



Parent/ Guardian Manual

Oakland Campus

2019-2020

Most recent revision: 9/23/19



Table of Contents

Section One

School Policies / Procedures

Welcome Letter from Executive Director	Page 5
Welcome Letter from Principal	Page 5
Learning Program	Page 5-6
STEP	Page 6
Academic Syllabus	Page 7
Enhanced Curriculum Programs	Page 8
Therapy Services	Page 9
Therapeutic Consultative Services	Pages 9-10
Therapy Participation Clearance	Page 10
School Supplies	Page 10
Snack and Lunch	Page 11
Trips	Page 11
Walking Trips	Page 11
Photo Policy	Page 11
Birthdays	Page 12
Home & School Communication	Page 12-13
Visits and Observations	Page 13
Social Work Services	Page 13-14
Home School Association	Page 14
Development and Marking Development	Page 14-15

Section Two

Security Policies / Procedures

Student Security	Page 17
Emergency Drills	Pages 17
Release of Students	Page 17-18
Emergency Closings / Delayed Openings / Early Dismissal	Page 18

Transportation	Page 18-19
Child Abuse and Neglect	Page 19
Harassment, Intimidation and Bullying	Page 19-20

Section Three

Medical, Health and Safety Policies / Procedures

Introduction to Health Services	Page 22
Emergency Information	Page 22
Immunizations	Page 22
Height and Weight Measurement	Page 22
Administration of Medication / Specialized Health Treatments	Page 23
Seizure Disorder / Administration of Diastat	Page 23-24
Policy on Allergen Management	Page 24
Emergency Response	Page 25
Allergic Reactions in the School Setting	Page 25
Communicable Disease Policy	Page 25-26
Medical Clearance to Return to School / Therapy	Page 26-27
Restrictions for Activities and Therapies	Page 27
Universal Precautions	Page 27
Animal Encounter	Page 28
Oral Hygiene Program	Page 28
Sensory Experiences	Page 28
Sensory Materials	Page 29-30
Contact Information	Page 31

Our Mission

Enhancing the lives of children and young adults with special needs, and their families, by providing an enriched educational, therapeutic and supportive environment.

Our Vision

Fulfilling the potential of all people with special needs.



Parent/Guardian Manual Section One

**Program Overview
and
School Policies /Procedures**

Executive Director's Welcome

We are very happy to have you and your child as a part of our CTC Academy family! Our goal is to provide your child with a safe, healthy and enriched environment to promote and support their educational, therapeutic and social development. We are also here to support you in the joyous and serious task of raising your child. Working together, we can set your precious child on the road to a happy and successful experience at CTC Academy and beyond! Thank you for your cooperation and support!

Most sincerely,

Ken Berger, Executive Director

Principal's Welcome

Welcome! It is a privilege to serve as Principal of CTC-Oakland and work with such an outstanding staff and special group of students. As I walk through the school, I observe our students interacting with each other, working hard, and learning new skills. Each student shares his/her unique gifts and talents which makes CTC-Oakland a dynamic learning community.

Please take some time to review this parent/guardian manual, which contains important information regarding your child's experience at CTC Academy-Oakland. If you would like to discuss any information in this manual or have any question or concerns, please feel free to email me at wpresutti@ctcacademy.org or call at 201-612-5677.

Together...we make great things happen!

Sincerely,

William N. Presutti, Principal, CTC-Oakland

Learning Program

The CTC Academy is a full-day school program. Student hours are 8:45am-2:45pm, Monday through Friday. Please refer to our school calendar for planned school closings and early dismissal dates.

We serve diverse learners with multiple and varying disabilities. The focus of our instruction program is to enhance students' individual strengths while fostering innovative learning techniques that promote autonomy and success. Each student's learning program, driven by his or her IEP (Individualized Education Program), is unique and collaboratively developed by the professional team of teachers and therapists in conjunction with the child's parent(s) or guardian(s).

Assistive Technology is infused throughout the program, as both a teaching method and a tool, to increase and promote communication. Our creative education program reflects our commitment to ensure that each and every student reaches his or her fullest potential.

Program Features:

- Small class sizes with a high student to staff ratio - equipped with specialized equipment and furniture adapted for the unique needs of our students
- Specialized curriculum that supports differentiation and a comprehensive school syllabus
- Extended Full-Day School Year Program (Summer Program)
- Therapeutic services based on the student's IEP (Individualized Education Program)- including occupational therapy, physical therapy and speech therapy (all speech therapists are trained in feeding therapy)
- Consultative and specialized services for our students (including: orthotics/equipment clinic, physiatrist clinic and services of both a full-time school psychologist and a social worker)
- Toileting and hygiene program
- Specialized nursing team headed by a New Jersey Certified School Nurse and consulting physician

STEP **18-21 year olds** **(Student Transition and Education Program)**

The mission of STEP is to successfully transition students from school to adult life by connecting them to opportunities and supports that foster their full participation in the community. This is accomplished through the following:

- Real-world experiences that align with the student's IEP goals
- Social skills development, including weekly social groups that foster:
 - Problem solving
 - Decision making
 - Self-advocacy
- Vocational experiences both in and out of the school environment
- Employability skills and strong work habits
- Activities of Daily Living
- Weekly community based instruction trips
- Leisure activities aligned with physical education, music, yoga and martial arts classes
- Increased independence in all areas



2019- 2020 Academic Syllabus

End of Program Demonstrations: MOVE and Martial Arts / End of Program Show: Dance

