note or an email must be sent in to the child's teacher and the office staff at [ersmainoffice@cinnaminson.com](mailto:ersmainoffice@cinnaminson.com) that day. Any change in the normal dismissal for a child must be in an email or writing so that the teacher/office has confirmation of these plans. **Please mention in the email if there is a change in dismissal for an after school club or intramural.**

**If you need to pick up your child early, and it is past 1:00 PM, please call the main office. We cannot guarantee a teacher will see an email in the afternoon when they are teaching.**

Also, students **cannot** be called out of class for any dismissal changes once the afternoon announcements begin at 3:00 P.M. Therefore, if you want to have your child called for an early dismissal, please send an email or written note that morning and come to the office **before 2:50 PM on a regular school day or 12:40 PM on a single session day.**

In order to pick up your child for early dismissal, you must sign the student out on the Lobby Guard found in the front vestibule. You will need your driver's license or a valid legal identification in order to do so. **At no time are you to take your child out of a line or off the bus without first signing him or her out.**

- ❖ **A STUDENT WILL NOT BE RELEASED TO ANYONE OTHER THAN A DESIGNATED GUARDIAN UNLESS THE OFFICE HAS AN EMAIL OR WRITTEN NOTE STATING WHICH INDIVIDUAL WILL BE PICKING UP YOUR CHILD. THE PERSON PICKING UP YOUR CHILD MUST BE PREPARED TO SHOW PHOTO IDENTIFICATION.**

To be credited with a full day of attendance, a student must be in school for a **minimum of four hours**.  
(Cinnaminson School Board Policy #5230)

### **Student Activity Center (SAC)**

The SAC program provides before-and after-school care for students attending Cinnaminson Township Public Schools in grades K through 5th. For details please contact the SAC office in the Memorial School (856-786-5310, ext. 2141 or 2134).

### **Emergency School Closing**

In order to ensure the safety of your child, he or she **must** be given an alternate place to go in case of any emergency dismissal in the event that no one is at home. This includes snow closings, or any other emergency school dismissals that may occur throughout the year.

(Cinnaminson School Board Policy #5530)

A School Messenger announcement will be sent out in the case of an emergency closing. **It is crucial that the school has your most up-to-date contact information at all times for you to receive the messages.** Messages will also be posted on our Facebook and Instagram pages.

EMERGENCY SNOW SCHOOL CLOSING NUMBER: 652

### **Transportation Information**

The Transportation Department guidelines require students to only ride on their assigned buses. The bus drivers will have a list of eligible students who are scheduled to ride on their buses. Parents must make alternate transportation arrangements if their child plans to visit a friend's house after the school day. If you have questions or a change needs to be made in your child's transportation, please contact the Transportation Department at 856-829-8812.

***"Walkers" are not permitted to ride the school bus for any reason.***

Following the suggestions below will help your child have a successful year on the school bus:

- ✓ Arrive at the bus stop about 5 minutes before the scheduled time.
- ✓ Wait on the sidewalk until the bus comes to a full stop.
- ✓ Board the bus without pushing or shoving.
- ✓ Take the assigned seat and **buckle your seat belt**.
- ✓ Keep books, lunch, book bags, and your hands on your lap.
- ✓ Sit at all times.
- ✓ Keep hands and head inside the bus.
- ✓ Be courteous; **use proper language at all times**.
- ✓ Speak softly. Do not shout or whistle.
- ✓ Do not eat food or drink while riding the bus.
- ✓ Do not use your cell phone on the bus.
- ✓ Wait until the bus stops before getting out of your seat.
- ✓ Leave the bus without pushing or crowding.
- ✓ Carry any waste paper or debris to the front of the bus and deposit it in the waste container.
- ✓ Help keep the bus clean.
- ✓ Cooperate with the bus driver at all times.

***A student may be suspended from the bus for disciplinary reasons and his/her parents will provide for his/her transportation to and from school during the period of the suspension.***



## **Bicycle Riders**

Students are permitted to ride bicycles to school as long as proper required safety gear is worn. Students are encouraged to lock their bikes up on the provided bike stand, between the playground and the building.

## **STUDENT HEALTH INFORMATION**

### **Illness**

The school nurse is available to those students who require medical attention during the school day. If an illness is serious, parents will be contacted. The school requires emergency phone numbers at the opening of the school year in case parents cannot be reached. Please be certain that persons designated to be notified in an emergency live within a few minutes of the school, have a means of transportation, and are willing to accept your child if you cannot be contacted when your child is ill.

**It is the responsibility of the parent or guardian to keep the main office informed of any changes in home, cell, work, and emergency phone numbers throughout the school year.**

If your child has been ill and needs to be excused from gym activities or outside recess, a note must be received from the physician indicating the number of days he/she should remain indoors or be excused from physical education classes.

Please call the school nurse if your child must take medication while in school (*see Medication Policy*).

Health problems do arise with school age children. The school nurse would appreciate any information you might have regarding the health of your child. If you have informed us of your child's health problem, we would appreciate any update of his/her progress or status. If your child has received immunizations or boosters this past year, please contact the school nurse (829-7778, ext. 5803).

In order to ensure that school remains a safe and healthful environment, the following health protocol has been developed by the Cinnaminson Schools Nursing Department.

