

SHREWSBURY BOROUGH SCHOOL

20 Obre Place

Shrewsbury, N 07702

2012-2013 STUDENT/PARENT HANDBOOK



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**For your information – Shrewsbury Borough School maintains the Board of Education Policy Manual on the school website.**

## **SCHOOL ADMINISTRATION**

Brent A. MacConnell	Superintendent
Anthony Calandrillo	Director of Special Services/Director of Curriculum & Instruction/Asst. Principal
Debi Avento	Board Secretary/Business Administrator
Michele DiStefano	Secretary to the Superintendent
Laura Galante	School Secretary
Camille Rogers	Special Services Secretary
Kathy Pompei	Secretary to the Board Secretary
Janice Bazydlo	Bookkeeper
Mary Beth Wheeler	Facilities Coordinator
Donna Leston	Technology Coordinator

## **BOARD OF EDUCATION**

As a rule, the Board of Education meets in the school media center on the third Tuesday of each month at 7:30 pm as a closed executive session, and open to the public at 8:00 pm. Special meetings or changes in the regular schedule are published in the Asbury Park Press and are advertised by a sign located in the main office of the building. No meeting is scheduled for the month of July.

These meetings are open to the public. Parents and community members are always welcome. Written communications intended for the Board should be addressed to Deborah Avento, Board Secretary/Business Administrator, Shrewsbury Borough School, 20 Obre Place, Shrewsbury, NJ 07702.

### **TELEPHONE NUMBERS**

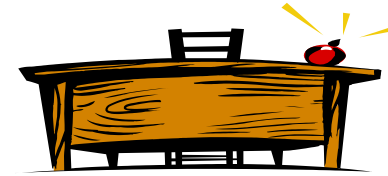
<b>Main Office</b>	<b>732-747-0882, x110 (Laura Galante)</b>
<b>Fax</b>	<b>732-747-7510</b>
<b>Board/Business Office</b>	<b>732-747-0882, x120 (Kathy Pompei)</b>

**SIGN UP FOR THE TWO RIVER ALERT SYSTEM, our alert system to notify you, via text message and e-mail, of emergencies, school closings, early dismissals, and any grade specific important updates.** To register, go to the district website, [www.sbs.k12.nj.us/sbs](http://www.sbs.k12.nj.us/sbs).

## PERSONNEL DIRECTORY

### ELEMENTARY

Pre-School STARS		Melissa Dura Andrea Acerra	
Kindergarten		Cathy Yodice Robin Kulovitz Laura Gammoh	
First Grade		Marion Lugones Jillian Davis Megan Vujnich	
Second Grade		Gail Arek Laurie Van Brunt Jill Epstein	
Third Grade		Collett Fitzgerald Tammy Kane Erin Cross	
4 <sup>th</sup> grade homeroom	4-1 4-2 4-3	Mary Ellen Phillips John Rooney Leigh Trillhaase	Self-Contained Self-Contained Self-Contained
5 <sup>th</sup> grade homeroom	5-1 5-2 5-3	Kelly Cosentino Heather Cellary Sally Bond	Lang Arts Literacy 5 Math 5 Social Studies 5/6
6 <sup>th</sup> grade homeroom	6-1 6-2 6-3	Debora Agro Cindy Newman Laura Ehlers	Lang Arts Literacy 6 Math 6 Science 5/6
<b><u>MIDDLE SCHOOL</u></b>			
7 <sup>th</sup> grade homeroom	7-1 7-2 7-3	Nina Potter Todd Havard Chris Wiley	Lang Arts Literacy 7 Math 7 Social Studies 7/8
8 <sup>th</sup> grade homeroom	8-1 8-2 8-3	Gerald Malanga Jean Scully Vita DeGennaro	Lang Arts Literacy 8 Math 8 Science 7/8



### **In-Class Support/Resource Teachers/Special Ed**

Lisa Jones	Jennifer Patton
Kathy Orshak	Elaine Schreiber

### **Special Education Aides**

Katie Agresti	Joanne Kucinski
Stephanie Blake	Carolyn McLaughlin
Euphemia Broderick	Colleen Stambaugh
Norvell Chick	Noelle Tyler
Karen Degenhart	Joleen Williamson
Laurie Glassmacher	