Elementary: 4 Classes

Academic Subjects: <ul style="list-style-type: none"> • Language Arts- 4x a week • Math- 4x a week • Science- 2x a week • Social Studies- 2x a week • Life Skills/ADL's 5x's a week • Morning Meeting- 5 x's a week 	Non-Academic Courses: <ul style="list-style-type: none"> • Semester: Physical Ed (2x week) or Physical Ed (1x week) Health (1x week) • All Year- Music (1x week) 	Elective: 1x week <ul style="list-style-type: none"> • MOVE • Yoga (1x week) • Dance (Tuesdays) Field Trips: 2 x a year	Clubs: <ul style="list-style-type: none"> • Social Group (Tues/Thurs 12:30-1:00 8 week rotation)
--	---	--	--

Middle School: 3 Classes

Academic Subjects: <ul style="list-style-type: none"> • Language Arts- 4x a week • Math- 4x a week • Science- 2x a week • Social Studies- 2x a week • Life Skills/ADL's 5x's a week • Vocational Studies- 5x a week • Homeroom- 5x a week 	Non-Academic Courses: <ul style="list-style-type: none"> • Semester: Physical Ed (2x week) or Physical Ed (1x week) Health (1x week) • All Year- Music (1x week) 	Elective: 1x a week <ul style="list-style-type: none"> • Yoga (1x week) • Horticulture (Rotating Wed) • Social Group CBI Electives: <ul style="list-style-type: none"> • School Store (2x month- Mon) • CBI Trips (5 a year-2 field trips and 3 CBI) 	Clubs: <ul style="list-style-type: none"> • Leisure Clubs* • Fri 1:30-2:15pm • Five week rotation
---	---	--	---

High School: 3 Classes

Academic Subjects: <ul style="list-style-type: none"> • Language Arts- 4x a week • Math- 4x a week • Science- 2x a week • Social Studies- 2x a week • Homeroom- 5 x's a week • Vocational/Life Skills 5x a week 	Non-Academic Courses: <ul style="list-style-type: none"> • Semester: Physical Ed (2x week) or Physical Ed (1x week) Health (1x week) • All Year- Music (1x week) 	Elective: <ul style="list-style-type: none"> • Martial Arts (Wed) • Yoga (1x per week) • Social Group CBI Electives: <ul style="list-style-type: none"> • Snackers Bar (1x week- Mon.) • Smoothie Bar (1x a week- Fri) • CBI Trips (1x a month) 	Clubs: <ul style="list-style-type: none"> • Leisure Clubs* • Fri 1:30-2:15pm • Five week rotation
--	---	---	---

Clubs: Fitness, Cooking, Music/ Photography, Craft Club, Life Skills, Games, Culture Club, Dance

Enhanced Curriculum Programs

All Enhanced Curriculum Programs are collaboratively developed and implemented by our therapy team members and our special education teachers. Each program is designed to foster opportunities that motivate students to work on their independent therapeutic goals.

Adapted Physical Education: The physical education program provides experiences through adapted sports and physical activities fostering independence, communication and sportsmanship.

Visual/Performing Arts : The visual/performing arts program is a therapeutically designed enrichment experience combining music, movement and socialization which encourages each student to perform to his/her greatest ability. The culminating activity is a performance.

Let's MOVE: The "Let's MOVE" program is a collaborative effort by our adapted physical education teacher, a physical therapist and an occupational therapist who are dedicated to providing purposeful movement experiences to students of all abilities. The program incorporates gymnastic and sensory opportunities that allow students to work on strengthening and independence goals.

Yoga: The yoga program provides our students with an opportunity to ready themselves for learning while empowering them to be an active participant in their own growth and development. Yoga practice may promote improvement in areas such as strength, flexibility, and overall sense of well-being.

Music Education: The music education program utilizes a music therapy framework to enhance social, cognitive, communication and motor abilities. This program offers meaningful musical experiences using instruments, rhythm, singing, listening and performing. Students work on skills reflected in the NJ Student Learning Standards.

Therapeutic Swim: The therapeutic swim program allows our students to work on gross motor skills in a pool setting with a therapist. The water offers support to the entire body allowing our students to move more freely and easily while performing exercises and gross motor activities. This program require additional medical clearance.

Martial Arts: The martial arts program is led by an expert in martial arts who has extensive experience working with students with special needs. Each spring, an EXPO is held for students to demonstrate the skills they learned.

Leisure Clubs: The leisure clubs provide opportunities for our students to socialize with peers while participating in activities that are developed to encourage communication skills and fun. These clubs give our students opportunities to explore activities that increase their awareness of personal interests and talents.

Social Groups: All classes participate in social groups led by the school psychologist. The goals for each group are developmentally appropriate for their grade/age span.

Therapy Services

CTC Academy offers physical, occupational, and speech therapy as well as assistive technology. The frequency and duration of therapies is defined in each student's IEP. Therapists work together with teachers in order to define optimal treatment plans and goals.

Each family will receive a copy of their child's therapy schedule at Back to School Night. The schedule may change during the year for various reasons. Therapy sessions are "made up" only when a therapist misses a session. If a student is absent or arrives late/leaves early when a therapy session is scheduled, the session is not mandated to be "made up". Therapy sessions are also not mandated during special school events such as assemblies or when students are out of the building on field trips. Therapists will, at times, see students in advance for a session, if they know they will be missing a session at a future date. IEP meetings, vendor appointments and clinics are all considered therapy sessions, if the therapist working with the student is in attendance. The therapists keep detailed records of sessions to ensure all sessions are delivered in accordance with the student's IEP. Parents are welcome to observe their child's therapy sessions or to participate in parent training by appointment. Please contact your child's therapist to make an appointment.

Therapeutic Consultative Services

Physiatry Clinics: Physiatry clinics are conducted three times per year (Fall, Winter, Spring). The purpose of these clinics is to provide consultation services to staff and parents regarding the student's therapy program, review orders/prescriptions for adaptive equipment, prescribe hand splints, and check the fit of orthotics/braces. Parents/guardians are required to be present at the scheduled clinic. Appointments are scheduled approximately 2-4 weeks in advance of the upcoming clinic. Parents/guardians can request that their child be seen for clinic by contacting their child's treating therapist(s). We respectfully ask parents/guardians who need to cancel a scheduled clinic to please give at least 24 hours' notice so that the schedule can be revised in advance. A written summary of the physiatry clinic is provided by the consulting physiatrist and is forwarded the child's therapy team as well as the parent/guardian.