***We cannot risk the possibility of infection to the other students when a sick child is sent to school or becomes ill at school. If your child has developed any of the following symptoms during the previous 24 hours, he/she should remain at home the next school day:***

- Fever of 100.4° F or higher. The temperature should be normal for 24 hours without the aid of fever reducing medicine before returning to school
- Congestive cough
- Vomiting
- Diarrhea
- Discharge that is other than clear from nose, eyes, mouth, ears, or any other areas
- Skin rash

If a student arrives at school or develops any of the previously listed symptoms, the parent will be notified and expected to take their child home. If the parent cannot be reached, the emergency contact will be called. Students sometimes are not able to specify what is wrong or how they feel. Thus, staff must use their own judgment to determine if the student can benefit from an educational setting at that time. When, in the judgment of the student's teacher, principal, and/or school nurse, a student shows signs of being in ill health or of suffering from infections or a contagious disease, the parent will be notified and the student will be sent home from school.

A student should not be in school and will be sent home if any of the following condition(s) are present:

- Fever of 100.4° F or higher. The temperature should be normal for 24 hours without the aid of fever reducing medicine before returning to school.
- The student is unable to function/participate in the school activities due to observed health status.
- The student wants to sleep during the day and appears listless.
- The student has a discharge which is other than clear from the nose, mouth, eyes, ears, or any other areas.
- The student is vomiting.
- The student has diarrhea.
- The student has a congestive cough which prevents him or her from a meaningful involvement in the educational process.

- The student has an open, draining sore to which the bandage will not adhere.
- The student had a previously controllable medical condition and that condition has become unmanageable (e.g. asthma, seizures).
- The student exhibits unusual pallor or a flushed face.
- The student has an unknown rash.
- The student has a strong, offensive body odor suggestive of urine/fecal concerns or hygiene concerns.

When in doubt, always call your doctor if you have any questions about your child's condition.

## **Medication**

The administration of oral medication should be avoided if at all possible, and is forbidden by the Board of Education, except under the following circumstances:

- ♦ The medication must be prescribed by the student's family physician.
- ♦ The medication must be brought to the school by the parent or guardian in the original container, appropriately labeled by the physician or pharmacy. **DO NOT SEND IN MEDICATION WITH YOUR CHILD.**
- ♦ The family physician must provide written orders indicating the type of medication to be given, time of administration, and for what period of time the medication is to be given. This applies to over the counter medication as well as prescription medication.
- ♦ The parents or guardian of the students shall, in writing, release all Board personnel and the Board from any and all liability arising from the administration of, faculty administration of, or failure to administer the medication.
- ♦ Students are **not** permitted to carry emergency medications during field trips or after school activities unless appropriate forms are completed in advance. Please contact the school nurse for further information.
- ♦ New medication orders from the doctor are needed for **each** school year.

Please notify the school if your child gets booster shots, takes any medication on a regular basis, or has any medical condition or allergies. The nurse should be prepared to treat the allergic effects of bee stings or the side effects of medications, etc.

*(Cinnaminson School Board Policy #5330)*

## **Automated External Defibrillator (AED)**

Rush School has two Automated External Defibrillators (AED). One is located on the wall next to the main office. Another is located in the third grade wing next to room 140. Only district employees that are currently certified in CPR/AED are permitted to use this device in an emergency situation. Please see the school nurse if you have any questions or wish to view the protocol for this device.

## **STUDENT CODE OF CONDUCT**

The Student Code of Conduct at Eleanor Rush School is based on the following school-wide expectations:

**Take Care of Yourself** - I will do what I am expected to do and be accountable for my actions. I will try my best in all academic and social areas.

**Take Care of Each Other** - I will use good manners and treat others in a way that I would like to be treated. I will be kind, express gratitude, forgive others, and help those in need.

**Take Care of Rush Intermediate School** - I will respect school property and do my best to keep Rush School a safe and clean place to learn.

Students should conduct themselves as responsible individuals during the school day and when attending any school sponsored

functions, events, or activities. The staff at Rush Intermediate School has the goal of maintaining an atmosphere throughout the school in which children are socially and emotionally secure and academically stimulated. All teachers and assistants share the responsibility of maintaining an orderly school atmosphere. They may discipline any student whether they have that student in class or not.

## **Student Discipline**

When students violate classroom or school regulations, the teacher or assistant has the right, responsibility, and authority to inform and/or discipline the student for minor incidents using one or more of the following consequences: warning, parent contact and after-school detention. Cooperative efforts with guidance should be initiated by the teacher to assist students with behavioral improvement strategies. After a teacher or assistant has utilized all reasonable measures at his/her command without achieving the desired modification of the child's behavior, a referral to the school administrator may become necessary. Repeated minor infractions may result in the student being required to meet with the administration, school counselors, I&RS Team, or Child Study Team. Twenty-four hour notice to parent/guardian is required for an after-school detention. Depending on the severity of the infraction, contact with the Cinnaminson Township Police may be required.

It is the administration's belief that discipline is not a "one size fits all" approach, and that student misbehavior is an opportunity for teaching. All infractions will be handled first with a reflection discussion. Our discipline referral form, found in the index, is a working document that a committee from the Rush staff developed to best inform the parents of conduct issues that arise during the day. If a referral form is being sent home, contact from a staff member or administrator will accompany it.

More severe behavior situations, not precisely defined, that compromise the safety and order in our school will be handled by the staff and Administration, and may require a police referral. This referral may involve a police officer intervening to counsel, mediate, and resolve the situation.

*(Cinnaminson School Board Policy #5600)*

School officials will provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; or any other distinguishing characteristic.