### **Intervention and Referral Services (I & RS):**

Reading Specialist	Peggy Azenheimer
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### **SPECIAL CLASSES**

Art	Kimberly Carr
Computers	Michelle Dotto
Guidance	Marisa Shaheen
Library/Media Specialist	Cheryl Quinn
Music/Instrumental/Chorus	Steve Clar
Physical Education/Health	Michael Pettit
	Valerie Chervenak
Spanish (1-8)	Sharon Trotta
	Francisca Montiel
Enrichment Teacher	Sallyann Jauch

### **CHILD STUDY TEAM**

Director of Special Services	Anthony Calandrillo
Psychologist	Dr. Ann Mancuso
Social Worker	Nancy Baker
Speech/Language Specialists	Abi Healy & Anne Frankel
LDT/C	Bridget Antonucci
Occupational Therapist	Diane Ames
Secretary	Camille Rogers

**HEALTH SERVICES**

Nurse Eileen Trunk  
School Physician Deepti Mehra, M.D.

**CUSTODIANS**

Michael Tillett, Supervisor, Building & Grounds

Custodians:

Kathy Skimelis Edward Greeley  
Sean Corso Daniel Cherisca

**CAFETERIA/PLAYGROUND AIDES**

Annie Shea Alice Bonhard  
Carol Lamar Pat D'Angelo  
Betty Tomaino Carmella Brown



**DAILY TIME SCHEDULE (GRADES 1-8)**

Arrival bell – 8:20 am

Late bell – 8:30 am for grades K-8

8:20 – 8:35 – Homeroom  
8:35 – 9:21 – Period 1  
9:23 – 10:09 – Period 2  
10:11 – 10:57 – Period 3  
10:59 – 11:45 – Period 4  
11:47 – 12:33 – Period 5  
12:35 – 1:21 – Period 6  
1:23 – 2:09 – Period 7  
2:11 – 2:57 – Period 8  
2:57 – 3:00 – Homeroom

Dismissal –

Pre-School AM – 10:55 am, Pre-School PM – 2:55 pm

Kindergarten – 2:50 pm

Grades 6- 8 – 2:57 pm

Grades 1- 5 – 3:00 pm

**DAILY TIME SCHEDULE (PS AND KINDERGARTEN)**

Pre-School (Monday through Friday)

AM Class – 8:35 – 10:55 am, PM Class – 12:35 – 2:55 pm

Kindergarten – 8:30 – 2:50 pm

**12:30 DAYS – (HALF-DAYS)**

On 12:30 days, school will be in session from 8:30 to 12:30 pm for grades Kindergarten through 8. For students in Pre-School, classes will be held as follows: AM . 8:30 . 10:00 am, PM . 10:10 . 11:35 am.

**► PRE-SCHOOL CLASSES WILL REMAIN ON THEIR ASSIGNED SCHEDULE AND WILL NOT BE AFFECTED BY 2:00 DISMISSAL DAYS -**

12:30 dismissals will occur prior to Thanksgiving, Winter Recess and during Parent/Teacher Conference dates .

November 13 . 16, 2012 and

February 6 . 8, 2013

**12:30 Schedule –**

Grades K-8 8:20 – 8:27 am – homeroom

8:30 – 9:00 – Period 1  
9:00 – 9:30 – Period 2  
9:30 – 10:00 – Period 3  
10:00 – 10:30 – Period 4  
10:30 – 11:00 – Period 5  
11:00 – 11:30 – Period 6  
11:30 – 12:00 – Period 7  
12:00 – 12:30 – Period 8

**2:00 DISMISSAL SCHEDULE**

Homeroom 8:20 – 8:29  
Period 1- 8:29 – 9:06  
Period 2 - 9:08 – 9:45  
Period 3 - 9:47 – 10:24  
Period 4 - 10:26 – 11:03  
Period 7 - 11:05 – 11:42  
Period 5 - 11:44 – 12:30  
Period 6 - 12:32 – 1:18  
Period 8 - 1:19 – 1:56  
Homeroom - 1:57 – 2:00

**ATTENDANCE AND EXCUSES**

The Board of Education requires that the pupils enrolled in the school attend school regularly in accordance with the laws of the State. Children admitted to Kindergarten must be five years of age by October 1<sup>st</sup> of the year they enter Kindergarten (please see Attachment P . Entrance Requirements). The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused at the discretion of the Superintendent.



Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co-curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have occurred, or the suspension or expulsion of any pupil from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy 5610 and 5620. See Policy 5200 Attendance (Attachment A).

#### **ATTENDANCE PROCEDURES:**

**In each case of absence or tardiness, a written note must be presented upon the pupil's return to school with the following information:**

- **Child's name**                      • **grade**                      • **date(s) of absence**
- **Reason for absence**                      • **and signature of parent or guardian.**

Attendance notes will be collected by the teacher and forwarded to the school secretary, Mrs. Galante in the main office.

**All parents of pupils who will be absent must call the school before 8:45 am to report the absence or lateness. Please call 732-747-0882 ext. 259**

If any pupil is absent for three or more days, parents must notify the nurse of the reason for such absence. All contagious diseases must be reported to the nurse as soon as diagnosed. A doctor's note is needed for readmission.

Policy 8601 (Pupil Supervision After School Dismissal . Attachment N) is provided to offer the parent/guardian the opportunity to not release their child(ren) to walk home after school dismissal unless the child is released to the parent/legal guardian or designated escort. Request Form is attached.

#### **TARDINESS**

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness may be considered unexcused unless deemed excused by the Superintendent.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness. Disciplinary measures are possible. See Board Policy 5240 (Attachment B)

#### **TRUANCY**

The Superintendent will report all cases of truancy to the appropriate authorities, to include law enforcement and DYFS, as they violate state law regarding attendance of pupils below the age of 16.

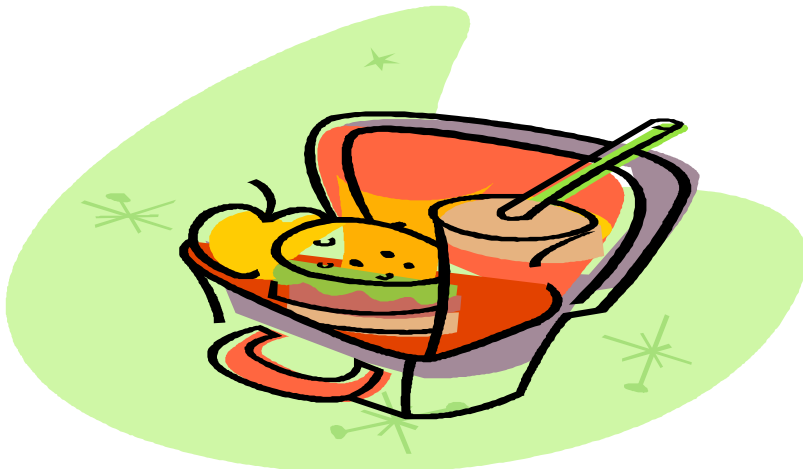
The district shall deal with pupil truancy by investigating causes, notifying parents/guardians, and taking such other actions that are appropriate. District efforts shall be ongoing.

#### **STUDENTS ON VACATION**

It is expected that parents will make every effort not to schedule vacations during the school year to avoid interrupting their child's educational program. **Missing school because of a vacation is not a recognized legal absence and teachers are not required to prepare work for students.** Students who do miss school will be allowed up to but no more than 5 days to make up work when they return. These students may want to take their books with them and/or contact a friend or the school website for assignments.

#### **STUDENT DEMOGRAPHIC /EMERGENCY FORMS**

Enclosed with the Welcome Letter to Parents is the Student Demographics Form that will serve as our Emergency Cards for this school year. It is extremely important that these forms are reviewed, updated, fully completed and returned to the Main Office no later than Wednesday, September 12<sup>th</sup>.