Orthotic Clinics: Orthotic clinics are conducted several times per month. With a prescription from a treating physician, a licensed and certified orthotist is available to fabricate orthotics for upper or lower extremities and/or the trunk, to promote proper body alignment, to provide a gentle stretch for tight muscles, to assist with weight bearing and standing, and/or to facilitate functional movement. The orthotist works closely with your child's occupational and/or physical therapist during the clinic visits. Parents/guardians are invited to attend clinics. Requests for Orthotic clinic services should be scheduled with your child's treating therapist(s).

Equipment Clinics: Equipment clinics are conducted several times a month with a variety of durable medical suppliers to assist parents/guardians with ordering adaptive equipment. During these clinics our Equipment Coordinator will work closely with you, your child's therapy team and a durable medical supplier to choose the appropriate type of equipment. When your child is in need of new adaptive equipment, please discuss this issue with your child's treating therapists to gain their input. When it is determined that new equipment is needed, either you or your

child's treating therapists can request an appointment. Updated insurance information and a copy of your most recent insurance cards are necessary in order to verify your coverage for durable medical equipment. The Equipment Coordinator will send your insurance information to a durable medical supplier before setting up an appointment for a seating evaluation. Parents/Guardians are required to attend this initial evaluation.

Therapy Participation Clearance

To ensure best practices with the safety of our students in mind, CTC Academy requires annually completion of a Therapy Participation Medical Clearance Form. This form needs to be printed, completed and signed by your medical provider. If this form is not returned to CTC by the designated date, your child may not receive therapeutic services until it is fully completed and returned. A copy of this notice is also sent to your District Child Study Team Case Manager.

If at any time during the school year, concerns regarding your child's therapy plan arise, you will be asked to have this form updated by your medical provider. Even when this form is fully completed and returned, the CTC Academy may choose to withhold therapy services if a situation arises where the professional staff deem therapy to be detrimental to your child. In the event that therapy services are withheld, a meeting will be scheduled to discuss the concerns with you.

School Supplies

In order to support your child's learning program, we require supplies, some of which may be left at school and some of which will go back and forth daily. In addition to the items listed below, teachers and therapists may request items throughout the school year to support your child's learning experiences. ***Please label all items that are sent to school with your child's name***

Items to be Left at School:

- Diapers and Wipes
- Grooming /Hygiene Supplies – as your child needs or as teacher / therapist requests
- Additional Clothing – which may need to be changed seasonally, including shirts, pants, socks, undershirts, underwear. Clothing should be comfortable and appropriate to support active play and movement throughout the school day.

Items to be Brought in Daily:

- Lunch Box (with snack and lunch) – CTC Academy has refrigerators, blenders, toasters and microwaves available to assist with food preparation. If anyone in your child's class has any specific food allergies, you will be notified
- Daily Communication Book
- Backpack

Snack and Lunch

Nutrition is a vital component in keeping your child healthy. CTC Academy recommends that you pay special attention to the food choices you select for your child, striving to create a meal that provides adequate representation from all of the food groups. Also, please pay special attention to foods that may present a choking hazard to your child. Foods such as peanuts, fruit snacks/gummies, popcorn, hot dogs and grapes can easily block the airway. Please do not send these items to school, as we may not allow your child to consume it. In addition, the classroom teacher will also communicate if there is a serious allergy concern within the classroom. Parents are asked not to send any foods containing the allergen. However, if a student, staff member or private duty nurse comes to school with a prohibited product, they will need to eat the food item in a separate classroom, where there are no allergic students. See page 24-26 for more specifics on allergen management.

Trips

Field Trips: Throughout the school year, students are given the opportunity to participate in field trips that are connected to the class curriculum and support learning goals in real world settings.

Community-Based Instruction Trips: Community-Based Instruction (CBI) is an educational method for teaching daily living skills in real life settings. CBI trips focus on academics as well as opportunities for practicing communication, social and mobility skills in the community. CBI allows students to learn and generalize skills from the classroom into real life situations.

Permission slips describing the activity and informing you of the cost (as applicable) are sent home prior to the trip. **A signed permission slip is required for your child to participate in the experience.** To ensure transportation for your child, we need permission slips returned by the designated date. If permissions slips are returned after the designated date, we cannot guarantee transportation for your child.

Walking Trips

Throughout the school year, students may participate in various walking trips to local business establishments. These trips provide opportunities for our students to work on social and communication goals in the community. There is an annual permission slip that requires a parent's/guardian's signature in order for your child to participate.

Photo Policy

School photographs and class photos are taken once a year. Any photos of our students that will be used for media will only be done with parental consent. Parents/Guardians are welcome to take photographs at school events. However, any photos taken by a parent/guardian which include children other than their own may not be posted on the internet in any format (including Facebook, You Tube, and other social networks).

Birthdays

At CTC, we enjoy honoring and celebrating student birthdays! Please notify your child's teacher a week prior to your planned celebration, so you can coordinate timing and activity.

- Due to classroom logistics, we must limit the number of guests who can participate in the birthday celebration. When you notify your child's teacher, please inform him or her of the number of attendees you will be requesting to attend.
- Due to the fact that many of our children have allergies, only store-bought food can be used during the celebration.
- Due to allergies, latex balloons are **not** permitted. Mylar balloons are acceptable.
- Due to oxygen use throughout the school, lit candles or open flames are **not** permitted. If you have any questions or concerns, please discuss them with your child's teacher or school nurse.