## **Expectations for Student Behavior**

1. Students should be courteous, cooperative, honest, and sensitive to the feelings of others. This includes using appropriate language and manners in class, on the playground, and on buses.
2. Respect the rights of all students and staff, including personal and school property.
3. Students are expected to respond respectfully to requests and directions given by adults, whether it is a teacher, teacher assistant, playground assistant, bus driver, custodian, secretary, parent volunteer, or principal.
4. Teasing, bullying, or making fun of others due to disability, gender, ethnic, racial or religious/individual differences will not be tolerated. If the incident meets specific criteria, a harassment, intimidation and bullying investigation will be conducted. (See below for specific information regarding the HIB process.)
5. Aggressive behavior in the form of grabbing, hitting, shoving or an action that could cause bodily harm to another is prohibited. A threat to harm another by physical force or with a weapon will not be tolerated and will result in immediate disciplinary action in accordance with the district discipline policy.
6. Students are to refrain from bringing to school: toys, electronic games, other items that may be distracting or lost, items that may cause harm to others and/or perceived as a weapon.
7. Come to class eager to learn, prepared with materials and assignments.
8. It is expected that students will demonstrate a level of self-control that ensures the safety of others, allows for an attentive learning environment, and fosters mutual respect.
9. Cell phones and smart watches are to be turned off and stored in the student's backpack during school hours. These devices must be removed from the classroom during testing as they have access to the Internet and calculators.
10. District-owned Chromebooks that are on loan to students shall be used, whether at home or at school, consistently with Board of Education policies listed below. Complete Chromebook Program Guidelines can be found here:

<https://tinyurl.com/Cinnaminson-Chromebooks>

- Policy 2361: Acceptable Use of Computer Networks/Computers and Resources
- Policy 7523: "School District Provided Technology Devices To Pupils"

## **Outcomes for Following the Expectations**

Students who meet expectations by demonstrating appropriate behaviors may receive the following:

1. Positive verbal recognition from adults in the school community
2. Nomination for a Parrot Feather or Student of the Month
3. Full participation in school-wide privileges
4. Participation in special events for students

## **Consequences for Not Following the Expectations**

The following consequences, in accordance with the inappropriate actions and the student's age and/or grade, may result:

1. Verbal and/or written discussion and warning by school staff
2. Recess and/or lunch detention
3. Before or After school detention
4. Conference in the Assistant Principal's or Principal's office
5. Completion of a Think Sheet (see index)
6. Written explanation of an incident by the student(s) involved to be reviewed by the Principal, Teachers, and/ or Parents
7. Written or verbal apology to a person affected by one's inappropriate behavior
8. Restitution for items taken from another student, or for school property that has been damaged
9. Exclusion from special events for students
10. In-school suspension
11. Suspension from school
12. Other individual consequences that may be assigned as a result of conversations between the Principal, Teachers, and/or Parents \*\*

**\*\*Video recording may be used for disciplinary purposes**

Students have a right to due process in all cases of suspected violation of the Code of Student Conduct. In addition, students and parent(s) have a right to appeal findings and consequences imposed as a result of investigations of violations of the Code of Student Conduct. In addition, pursuant to N.J.A.C. 6A:16-6.2(b)3, the specific procedures and responsibilities of staff for notifying parents in instances of law enforcement interviews involving their children will be consistent with the following:

- School officials shall **not** notify the student's parent(s) in instances of suspected child abuse or neglect
- School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation
- In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted

Students' and parents' rights to due process, appeals, and protections pursuant to federal and state laws and regulations may be found in District Policy 5600- STUDENT DISCIPLINE/CODE OF CONDUCT and District Regulation 5600-STUDENT DISCIPLINE/CODE OF CONDUCT.

## **Harassment, Intimidation and Bullying (HIB)**

The Cinnaminson Township Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, Intimidation, or Bullying" means any gesture, any written, verbal, or physical act, or electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 by any other distinguishing characteristic; and that
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3; and that
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
  - b. Has the effect of insulting or demeaning any pupil or group of pupils; or

- c. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

Parents/Guardians of individuals who believe they have been harassed should file an online report with the building principal using the link found on the Rush School website > Families > Anti-bullying. The principal, or her designee, will investigate the complaint with the Building Anti-Bullying Specialist, Mrs. Krista Forcier.

The District Affirmative Action Officer and Anti-Bullying Coordinator, Dr. Frank Goulburn, shall also be informed immediately of all such complaints by the building administration. All HIB complaints will be investigated in accordance with Board Policy 5512. All investigations will be private and remain confidential.

To find further information on either the "Anti-Bullying Bill of Rights Act" or the Cinnaminson Township Schools Board of Education Harassment, Intimidation, and Bullying Policy, please visit the district's website at [www.cinnaminson.com](http://www.cinnaminson.com).

### **Affirmative Action Statement**

All members of the student body, staff and community are reminded that, according to Title IX and N.J.A.C. 6A:7, the Cinnaminson Township Public Schools shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status in the policies, programs, and practices of the district. Cinnaminson is an equal opportunity employer.

Mr. Frank Goulburn, Director of Curriculum and Instruction, is the district Affirmative Action Officer. If you have a question or concern, you may call him at (856) 829-7600, ext. 2106, or write to him at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077. You may also contact the Director of the New Jersey Division on Civil Rights, Trenton Regional Office, Office of the Attorney General, 140 East Front Street - 6<sup>th</sup> Floor, Trenton, New Jersey 08625-0090, (609) 292-4605.