### **SCHOOL LUNCH/RECESS PROGRAM**

The school provides a supervised lunch program where pupils have the opportunity to have lunch and a recreational break from the rigors of classroom learning. Pupils may purchase an approved %type A+ lunch or %brown bag+ their lunch. The %type A+ lunch is prepared by Red Bank Regional High School. Milk is also available for purchase.

**Lunch tickets are sold on a weekly basis each Thursday.** Weekly lunch tickets cost \$13.25 (\$2.65 per meal), and snack milk (\$.40 per carton).

**The school maintains no responsibility or liability for lunches purchased from outside sources. The school is not affiliated with or involved with any outside vendors.**

Free and reduced price lunches are provided to those pupils who are eligible, in accordance with federal guidelines. Applications are provided to all families and are available from the business office (732-747-0882 ext.117).

Should parents wish to take their child (ren) out of school for lunch, they must pick up, sign out and sign back in their child(ren) in the book in the main office.

**PUPILS SHALL NOT LEAVE THE BUILDING ON THEIR OWN.** If you are taking other students to lunch a note is required from that student's parent.

**NOTE: Parents are not allowed to deliver lunches for their child(ren) directly to the cafeteria. All late lunches must be dropped off in the BIN IN THE LOBBY.**

### **LUNCH/RECESS SCHEDULE**

Grades K-4	Period 5 -11:47 . 12:33
Grades 5-8 (lunch/recess/study skills)	Period 6 -12:35 . 1:21

### **SCHOOL VISITORS**

All parents are welcome to visit the school. **Please report to the main office to obtain a visitor's pass and to sign in.** Information and directions will be provided. No one will be admitted to the building without a Visitor's Pass.

### **EMERGENCY CLOSINGS**

If the school is closed due to weather conditions or other emergency situations, you will be notified by the Two River Alert System. If you are not signed up for the Two River Alert notification, please fill out the information on the Two River Alert tab located on the school website or you can log on to [www.tworiveralert.com](http://www.tworiveralert.com) .Also an announcement will be made over radio stations NJ 101.5, 94.3 The Point, turn to News 12 New Jersey on your TV, or lastly, go online to [www.7online.com](http://www.7online.com) (through WABC-TV) and closings will be posted.

### **DELAYED OPENINGS**

When snow can be cleared away enough to open the school parking lots, and if roads are passable, school will begin at 10:30 am. This too will be announced on the radio as a delayed opening, and through Two River Alert System.

In the case of an emergency situation which requires an early dismissal, parents will be notified through Two River Alert, e-mail and/or our automated emergency phone system. It is important that the school have a number at which parents may be contacted in such an emergency. Parental discretion is encouraged if weather conditions are questionable.

### **FIRE DRILLS**

Fire drills, held twice monthly, are signaled by the sounding of the fire alarm. Pupils should, immediately, vacate the building in accordance with the posted instructions. In all drills, it is absolutely necessary that pupils follow all instructions of their teachers quickly, accurately, and silently.

### **EMERGENCY MANAGEMENT PLAN**

An extensive emergency management plan has been developed by law enforcement, emergency management and school administration. In the event of a major emergency situation, strict procedures will be followed. Pupils will be released to parents in a planned and organized manner and only after all are accounted for by the staff and/or administration.

## **SCHOOL HEALTH SERVICES**

School Health Services are provided for:

1. The care of emergency sickness and injury in school;
2. The prevention and control of communicable diseases,
3. The communication of perceived health needs to pupils and parents and appropriate follow up.

The school nurse is employed on a full time basis. During the course of the school year, physical examinations are requested for first, third, fifth and seventh grade pupils, and are **mandatory** for pupils involved in competitive sports and cheerleading. In addition, all children are weighed and measured during the school year.

Vision and hearing tests are conducted on a continuous basis for the entire student body; Scoliosis screening, as required by law. Any areas of concern will be immediately communicated to parents/guardians.

Parents will be contacted if their child becomes ill or injured while at school and has to be sent home. Please make sure that all emergency contact information is on file in the school office.