Home and School Communication

If you have any questions or concerns about your child, we would like to hear from you. If you wish to speak with a staff member, please call (201) 612-5677, and we will be happy to assist by connecting you with the desired staff member. Email is also another efficient way of communicating with teachers and therapists. Each email address is the first initial and last name of the staff member followed by @ctcacademy.org. Communication with teaching assistants should be routed through the classroom teacher. Communication is very important to us. No question is too small or too "silly" to ask. Please keep in mind, our focus during instruction time is your child. When returning a phone call/email, we will make every effort to get back to you as soon as possible during a time that does not interfere with instruction or therapy.

Green Envelope: The Green Envelope email provides weekly updates regarding important information about upcoming events and school activities.

Email Communication: CTC Academy uses "Constant Contact" email blasts to send information to families and staff.

Monthly Academic Calendar: This calendar provides dates for events throughout the school year such as graduation and the annual holiday show. This can be found on the school website and will be sent home in backpacks at the beginning of each month.

Green Backpack <https://ctcacademy.org/parent-portal/>: Please visit our parent portal/Green Backpack on our website for important permission slips, forms and other school information.

Daily Communication Book: We provide each student with a "Daily Communication Book" that should be sent back and forth to school every day. It is here that we will note information

about your child's school day and other important information regarding toileting, hygiene, snack/lunch and more. This is a great place for you to note information about your child for our staff to know such as: how your child slept, toileting and anything else that you consider to be relevant. We will also send home important memos and information about various school functions, so please check backpacks daily.

Parent/Guardian Conferences: Parent/Guardian/teacher/therapist conferences are typically scheduled in November. During our two conference days, students will be dismissed at 12:45 p.m. The first conference day offers afternoon appointments. The second conference day offers evening appointments. Childcare services will be available for your child during his/her scheduled conference time only.

Progress Reports: Progress reports will be sent home three times during the school year in November, March and June. Copies of all progress reports will also be sent to the Department of Special Services from the sending district.

Note About Communication: All communication with school staff must be through official CTC Academy meetings, phone, email or the daily communication sheet. While we recognize the ease of sending a text message or relaying information through a private duty nurse and/or the bus driver, we want to ensure that messages are communicated correctly and appropriately. So we ask that you only use one of the approved methods of communication. Also, our staff is not permitted to use cell phones during instruction time. The purpose of our "no cell phone policy" is to ensure that the focus remains on your child. We would like to thank you in advance for engaging with our staff through the approved methods and procedures that we have set in place.

Visits and Observations

Parents and guardians are welcome to visit and observe their child's program by appointment. If you have any issue scheduling an observation, please contact the school principal.

All visitors are required to report to the front desk upon arrival. You must sign-in and will receive a visitor's badge. All visitors will be escorted to your destination, as well as back to the lobby to sign-out at the end of your visit/observation.

Social Work Services

The mission of our school is not only to provide educational and therapeutic services for our students, but to also further enrich their lives by lending support to their families. We have licensed social workers at both campuses who provide many creative programs that support and nurture our students and their families. Bilingual services in some languages are also available.

Parent/Guardian Time Out: This group was created to provide our CTC Academy parents with the opportunity to talk, share, and learn from one another in a safe, supportive, and caring environment.

Family Education Series: Our educational series provides families with the opportunity to hear professional guest speakers discuss topics related to the needs of their children and their families.

Family Fun Nights: These events are an opportunity for our CTC families to connect socially by having the whole family participate in fun outings and events.

Grandparent/Special Person Day: Annually, CTC Academy hosts a special breakfast at our school to honor grandparents and special people in your child's life. This is an opportunity for them to learn more about your child's school day and program.

Additional Social Work Services: The school social worker provides families with community resources such as workshops, meetings and other events in the community that can give the family practical information and support for day-to-day living. The social worker assists with assessment and referrals to appropriate agencies, including PerformCare, DDD, the Catastrophic Illness in Children Relief Fund, and other community resources. Short-term counseling and referrals for individual, family, and group therapy is available. Guidance and information about the transition into adulthood (SSI/Medicaid) is also provided.

Home School Association

The CTC Academy's Home School Association (HSA) is a forum for parents/guardians and caregivers to work with CTC staff to achieve the common goal of creating a positive experience for each child. We meet periodically to discuss ways we can enhance each child's school experience and how to get involved. Please join with us to make a difference in the education, health, and welfare of our children. **Contact Denise O'Brien** at: The4obriens@optonline.net for further information.

Development and Marketing Development

The CTC Academy, Inc. is a nonprofit organization - tax identification #: 2215-08549 - that enhances the lives of children and young adults with special needs and their families by providing an enriched educational, therapeutic and supportive environment. The Development and Marketing Department of the CTC Academy raises funds and awareness to support non-tuition programs, and the supplemental needs of the school tuition programs (Fair Lawn and Oakland Campuses) – for our students from 12 months through 21 years of age and their families. Development raises funds through special event fundraising, direct mail solicitations, foundation fundraising, as well as business and corporate giving. Our marketing efforts include

managing the CTC Facebook page, the CTC website and community outreach through social and print media, as well as community awareness events.

There are many opportunities for you to become involved in the happenings at the CTC Academy. There are development event committees, volunteer opportunities and so much more! These extra-curricular activities serve as a great vehicle for parents/guardians to find support, share experiences and make new acquaintances as well as help us achieve our mission in serving your children. **Contact Audra Hoffman** at: **ahoffman@ctcademy.org** or at extension 3227 for further information. You can visit us on the web at: **www.ctcademy.org**, as well as Facebook, twitter and Instagram for the most up-to-date information and activities.