Mrs. Darlene Llewellyn, Director of Special Services, is the Section 504 Coordinator. Section 504 is the Rehabilitation Act which prohibits discrimination on the basis of physical or mental handicap. If you have a question or concern, you may call her at (856) 829-7600, ext. 2117, or write to her at the Cinnaminson Memorial School, 2195 Riverton Road, Cinnaminson, NJ 08077.  
(Cinnaminson School Board Policy #5300)

## **INSTRUCTIONAL PROGRAM INFORMATION**

For information on the NJ Student Learning Standards for each grade level, please visit: <https://www.nj.gov/education/cccs/>

### **Grading**

The following grades will be given at the end of each trimester:

- A grade of 90 or above indicates **superior** performance.
- A grade of 80-89 indicates **above average** performance.
- A grade of 70-79 indicates **average** performance.
- A grade of 60-69 indicates **below average** performance.
- A grade of 59 or below indicates **failing** performance.

For related arts classes, such as vocal music, art, physical education, technology, health, and Spanish, the following will be used for grading:

- "O" for outstanding performance and effort
- "S" for satisfactory performance and effort
- "N" for needs improvement in performance and effort
- "U" for unsatisfactory performance and effort

An "NG" for "not graded", may be given to students who have not attended school long enough in a trimester to be graded or are exempt from grading in a particular subject area.

## **Homework**

Homework is defined as out-of-class tasks assigned to students as an extension or elaboration of classroom work, and is an integral part of a child's learning experience. There are three types of homework: practice, preparation, and extension.

**Practice** assignments reinforce newly acquired skills. For example, students who have just learned a new method of solving a mathematical problem should be given sample problems to complete on their own. **Preparation** assignments help students get ready for activities that will occur in the classroom. Students may, for example, be required to do background research on a topic to be discussed later in class. **Extension** assignments are frequently long-term continuing projects that parallel class work. Students must apply previous learning to complete these assignments, which may include science and social studies projects and reports. Failure to complete or turn in assignments on time may be reflected in your child's final trimester average.

Students are required to make up any work missed due to absences. It is encouraged that you make arrangements with a sibling or neighbor's child to bring home any missed work. In the event that this is not possible, students will be given their make up work upon returning to school. Students have two (2) days to complete any missed work for each one (1) day absent. For example, if a student is absent from school on a Monday and returns to school on Tuesday, the student has until Thursday to return the make-up work to school.

As stated above, we discourage any time that a student is out of school for an extended period other than for illness or medical reasons. If your child must be absent from school for a **planned** extended period of time, he or she will receive any make-up work **upon returning to school**. The only make-up work that will be provided in advance will be general reading or review assignments (i.e. reading a chapter in the social studies book, reviewing notes). Specific written assignments will be compiled by the homeroom teacher and given to the student when he or she returns to school.

*(Cinnaminson School Board Policy #2330)*

## **Helpful Homework Hints for Parents**

- ✓ Check your child's book bag, assignment book, and folders each evening to ensure you see what your child's tasks are and when they are due.
- ✓ Initialing or signing the assignment book nightly helps teachers to see if homework has been checked. The assignment books also provide an effective way to communicate short messages or questions to and from the teacher.
- ✓ Keep a ready supply of homework materials on hand for your child to use. A plastic container or box holding pencils, erasers, sharpeners, crayons, glue, a dictionary, tape, etc. is necessary.
- ✓ Try to encourage a regular homework routine. Set a time suitable to both you and your child for the completion of homework tasks. Structure the study time so that he/she knows how much study time you expect. Help older children to develop a regular study schedule.
- ✓ Choose a quiet, well-lit place for your child to work. To help foster concentration, avoid working near the television, telephone, stereo, video games, etc.
- ✓ Don't take over your child's tasks. Oversee assignments, ask questions, offer suggestions, but avoid doing the research, writing the solutions, or telling your child what to do. Building independence and responsibility is crucial to a child's academic growth. Let your child know that homework is his/her job. Tell him/her you can help, but you won't do the work!
- ✓ Be positive about the task at hand. Avoid negative comments that may affect your child's attitude towards school or homework tasks. Talk to your child's teacher if you have any questions or concerns.
- ✓ If your child has a good reason for not completing a homework task, send a short note to the teacher to explain.
- ✓ Limit after-school activities to allow time for both homework and family activities.
- ✓ Praise your child's efforts. If questions arise about the assignments, and your child asks for help, ask him or her questions or work through an example rather than simply providing the answer.

## **Report Card Conferences**

The following dates have been established for parent/teacher conferences for the 2025-2026 school year:

**1st Trimester: December 3, 4\* & 5**

**2nd Trimester: March 18\* & 19**

\*Evening Conferences will be held from 5:30-7:30 PM.

Afternoon Conferences are held from 1:30-3:30 PM.

These days, as indicated on the school calendar, are single-session days. Parents/guardians may choose to request a virtual or in-person conference. Additionally, you may call anytime during the school year to make an appointment to speak with teachers. Every effort will be made to accommodate requests.

## **RELATED SERVICES FOR STUDENTS**

### **Title I - Basic Skills Support (BSIP)**

Rush School offers additional support programs designed to help improve the basic skills of students who have fallen below State or District minimum standards in the areas of literacy and mathematics. These services are mostly supplemental to the general education program, with the exception of one class per grade level for our students who are in need of intensive math support. Both district benchmark assessments and state testing results, along with teacher recommendations, are used to determine placement in these services.

### **Intervention & Referral Services / Section 504 Team (I&RS)**

#### **I&RS Team**

The major function of the Intervention and Referral Services Team is to design and recommend interventions for general education pupils experiencing difficulties in their regular classes.