## **ACCIDENTS IN SCHOOL**

In the event of an accident in school or on the playground, the teacher and the school nurse will be notified immediately. If a pupil is seriously injured and/or requires further medical treatment, a parent or the person listed on the emergency card will be contacted as soon as possible. The school nurse will complete and file an accident report.

## **MEDICATION**

It is the policy of the school that no medication is given to any pupil during the course of a school day. In cases requiring any medication, prescription, and non-prescription, the school must have:

1. A written order from a licensed physician containing:  
(a) child's name, (b) generic name of drug, (c) dosage, (d) time medication is to be administered, and (e) reason for medication.
2. A written statement from parent/guardian requesting that the school nurse assists the pupil in taking his/her medication at the appropriate times as prescribed by the physician.

3. The school nurse assumes responsibility and maintenance of records of all medication given during school hours.
4. Medication should be in the original container, clearly marked.
5. Medication shall be administered as prescribed by the school nurse or parent/guardian. State law precludes that only the school nurse or physician may administer medication. No other school personnel are permitted to administer medication.
6. Classroom teacher will be informed as to expected changes in the child's behavior or appearance and should report any unusual observations to the nurse.

Please notify the school immediately if your child has a communicable disease. A doctor's certificate may be required upon the child's return to school.



## **SPORTS PHYSICAL**

An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the first practice session with examinations being conducted at the medical home of the pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. Since the school physician is a "health care provider," the parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide the medical examination.

The medical examination shall be conducted in accordance with N.J.S.A. 6A:16-2.2(h)1 and 2 and Regulation 2431.2. The medical report shall include a determination concerning the pupil's participation on an athletic team or squad from the examining physician, nurse practitioner/clinical nurse specialist, or physician's assistant. The medical report shall be provided to the school physician if the school physician did not provide the medical examination. Refer to Policy 2431 . Attachment J).



### **SPORTSMANSHIP CODE**

Spectators and participants are encouraged to observe the following **SPORTSMANSHIP CODE**:

1. We will treat visiting officials, fans and athletes as our guests.
2. We will support our team at all times.
3. We will accept the decisions of officials without protest.
4. We will not boast in victory nor alibi in defeat.
5. We will encourage the players and coaches in victory or in defeat.
6. We will respect the authority and judgment of the coaches.
7. We will try at all times to be a credit to our school and community.
8. We will recognize good play on either team.
9. We will not inappropriately yell or gesture at officials or players.
10. We will be good sports.

### **HOME INSTRUCTION – Policy 2412 – (Attachment L)**

The Board of Education will provide instructional services to an enrolled pupil whether a general education pupil in Kindergarten through grade twelve or a special education pupil age three to twenty-one at the pupil's home or another suitable out-of-school setting when the pupil is confined to the home or another out-of-school setting due to a temporary or chronic health condition or has a need for treatment which precludes participation in their usual education setting. These services will be provided when a pupil is determined by the school physician to need confinement at their residence or other suitable out-of-school setting and the projected need for confinement is for ten consecutive school days or fifteen cumulative school days or more during the school year.

Requests for home instruction shall include a written determination from the pupil's physician documenting the projected need for the pupil's confinement to their residence or other treatment setting for ten consecutive school days or fifteen or more cumulative school days during the school year. The written determination from the pupil's physician shall be forwarded to the school physician, who shall verify the need for home instruction. The parent(s) or legal guardian(s) shall be notified concerning the school physician's verification or reason(s) for denial within five school days after receipt of the written determination by the pupil's physician.

The school district shall provide instructional services within five school days after receipt of the school physician's verification or, if verification is made prior to the pupil's confinement, during the first week of the pupil's confinement to the home or out-of-school setting.

### **AFFIRMATIVE ACTION**

The Shrewsbury Borough Board of Education acknowledges its responsibility to ensure all pupils and employees an equal education opportunity regardless of race, creed, color, religion, sex, age, place of residence, marital status, political affiliation, social, economic or handicap background, or sexual preference for all present and future school and classroom programs and employment and contract practices.