Parent/Guardian Manual Section Two

Security Policies and Procedures

Student Security

CTC Academy has security measures to ensure the safety of our students as they attend our school program. Auxiliary entrances into the building are locked at all times. The main entrance in front of the CTC Academy building will be the only entrance and exit for the school (except for emergencies or drills). All visitors are required to register with the receptionist and will be monitored during the duration of their visit. All visitors will be asked to provide identification and to state the reason and purpose for the visit. The receptionist will issue you a visitor's pass, which must be worn for the entire duration of your visit. Visitors will be escorted to the desired destinations and will be escorted back to the reception desk at the end of the visit. The CTC Academy Campus is equipped with security cameras. If any individual is found to be in the school building without a visitor's badge, they will be required to report to the front desk.

Emergency Drills

In accordance with NJSA 18A:4-1, CTC Academy will conduct emergency drills on a monthly basis. One fire drill and one security drill will be conducted to ensure student safety in response to any possible threats. CTC Academy will conduct drills designed to prepare for:

1. **Evacuation of the building** – which may occur when staying in the building is deemed to be unsafe. Staff and students will exit the building and proceed to a designated area of safety until it is safe to return to school or be dismissed from that location.
2. **Shelter in place** - which may occur due to threat of harm or danger remotely outside the school building. Students and staff will stay in their classrooms and all school activity within the building will continue. No one will be permitted to enter or exit the building for the duration of the event.
3. **Lock-down** - which may occur due to threat of harm within the school building or within close proximity outside of the school. Staff and students will remain securely locked into rooms inside the school building.

CTC Academy may also utilize a call announcement system to communicate emergency events. It is important that we test these emergency alert procedures regularly throughout the school year. We ask that all parents/guardians provide contact information and phone numbers that are current and up to date if we need to alert you in the event of an emergency.

Release of Students

Students will only be released from school with parent/guardian permission to the custodial parents/guardians, a designated person or a district contracted bus company providing transportation services. Families that are separated/divorced or are in the process of doing so, should provide court ordered custodial arrangements to the Principal of their child's CTC Academy campus so that we will have a clear understanding of our responsibility in providing for your child's safety. This information will be held strictly confidential. Parents/guardians are

also encouraged to advise their child's case manager from their sending district of your custodial status as it changes. This information should be updated whenever court orders have changed.

If you have a consistent caretaker whom you would like to designate to be allowed to pick up your child, please fill out the "Picking Up Your Child Form" (found on our website located in our Green Backpack <https://ctcacademy.org/parent-portal/>). Please return the form with the schedule of the day(s) your designee will be picking up your child. The "Picking Up Your Child Form" will be held for the school year in the front office and identification will be asked for the first time the designated person is picking up your child. If you make plans to have your child picked up from school by another individual (not on the "Picking Up Your Child Form"), you must notify the Principal of CTC Academy – Oakland in writing. In the note, you must include the date that your child will be picked up, the time, and name of the individual who will be taking the child from school. The individual assigned to pick up your child will also be asked to present identification for verification purposes. If there is an emergency situation and you cannot notify the school in advance of this arrangement, you must call the school as soon as possible and either speak with the Principal or Assistant Principal and advise them of your situation and need for another individual to pick your child up from school. The Principal or Assistant Principal will document the required information as provided by you at the time of the phone call. When you or your designee picks your child up from school, you must sign them out. The logs will be located at the front desk at the main entrance. If your child has a private duty nurse and they bring your child out to you, they are also required to sign-out your child and be noted on the "Picking Up Your Child Form".

Emergency Closings/ Delayed Openings/Early Dismissal

It may be necessary to close school due to inclement weather or other emergency conditions. Parents/guardians, bus companies and school districts will be notified of emergency closings through the call and email alert system as soon as decisions are made. To ensure that you will always receive these alerts, your telephone and email contact information must be kept up to date at all times. School closings will also be noted on the News 12 NJ website. A delayed opening means that CTC Academy – Oakland Campus will open for students at 10:15 am. An early dismissal means that CTC Academy – Oakland Campus will dismiss students at 12:45 pm.

Transportation

While transportation is formally arranged between your school district and bus company, CTC Academy provides oversight in the daily drop off and pick up of students by the fleet of buses and vans that arrive at our doors each day.

Upon arrival, these buses are visually inspected by staff members who check for noticeable problems. If it is determined that a more comprehensive inspection is warranted, the bus company and sending district are notified. If the problem involves faulty heating/cooling systems

or broken/missing equipment on the vehicle, CTC Academy will require that a new vehicle is provided before students are sent home. As per our policy, we will always notify parents and guardians as soon as problems arise. We also urge you when possible, to conduct a similar brief inspection before you place your child on the bus each morning.

In addition to our daily visual inspections of the buses, there are further measures that we take to help ensure that your child is safely transported to and from school. In the fall and again in the spring, we complete a thorough inspection of every bus that transports our students to each campus. During the inspection, we check for visible damage to the vehicle on the interior and exterior of the bus. We ensure that each bus has state required safety tools including fire extinguishers, belt cutters, etc. We also inspect vertical restraint systems and ensure that all hazardous items are tied down correctly. While conducting the inspection, we check that each driver has a valid driver's license to operate the vehicle. We conclude these inspections by making sure that each driver and aide is well versed in emergency evacuation procedures. All reports are sent to the bus companies and your district.

Any bus issues will ultimately be the district's and bus company's responsibility to manage, but we strive to work with them to keep your child safe. If you have any questions or concerns about your child's transportation to school, please to inform your case manager and the Assistant Principal on the Oakland Campus.

Child Abuse and Neglect

State law requires, "Any person having reasonable cause to believe that a child has been subjected to child abuse or neglect shall report the same promptly to the Division of Child Protection and Permanency." Anyone making a report under this Act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed (N.J.S.A. 9:68, 10 and 8:13). All reports of suspected abuse and neglect are investigated by the Division of Child Protection and Permanency. School staff are required to report all suspected cases of abuse or neglect according to NJAC 18A:36-24 and 25. The NJ Child Abuse Hotline is toll free at 877-NJ-ABUSE or 877-543-7864. For students over 18 years of age, reports of suspected abuse or neglect are directed to Adult Protective Services (APS). Each county in New Jersey has their own APS office.