The composition of the Intervention and Referral Services is the building principal or a designee with administrative authority to implement the decisions of the committee, at least two regular education teachers, a school counselor, a special education teacher, and a member from the Child Study Team. After analyzing the various educational needs and concerns brought to the attention of the I&RST regarding individual pupils, the committee will develop intervention strategies and action plans.

Student referrals to the I&RS Team may be made by staff members and/or the student's parents/guardians to Mrs. Taylor Igboin, our I&RS Team building coordinator.

#### **Eligibility Under Section 504 Team**

Children with disabilities may be eligible for special education and related services under Section 504. That's because Section 504's definition of disability is broader than the IDEA's definition. To be protected under Section 504, a student must be determined to:

- have a physical or mental impairment that substantially limits one or more major life activities; or
- have a record of such an impairment; or
- be regarded as having such an impairment.

Section 504 requires that school districts provide a free appropriate public education (FAPE) to qualified students in their jurisdictions who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of the disability. Under Section 504, FAPE means providing regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met.

As explained in Protecting Students With Disabilities: Frequently Asked Questions About Section 504 and the Education of Children with Disabilities:

What is a physical or mental impairment that substantially limits a major life activity?

The determination of whether a student has a physical or mental impairment that substantially limits a major life activity must be made on the basis of an individual inquiry. The Section 504 regulatory provision...defines a physical or mental impairment as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or any mental or psychological disorder, such as intellectual disability, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The regulatory provision does not set forth an exhaustive list of specific diseases and conditions that may constitute physical or mental impairments because of the difficulty of ensuring the comprehensiveness of such a list.

Major life activities, as defined in the Section 504 regulations...include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. This list is not exhaustive. Other functions can be major life activities for purposes of Section 504. In the Amendments Act...Congress provided additional examples of general activities that are major life activities, including eating, sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating. Congress also provided a non-exhaustive list of examples of "major bodily functions" that are major life activities, such as the functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions...the Section 504 regulatory provision's list of examples of major life activities is not exclusive, and an activity or function not specifically listed in the Section 504 regulatory provision can nonetheless be a major life activity.

Please contact Mrs. Taylor Igboin, our School Counselor and 504 Coordinator, for more information.

### **Special Education / Child Study Team**

The Cinnaminson Child Study Team evaluates students to determine eligibility for special education services. If you believe your child may have a disability which adversely affects his or her educational performance, and you think your child is in need of special education services, please contact the School Counselor, Mrs. Taylor Igboin, at Rush School regarding the referral process for special education.

### **Project Challenge (PC)**

Project Challenge has been developed to help meet the needs of students who have special academic abilities or who have displayed the potential to be creative and to think productively. Children meet with the Project Challenge teacher, in small groups and at scheduled intervals, throughout the year. Selection is based upon an evaluation process that includes standardized testing scores, report card grades, and specific inventories.

*(Cinnaminson School Board #2464)*

### **Counseling Services**

The School Counselors, Mrs. Taylor Igboin and Mrs. Krista Forcier, are available for all students who wish to talk over any problems that may arise. In addition, class visitations are scheduled by the counselors during the course of the year, for the purpose of student education in the areas of anti-bullying and social-emotional health. On occasion, the school counselor will initiate individual sessions by contacting the classroom teacher and/or parents.

Parents wishing to meet with a school counselor may call 829-7778 ext. 5890 to schedule an appointment.

A current list of community-based health and social service provider agencies available to support a student and the student's family can be found on the school website, under the heading "**Counseling & Mental Health Resources.**"



## **ANNUAL SCHOOL EVENTS & PROGRAMS**

### **Library**

Your child will have the opportunity to borrow a book or books from the library. Children will be encouraged to locate their books using our computerized card catalog system. Books must be returned on the due date assigned. Students who lose text or library books, and/or equipment shall be charged according to Administration Regulation #5513.

### **Book Fair**

The Rush School library sponsors a fall book fair, where students may purchase books and other items. We are always in need of volunteers to assist in running the book fair. Please contact Mrs. Willett, our school librarian, for more information.

### **Clubs & Intramural Sports Program**

Rush School students have an opportunity to join a variety of after school activities including intramural sports programs, which are listed below. Enrollment is limited for the safety of the students. A student participating in one of the intramural programs may be excluded from the activity due to inappropriate behavior and/or has received a discipline referral.

- Advanced Band
- Advanced Choir (audition required)
- Art Club (Grade 5 only)
- Crazy 8's Math Club
- Creative Arts Club
- Drama Club (Grade 5 only - audition required)
- Ecology Club (Grades 4 & 5 only)
- ERS News Club (Grade 5 only)
- Flag Football (Fall - All grades)
- Floor Hockey (Winter - All grades)
- Music Makers
- Rush Fiddlers
- Rush Runners (3rd Grade - Fall, 4th Grade - Winter, 5th Grade - Spring)
- Student Council
- Unity Club
- Wiffle Ball (Spring - All grades)
- Yoga and Mindfulness

### **Instrumental Program**

Students have the opportunity to learn to play a band or string instrument and share in the excitement of eventually performing for family and friends. A registration form will be sent home so that interested students may sign-up for the instrument of their choice. Please contact Mr. Adams or Mr. Hercock (829-7778, ext. 5940) with any questions.

### **Outdoor Education Program**

Our one-day Fourth Grade and two-day Fifth Grade outdoor education programs take place at Camp Ockanickon in Medford. These programs offer students the opportunity to gain greater knowledge and appreciation for the outdoors. A student may be excluded from participating in this activity due to inappropriate behavior during the school year.