Harassment, Intimidation and Bullying

CTC Academy believes a safe and civil environment is necessary within the school setting for students to learn and achieve developmentally. To ensure the welfare, comfort and security of each student, CTC Academy sets forth policies prohibiting harassment, intimidation and bullying in compliance with 11 N.J.S.A. 18A:37-15 (3) (b) (1 through 10). Students are expected to conduct themselves in a manner that is appropriate to their level of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff. Consequences and appropriate remedial plans shall be applied to all acts of harassment, intimidation or bullying (including cyberbullying) through the use of established program disciplinary procedures. These may range from positive behavioral interventions up to

suspension or termination from the program. Student counseling may also be implemented as appropriate. All acts of harassment, intimidation or bullying shall be reported immediately to the Principal of CTC Academy - Oakland. All reports will be reported to and investigated by the sending school district. Following the investigation, the sending district will decide if disciplinary action is deemed necessary based upon district policy.



Parent/Guardian Manual Section Three

Medical, Health and Safety Policies and Procedures

Introduction to Health Services

It is CTC Academy's privilege to be a partner on your child's health care team! Health care forms are sent home annually in April and additional copies can be found on our website in the Green Backpack <https://ctcacademy.org/parent-portal/>. For currently enrolled students, parents/guardians are required to complete and return all required health care forms to the Campus Health Office by the designated return date. Your child may not be eligible to participate in the school program without the required paperwork being completed. Throughout the school year, if there are any changes in your child's health status, allergy profile, or medications, it is important to inform campus nurses. **All health care forms can be found on our website [ctcacademy.org](https://ctcacademy.org/parent-portal/) under the Green Backpack.** <https://ctcacademy.org/parent-portal/>

Emergency Information

It is required that we have two (2) emergency contacts on file for your child. Annual emergency forms must be completed and submitted by the designated date. Information must be current and include emergency contacts that can be available if you cannot be reached. These contacts must be able to transport your child home if necessary. Please notify the school office of any changes to this information throughout the school year

Immunizations

As per the State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.19), all students at all grade levels must be in compliance with all immunization regulations. Your child may not be allowed entry into school unless all required immunizations for their age are up-to-date, as verified through your child's primary care physician's office. Booster immunizations must be up-to-date and received by the specific age required by law. Children 5 years old and younger are required to have the flu vaccine annually. Medical exemptions stating that the child cannot have the required immunizations must be documented in writing by the child's primary care physician annually. Parents/guardians seeking a religious exemption must submit written documentation annually. Children who do not have up-to-date immunizations or boosters may be excluded from school.

Height and Weight Measurement

In an effort to provide the best services to our students, we will be conducting periodic height and weight measurements. This information is helpful to therapy staff and clinic providers when making decisions about equipment and positioning. We will also communicate this information with you, as it may be helpful for you to share it with your private care providers. If at any time during the school year you would like us to weigh and measure your child for an upcoming appointment, please contact the campus health office, and we will be happy to accommodate your request.

Administration of Medication/ Specialized Health Treatments

Any student requiring medication or specialized treatments, including tube feedings, during the school day must have up-to-date prescriptions or medical orders from your treating physician. Failure to provide necessary documentation will prohibit nurses from administering treatments during the school day.

If your child requires any medication in school (including over-the-counter, nonprescription medication or specialized medical treatments such as catheterization, suctioning, tube feedings, or dressing changes), the following is required:

1. An **original written prescription** of medical orders from your physician which states the **dosage, route of administration, time to be given, and purpose of the medication** or the nature of the specialized treatment which is signed by the physician.
2. Signed parent/guardian permission to administer the medicine/treatment to the child. Please use our medical admission form found on our website in our Green Backpack <https://ctcacademy.org/parent-portal/>.
3. Medications must be labeled and in the original bottle from the pharmacy. The prescription bottle will remain in school and returned home for refills.

Whenever it is necessary to administer an EpiPen, an emergency protocol will be enacted, and your child will be taken to the emergency room for medical follow-up.

Seizure Disorder/Administration of Diastat

Students WITHOUT a private duty nurse:

- The CTC Academy nurse will implement the student's individual Seizure Action Plan as the initial guide for intervention.
- The CTC Academy nurse will notify parents/guardians of the use of this intervention (Diastat, oxygen administration), and the parent/guardian is required to pick up their child from school immediately. The student will not be permitted to be transported by bus.
- Emergency Medical Services (EMS) will be called if the nursing staff have clinical concerns about the child's status and/or ability to be observed safely at school post Diastat and/or weaning off oxygen.
- If a seizure occurs out in the community while on a school trip and Diastat is administered, EMS will be called immediately. A staff person will accompany the student to the Emergency Room and remain with the student at least until the parent/guardian arrives at the hospital.

Students WITH a private duty nurse:

- Immediately upon recognition of potential medical distress, the private duty nurse will have a CTC Academy nurse summoned to the scene to provide support to the private duty nurse.
- If the child has Diastat administered, the parent/guardian will be called by the private duty nurse and given the option to pick their child up or have them transported home on the bus at the end of the school day with the private duty nurse (provided that the CTC Academy Nurse or private duty nurse deems it medically safe to do so).
- EMS will be called if the nursing staff have clinical concerns about the child's status and/or ability to be observed safely at school post Diastat and/or weaning off oxygen.

Seizures occurring on school trips:

- If a seizure occurs out in the community while on a school trip and Diastat is administered, EMS will be called immediately. The private duty nurse will accompany the student to the Emergency Room and remain with the student until the parent/guardian arrives at the hospital.