## **LUNCH & STUDENT NUTRITION**

### **Lunch Price: \$2.90 (\*subject to change)**

Each month, a lunch menu will be posted on the school website. The menu can also be found in the Parrot Post newsletter. The menu will also be available to view on our website: [ers.cinnaminson.com](http://ers.cinnaminson.com). A student may charge his/her lunch if money has been forgotten, but **the charge must be paid the next day**. If you believe your family may qualify for free/reduced lunch or has in the past, please complete the 2025-2026 Application for Free and Reduced School Meals by October 3, 2025. This application can be found on our [district website](#) > Food Services.

- ❖ **In an effort to provide a safe environment for our students with severe food allergies, sharing of food is NOT PERMITTED at lunchtime.**

Please keep in mind federal and state guidelines that have been adopted by our School Board stating that empty calorie foods such as soda, chewing gum, and candy are not sold or distributed during the school day. Therefore, if you elect to pack lunch for your child, please adhere to the guidelines indicated and, as always, we look forward to your cooperation in promoting healthy eating habits for your child.

**Students who incur a negative balance of \$10 or more will be contacted by school personnel to make arrangements for payment. Once a student has a negative balance, they will not be permitted to purchase snacks.**

If you have any questions about the lunch program, please contact the Food Service at 856-829-7770 ext. 2817.

### **“Lunchtime” School Payment Portal**

Cinnaminson Township Public Schools will be using the LunchTime School Payment Portal this school year for parents to deposit money to students’ lunch accounts. The LunchTime Portal also gives you the opportunity to track purchases, create reminders and set up automatic payments. Below is a guide to setting up your student’s account. If you do not want to pay online and would like to continue sending in cash or check with your student, you are still able to create a username and password to track your students’ purchases and see how much money is on the account.

**For the 2025-2026 school year, we strongly encourage all parents (even if you do not prepay for your student’s meal account) to create an account at no cost through [www.schoolpaymentportal.com/](http://www.schoolpaymentportal.com/)**

To sign up, simply visit: [www.schoolpaymentportal.com](http://www.schoolpaymentportal.com) and click on “Create Account.” You will need your student’s ID number to complete registration. **Once you finish registration, you may log-in to begin managing your student’s meal account instantly!**

### **Food Allergies**

For students with food allergies which prohibit them from eating or being exposed to certain foods, there will be “allergy tables” set aside in our cafeteria. Additionally, we have designated classrooms on each grade level that are “Nut-Free” as that is typically the most-widely common food allergen.

If your child suffers from a food allergy, please contact Mrs. Palma, our school nurse, so that a plan may be put in place to best address your child’s needs.

### **Nutritional Guidelines**

In an effort to promote good health among all students, the New Jersey School Nutrition Policy, which has been adopted by the Board of Education, states the following may not be served, sold, or distributed anywhere on school property at any time before the end of the school day:

- No item listing sugar in any form as the first ingredient
- No candy
- No more than eight grams of total fat per serving
- No more than two grams of saturated fat per serving

Please be advised, when sending food in to be shared by your child’s class, we ask for your cooperation in providing healthy snacks. Also, due to increasing numbers of students with life-threatening allergies, no peanuts or peanut products are permitted to be sent into school for shared classroom treats.

Food and beverages served during special school celebrations or during curriculum-related activities may be exempt from this policy.

## **SCHOOL & DISTRICT POLICIES**

### **Cell Phone & Personal Technology Use**

The use or possession of any electronic devices, including smart watches, iPads, and hand-held games as well as unauthorized use of cellphones during the school day is prohibited. Students who bring these items to school and/or use them inappropriately, or without permission, will have them confiscated by the staff and risk disciplinary action. **If a student carries a phone or wears a smart watch, it must remain in their bookbags for the entire day, from the time they board the bus in the morning until they exit the bus in the afternoon.** N.J.S.A. 2C:33-19 N.J.A.C. 6A:16-5.8 In accordance with state laws, any instance of transmission of explicit or inappropriate images or text by any electronic means may result in police contact.

### **Drugs and Alcohol**

Any student found in possession or under the influence of alcohol or other drugs, or has used or consumed the same, will be suspended from school.

*(Cinnaminson School Board Policy #5530)*

### **Parking Lot Rules**

A parking space has been reserved for disabled visitors. This space is marked and located in the front of the building. **PLEASE DO NOT PARK IN THE HANDICAPPED PARKING AREA.**

As visitors approach the school, they are to park in the parking area to their right. Upon entering the parking lot, stay to your right and proceed in a counterclockwise movement to find a parking spot.

Due to the limited number of parking spaces, when chaperoning school trips, please park on one of the streets adjacent to the school. Be sure to abide by the signs that are posted.

The playground area to your left as you approach the Eleanor Rush Intermediate School is closed to any vehicular traffic while school is in session.

### **Party Invitations**

In order to avoid hurting a child's feelings, we are requesting that invitations to parties be mailed home and not given to students in class unless the entire class is invited.

### **Personal Property/Items**

Students should refrain from bringing personal property which is not required for our instructional program into school or on school buses. This includes toys, sports equipment, games, electronic devices, valuables, excess money, jewelry, etc. If it becomes necessary to bring such items to school, they should be brought to the office where the items will be secured safely. Teachers will confiscate these unauthorized items and parents will be required to retrieve them at school. **The loss of property or restitution of any lost items is not the responsibility of the school district.**

**Absolutely no toy replicas of guns or other weapons are allowed on the bus or school property.** Any student found to have brought these types of items will be addressed through the discipline process.

### **Physical Education Policy**

Participation: All students are required to take physical education. Any student who wishes to be excused from physical education class should present a parent note to their classroom teacher which will in turn be taken to the nurse prior to PE class. The nurse will then notify the PE teacher of this excuse. We would ask that the note specify if your student should be partially excused or totally excused from class.

If a student requests to be excused from class without a note, we will send that student to the nurse for an evaluation and honor the nurse's decision.

If a student is excused from Physical Education class two or more times, the Physical Education teacher may call home to discuss this situation and a parent-teacher conference may be requested. A note from a medical doctor may also be requested.

Recess: To assure the safety of students, we will apply the same restrictions as the excuse note specifies. If a student is totally excused from PE class, then the student will not participate in recess. If a student is partially excused from class, we will notify the recess supervisor to limit the student's activity.

Proper dress: On the day of Physical Education class, the students are asked to wear loose fitting clothing which permits movement. **Sneakers are required.**

### **Prohibited Items**

No weapons of any type are permitted on school grounds or on the bus. This rule includes all types of firearms, explosives, knives (including penknives), martial arts equipment, and any other item that could be classified as a weapon, **including** any toy replicas. Furthermore, no object may be used to intimidate or threaten other students. Students who violate this rule will be subject to disciplinary action and possible suspension.

*(Cinnaminson School Board Policy #8467)*

### **Pupil Records**

Access to pupil records will be available only to the pupil's parent(s) or legal guardian(s), the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by the rules of the State Board of Education. An authorized person must make the request for records access in writing using a district approved form. The nurse should be contacted for medical records review. The Coordinator of Student Services will schedule academic records review. Discipline records may be accessed by contacting the Principal's secretary. Every parent, except as prohibited by state and federal law, shall have access to school records and information pertaining to his/her unemancipated child, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent.

An authorized person may request a photocopy of all or a portion of that part of the pupil's record to which the reviewer has been granted access. Copies will be made by the district personnel for a fee equal to that charged for copies of the public records of this district, except that the fee may be waived for a parent(s) or legal guardian(s) or adult pupil who, in the judgment of the custodian of the record, might otherwise be prevented from exercising his/her rights of access and appeal under rules governing access to pupil records and the due process rights of disabled pupils.

*(Cinnaminson School Board Policy #8330)*

### **Pupil Supervision/After-School Dismissal**

If your child is to remain after school to assist a teacher, written notification must be given by the parents and the teacher.

If your child does not return home from school at the normal time and it is **before 4:00 PM**, please call the Rush School office at 829-7778. After 4 PM, please call the Transportation Coordinator at 829-8812 ext. 2878 or 2883.

Please be informed that for the safety and security of students and staff, Rush School will be closed at 4:00 PM each day. Therefore, no one will be permitted to enter the building to retrieve forgotten books or schoolwork. Even if you and your child are here for an evening community activity, such as community basketball, cheerleading, etc., the custodians have been directed to not unlock any classroom door.

### **School Phone Usage**

In order to promote self-responsibility, as well as avoid unnecessary disruptions during instructional time, we are requiring students to come to school prepared with homework, assignment books, appropriate clothing for recess/physical education class, instruments, etc. Permission to call home will be granted for the following situations:

#### **Dismissal**

- The student is unsure of his/her dismissal procedure. Please note that students are not permitted to change buses.

#### **Lunch**

- The student requires a special diet and cannot charge lunch.

#### **Medication**

- The student will see Mrs. Palma, our school nurse, to determine if medication is necessary.

Additionally, we are aware that many students may have their own personal phones. It is our policy that students may not use their

phones while on school property, **including while on the bus**. Students who bring their cellphones to school should keep them off and in their book bags, unless allowed by the teacher to use them for an educational activity. We thank you for your cooperation in promoting self-responsibility for your child.

### **Sexual Harassment**

The Cinnaminson Township School District has made a commitment to provide a learning and working environment free from sexual harassment of any nature whether verbal, written, or physical. Such conduct on the part of any student or employee will be subject to disciplinary action and possible suspension. (*Cinnaminson School Board Policy #5751*)

### **Smoking**

Cigarettes, cigars, and any other form of tobacco are not permitted on school grounds. Anyone who violates this rule will be subject to disciplinary action.

(*Cinnaminson School Board Policy #5533*)

### **Student Dress**

- All school attire must be neat, clean, modest and safe.
- Apparel should not be sheer, brief, low-cut or revealing above or below the waist. Extremely short shorts and midriff shirts are not permitted.
- Students must not wear head coverings anywhere in the building (exceptions made for religious requirements and on spirit days). All head coverings are to be removed upon entering the building.
- Graphics that are suggestively obscene or offensive are prohibited on any garment.
- At no time will any clothing that is soiled or defaced be permitted. This rule will apply regardless of clothing or style.
- All footwear must be secured to the foot and not be considered beachwear, such as flip-flops, sandals, or slides. Sneakers **MUST** be worn for physical education classes and are encouraged to be worn daily as students run and play during recess.
- Personal grooming should be done at home or in the appropriate areas. Students should maintain a neat, clean, and well-groomed appearance at all times.
- Any student attending a school function will not be permitted to attend unless properly attired. Proper attire would be considered the school dress code unless otherwise noted.

### **Student Photographs**

Throughout the school year, students may be videotaped or photographed during certain activities and articles may be written about the students participating in these activities. The video, pictures and/or articles may be broadcast on television and/or published in the newspaper. Parents/guardians are required to complete a "Video/Photograph Release Form" on the Genesis Student Portal in September.