Policy on Allergen Management

All food allergies have the potential to cause a health related crisis. For example, a child with a serious peanut/tree nut allergy can suffer a reaction merely by touching or smelling a peanut/tree nut-containing food. Therefore, please adhere to the following safety guidelines:

- Parents/guardians are required to annually complete the Health History Allergy Profile. Parents/guardians are asked to update the Campus Health Office of any changes to this information throughout the school year. Staff is provided with updated copies of the list throughout the year.
- The classroom teacher will communicate with parents/guardians if there is a serious allergy concern within the classroom. Parents/guardians are asked not to send any foods containing the allergen, however, if a student, staff member, or private duty nurse, brings the prohibited food to school, they will need to eat the food item in a separate classroom, where there are no allergic students.
- After eating or changing food-soiled clothing, all parties (staff, students, parents/guardians) must wash their hands and faces to remove any allergens.
- There will not be any classroom projects that involve peanut/tree nut products or any other product that can cause an allergic reaction to the students.
- No homemade baked goods will be served to students. Only pre-packaged items are acceptable. The nutrition label needs to be on the item so staff can check for any allergens.
- No latex balloons or latex gloves are permitted inside school at any time. Mylar balloons are allowed.

- The Allergy Action Plans, written by the student's physician, and emergency medications are kept in the Campus Health Office.

Emergency Response

For the health and safety of your child, in the event of a medical emergency, the CTC Academy Nurses and designated staff are authorized to take whatever action is deemed necessary in their judgment and shall be held harmless of any claims arising from acts of good faith. In the event of anaphylactic reaction, the CTC Academy Nurses or trained designees shall be held harmless of any claims arising from the administration of a pre-filled, auto-injector mechanism containing epinephrine, if the nurse or trained designee in good faith believes the student is having an anaphylactic reaction. Whenever it is necessary to administer an EpiPen, an emergency protocol as per N.J.S.A 18A: 40-12 will be enacted and your child will be taken to the Emergency Room for medical follow up.

CTC Academy is not financially responsible for the emergency care and/or transportation for your child.

Allergic Reactions in the School Setting:

Any child who experiences an allergic reaction while at school will not be permitted to be transported home on the bus. Parents/guardians will be notified to pick up their child immediately and bring him/her home for continued observation. We encourage parents/guardians to contact their child's regular physician. Any student sent home with a potential allergic reaction will require medical clearance by their physician in order to return to school. If the student required EpiPen administration, EMS will be called immediately, and the student will be transported to the nearest Emergency Room.

Staff will not serve students any expired food items, even if it is an item sent in from home. Parents/guardians must remember that the school does not keep a stock of extra food, so please plan school snacks and meals accordingly.

Communicable Disease Policy

If a child exhibits signs of illness, he/she should not attend school. If symptoms occur at school or if your child is deemed unable to participate in our program's activities, you will be called to take him/her home. The child's parent/guardian or a designee assigned by the parent/guardian is required to pick the child up from school in a timely fashion. If arrangements cannot be made to pick up your child, your district case manager will be called. No therapy will be provided if the child is not able to participate to the best of their ability. Examples of illness include, but are not limited to:

- Severe pain or discomfort

- Respiratory compromise
- Fatigue or abnormal sleeping pattern
- Decreased appetite/refusing to eat/drink
- Diarrhea
- Vomiting
- Runny nose that is excessive and/or discolored mucus
- Apparent sore throat
- Severe coughing
- Eyes with discharge
- Skin rashes

Students must be symptom free/fever free for 24 hours without the use of over the counter cold medications/fever reducing medications and able to fully participate in all activities before returning to school. If your child was prescribed antibiotics or eye drops, they must have completed a full 24 hour dosing of the medication before returning to school.

If your child is diagnosed with an illness, please report it to the Campus Health Office

Medical clearance is required after 5 days of absence due to illness, surgery, medical procedures, hospitalizations, Emergency Room evaluations, and/or at the request of the school nurse. The clearance is required to specify that the student is able to return to school and is able to participate in all activities. Restrictions, if any, need to be specified. Please use the CTC Academy's Medical Clearance Form that can be downloaded from the Green Backpack <https://ctcacademy.org/parent-portal/> or obtained from the Campus Health Office.

Readmission of the student is at the discretion of the School Nurse.

Medical Clearance to Return to School/Therapy

At CTC Academy, the health and safety of your child is our first priority. At times a medical clearance is necessary to ensure a safe return to school. The CTC Medical Clearance Form is meant as a tool to help parents/guardians of our students get necessary information from your child's healthcare provider to share with the school. Understandably, there may be circumstances where you may be at a doctor or hospital visit and may not have access to the CTC form. Therefore, the **form is not required** but there is information that is necessary in order for your child to return to school safely. The information required from your child's healthcare provider in order for your child to return to school is:

1. Reason for absence
2. Date student may return to school
3. The name/signature/contact info of the healthcare provider with date

Examples of when CTC Academy requires a medical clearance are:

- After a contagious illness (Flu, Strep Throat, Pink Eye, etc.) or absence related to illness is greater than 5 days
- After an emergency room evaluation, even if the child is not admitted to hospital
- Orthopedic injury or suspected fracture *** Clearance must include restrictions
- Surgery *** Clearance must include restrictions
- Procedures, including but not limited to: Botox or Alcohol Blocks *** Clearance must include restrictions
- Any other health-related cause deemed requiring medical clearance by the campus Nurse

Restrictions for Activities and Therapies

In certain situations, it will be necessary to have your child’s healthcare provider outline if there are any restrictions for your child. For example: physical/occupational/speech/feeding therapy, adaptive physical education, yoga, swim are all aspects of our program that require knowledge of restrictions in order for your child to participate. Examples of when this information is required include, but are not limited to: emergent orthopedic evaluations, head injuries, surgeries/procedures, or if any other situation where it is requested by the Campus Nurse. Even if there are no restrictions, it is important to have your healthcare provider specifically write **“no restrictions”** or **“may resume all usual activities.”** If there are restrictions, please indicate the date of the follow-up visit when restrictions will be re-evaluated.

In the cases of a significant medical event such as: surgery/procedures, emergent orthopedic evaluation, bone fracture/suspected fracture, head injury, etc., a phone call by the parent/guardian with Carol Anne Chupak, Head of Health Services, is required to ensure smooth transition back to school.

Prior to your child’s return to school, all clearance information can be emailed to cchupak@ctcademy.org or faxed to the Health Office: 201-612-6706.

The campus nurses are always available to review medical clearance requirements with you.

Head of Health Services, Carol Anne Chupak, is also available for any medical questions or consultations at 201-612-5677 x 2410 or email cchupak@ctcademy.org.

Universal Precautions

To ensure the health of all students and staff, CTC Academy follows Universal Precautions. These are basic hygiene measures necessary to prevent contact with blood borne pathogens and potential infectious material in order to reduce the risk of occupational exposure and disease transmission. Program staff receive training annually and it is practiced throughout every aspect

of the school program. All staff and visitors are also required to follow these guidelines while engaged in work or activities with the students of CTC Academy during program hours.

Animal Encounter

On occasion, the CTC Academy hosts animal encounters including visits from certified therapy dogs and petting zoos. During the encounters, we work on social, emotional, and/or cognitive goals. Please indicate your permission for your child to engage in these activities by signing the permission slip form. Please contact your classroom teacher with any questions.

Oral Hygiene Program

As part of our student health program, each family has the option for their child to participate in a daily oral hygiene care program. We are following recommendations made by a pediatric dentist to use small, soft-head toothbrushes and fluoride-free toothpaste (i.e., safe to swallow). With caregiver permission, each participating child will be assigned their own personal toothbrush and toothpaste for daily care after each meal.

Sensory Experiences

Sensorimotor play or “sensory play” is any activity that stimulates your child’s senses, which include touch, smell, taste, sight, hearing as well as movement and balance.

The benefits of sensory play include:

- Builds essential nerve connections between sensory receptors located in the skin, nose, tongue, eyes, ears to the brain
- Supports language development
- Develops gross and fine motor skills
- Assists children in learning about the world around them

Our students engage in daily sensorimotor play through participation in classroom activities and during the therapies that they participate in daily.

Examples of sensory play include, but are not limited to:

- Finger painting
- Sensory bin play
- Creating art projects with glue
- Smelling cooking spices
- Listening to music
- Tasting new foods

Please indicate whether or not your child can participate in these activities by signing the permission slip form and if there are any allergies, skin reactions, or sensitivities to play materials listed below (paints, oils, shaving cream, etc.). Parents/guardians are expected to report any changes in their child's health status or allergies/sensitivities to the Health Office.

Sensory Materials

Dry	Wet	Mixed Textures	Foods That We Touch
Beads Baking soda/baking powder Chalk Cotton balls Couscous Crayons Dirt Dot markers Dried Beans Fabric – Textured fabrics Feathers Foam pieces Glitter Glue Grass/flower petals/branches (artificial and real) Flower seeds Koosh balls Leaves (fake or real) Magnetic chips/toys Marbles Markers (Scented markers/Dry erase markers) Mylar materials (shiny) Pipe cleaners Pom-poms Ribbon Rice Rocks or pebbles Sand Sand paper Shredded paper	Contact lens solution Finger paint Fabric starch Glue sticks Hair conditioner Hair gel Ice cubes Scented oils School glue (Elmer's) Shaving cream Stamp pads Snow (artificial and real) Soap shavings Liquid soap Soap foam Washable paint (Crayola brand) Water /sponges Water beads (orbeez brand) Vanicream skin lotion	Blubber (is a dry, fluffy, soft, marshmallow-feeling substance made out of microscopic ceramic beads coated in a polymer.) Discovery putty Dough made from flour, salt and cooking oil Insta-snow Model Magic (Crayola) Mood mud Moon Sand (Kinetic Sand) Play-doh (brand name) Oo-blek/ Gak (cornstarch and water) Sands Alive Silly string Theraputty	Flour Eggs Oatmeal Coffee grinds Marshmallows Oatmeal Mashed potatoes Kool-aide Food coloring Pudding Pasta Coffee grinds Jello Applesauce Canned pie filling (lemon, lime, cherry, pumpkin) Fruits Vegetables Herbs (rosemary, thyme, basil, mint)

<p>Spices/Scents</p> <ul style="list-style-type: none"> • peppermint extract • vanilla extract • cinnamon • nutmeg • pumpkin pie spice • lavender essential oil • Citrus essential oils <p>Sponges</p> <p>Stickers</p> <p>Textured balls</p> <p>Tissue Paper</p> <p>Uncooked pasta (wheat)</p> <p>Yarn</p> <p>Wikki stix</p>			
---	--	--	--

CTC Academy
Contact Information

Main Number: (201) 612-5677

Ken Berger, Executive Director

Ext 2111

kberger@ctcademy.org

William N. Presutti, Principal

Ext 2108

wpresutti@ctcademy.org

Colleen Moore, Office Receptionist

Ext 2102

cmoore@ctcademy.org

Audra Hoffman, Director of Development

Ext 3227

ahoffman@ctcademy.org

Laura Bejot, Head of Therapeutic Services

Ext 2107

lbejot@ctcademy.org

Carol Anne Chupak, Head of Health Services

Ext 2410

cchupak@ctcademy.org

Kimberly Martiak, Social Worker

Ext 2109

kmartiak@ctcademy.org