### **Student Safety**

In the event that a student poses a threat to him/herself or others, he/she will be referred to a psychiatrist for evaluation. The student will be considered for re-entry by the administration only when a full report is received from the psychiatrist. The administration may consult the Intervention and Referral Services (I&RS) Team regarding its decision. In addition, students who pose a threat to others will also be subject to the discipline code.

### **Visitor Pass Procedure**

The staff at Eleanor Rush Intermediate School pride ourselves with the open lines of communication that we have between parents and teachers. All parents and guardians are welcome to visit our school. For the safety of all children at Eleanor Rush Intermediate School, we ask for your cooperation in following the Visitor Pass Procedures listed below. You will always need a drivers license or legal identification in order to enter the building.

1. Our school office is open from 8 AM to 4 PM. During these hours, you should go to the entrance at the front of the building under the canopy and press the buzzer for entrance into the school. Once inside the security vestibule, you must sign-in and receive a visitor's pass ***before*** walking through the building. The sign-in process may be done electronically or by hand. Please have your driver's license readily available.
2. When you choose to visit with your child's teacher, you are reminded to make an appointment to be sure the teacher is available and has no other school obligations. **Teachers are not to be interrupted during instructional time.**

3. Unless other arrangements have been made, parents who accompany classes on field trips are required to sign in at the office prior to the trip. This provides the school with information regarding your whereabouts in the event you need to be contacted.
4. During a class party or function for which you have been invited, you will sign-in in the lobby and be given a visitor's pass to enter the building.
5. At dismissal time, parents of walkers are asked to wait at the corner of Wynwood and Buttonwood Avenues until all buses have left the property. Once buses are gone, you may walk or drive down to the mail office. Walkers are also able to meet you at the corner for pick-up.
6. When delivering lunches, treats, forgotten books, large projects, etc., please bring them to the office. Your child will be called to the office to pick up the delivered items. Please refrain from dropping off items before 9:00 AM and after 2:45 PM.

❖ **All District School Board Policies are on the District web-site for your review.**

❖ **PLEASE NOTE: DUE TO THE PRINT DEADLINE REQUIRED FOR PUBLICATION OF THIS HANDBOOK, ALL *DATES*, *TIMES*, *PRICES*, AND *POLICIES* ARE SUBJECT TO CHANGE.**

# INDEX

## Eleanor Rush Intermediate School CONDUCT REPORT

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Today's Date \_\_\_\_\_

Reporting Staff \_\_\_\_\_ Teacher \_\_\_\_\_ Date of Incident \_\_\_\_\_ Time \_\_\_\_\_

The Discipline Code at Eleanor Rush School is based on the following school-wide expectations. The checkmark indicates the school expectation that was not met. Please assist us in helping your child understand the implications of their actions and the related consequences.

- ☐ **Take Care of Yourself** - I will do what I am expected to do and be accountable for my actions. I will try my best in all academic and social areas.
- ☐ **Take Care of Each Other** - I will use good manners and treat others in a way that I would like to be treated. I will be kind, express gratitude, forgive others, and help those in need.
- ☐ **Take Care of Rush Intermediate School** - I will respect school property and do my best to keep Rush School a safe and clean place to learn.

### Reason(s) for Referral:

- |   |  |
|---|--|
| <input type="checkbox"/> Insubordination/Disrespectful                        | <input type="checkbox"/> Disruptive Behavior                       |
| <input type="checkbox"/> Offensive Verbal/Nonverbal Language                  | <input type="checkbox"/> Running Inside of Building                |
| <input type="checkbox"/> Throwing Objects                                     | <input type="checkbox"/> Cheating/Stealing                         |
| <input type="checkbox"/> Physical Contact (pushing, touching, pinching, etc.) | <input type="checkbox"/> Unauthorized use of Cell Phone/SmartWatch |
| <input type="checkbox"/> Physical Aggression/Fighting (bodily harm)           | <input type="checkbox"/> Misuse of Chromebook                      |
| <input type="checkbox"/> Destruction of Personal or School Property           | <input type="checkbox"/> Other: _____                              |

### Description:

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### Staff Action Prior to Administrative Referral:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Conference with Student    | <input type="checkbox"/> Parent Contact          | <input type="checkbox"/> Previous Warning  |
| <input type="checkbox"/> Consulted Counselor        | <input type="checkbox"/> Behavioral Intervention | <input type="checkbox"/> Loss of Privilege |
| <input type="checkbox"/> Removed Student from class | <input type="checkbox"/> Redirected student      | <input type="checkbox"/> Other: _____      |

### Administrative Action:

- |   |   |
|---|---|
| <input type="checkbox"/> Administrative Conference with Student | <input type="checkbox"/> Administrative Conference with Parent(s) |
| <input type="checkbox"/> Guidance Referral                      | <input type="checkbox"/> Student Think Sheet                      |
| <input type="checkbox"/> Loss of Privilege / Special Event      | <input type="checkbox"/> In School Suspension                     |
| <input type="checkbox"/> Recess Denied                          | <input type="checkbox"/> Out of School Suspension                 |
| <input type="checkbox"/> Before/After school Detention          | <input type="checkbox"/> Other: _____                             |

Date(s) to serve (if applicable): \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

## ERS THINK SHEET

1. The reason I received a conduct report is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. My choice affected me by: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Did your choice affect others? If yes, complete #4. If no, skip to #5.

4. My choice affected \_\_\_\_\_ because:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Two other choices I could make next time are:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Student Signature: \_\_\_\_\_