The Shrewsbury Borough Board of Education has adopted rules and regulations concerning nondiscrimination of the handicapped and does not discriminate in admission or access to or treatment or employment in its programs and activities. The Assistant Superintendent is designated to coordinate the efforts necessary to comply with Section 504 of the Rehabilitation Act of 1973. Please refer to Board Policy 2260 (Attachment J)



### **DRESS AND GROOMING**

The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will not interfere with the right of pupils and their parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The Board authorizes the Superintendent to enforce school regulations prohibiting pupil dress and grooming practices which:

1. Present a hazard to the health or safety of the pupil to him/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property; and
4. Prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.



Pupils should wear clothing that is appropriate for their age and for school. Pupils are expected to come to school wearing neat, appropriate, and suitable attire that does not distract others and is not offensive. Policy 5511 . Attachment C)

Shorts may be worn but must be at least at fingertip length when arms are fully extended at the pupil's side. Abbreviated tops that are low cut, sleeveless or exposing bare midriff are not permitted. Clothing deemed inappropriate by school administration will require the pupil to call or be sent home for appropriate attire.

Pupils are requested to use good judgment when wearing tee-shirts, hats, shorts, and jackets to school. Pupils are asked not to wear offensive derogatory logos or off-color statements on their shirts or other attire. Pupils wearing such attire will be asked to call home for a replacement item of clothing.

No pupil is to wear a hat while in school. Hats are permitted outdoors only. Pupils wearing hats in school will receive a verbal warning the first time. Any subsequent time they are observed wearing a hat in school will result in a detention. The hat will be confiscated and returned at the end of the school day.

In addition to the above, no metal, leather or spiked chains are allowed to be worn in school. No sunglasses are allowed to be worn during physical education class or inside the school building. Sunglasses are only permitted during outside recess. Other types of inappropriate jewelry and/or accessories are also not allowed to be worn in school.

Pupils found to be in violation of the above will be asked to remove the item and parents will be called.

#### **EXPECTATIONS FOR PUPIL CONDUCT (Policy 5500-Attachment D)**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members.

#### **Expected Behavior**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

Pupils are required to conform to reasonable standards of acceptable behavior; to respect the rights, person, and property of others; preserve the degree of order necessary to conduct the educational program; and obey those in authority. Every pupil shall observe promulgated rules and regulations and submit to the discipline imposed for infractions of those rules.

Discipline of pupils will be the responsibility of the teacher or adult in charge. An administrator will become involved only when requested by a teacher or when, in the judgment of the administrator, such involvement is necessary. If continual detention of a pupil takes place for any reason other than remaining for academic help, the teacher must have a conference with the parent. If pupil's misbehavior persists, suspension will be considered.

#### **Code of Conduct**

The **Codes of Conduct** provides guidelines to pupils regarding acceptable behavior, as well as consequences for inappropriate behavior. The **Codes of Conduct** is comprised of motivational, disciplinary, and modification components.

The Student/Parent Handbook contains the **Code of Conduct** that parents and students are required to carefully review as it includes procedures for detentions, grievances, drugs, alcohol, tobacco, steroid, violations and crisis intervention. All parents and pupils are required to sign an acknowledgment form to indicate that they have read and understand the handbook.

## **SEXUAL HARASSMENT**

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties. The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment. (see policy 5751 . Attachment I)

## **HARASSMENT, INTIMIDATION, AND BULLYING**

The 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. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Electronic communication means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This Board of Education Policy 5512.01 (Attachment E) may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.



## **CYBER-BULLYING**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education (policy 5512.02 . Attachment F) prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to

N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupils physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.



### **INTERNET AND E-MAIL RULES**

Network storage areas will be treated like school lockers. District personnel may review files and communications to maintain system integrity and to ensure that users are accessing the system responsibly. Users should not expect that files stored on district servers would be private.

**Within reason, freedom of speech and access to information will be honored. However, any student using such technologies to harass another student/adult or input or extract inappropriate information from a student/adult will be subject to in or out-of-school suspension at the discretion of the school administration.** In addition, if the incident is severe enough and warrants it, law enforcement personnel will be contacted. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility, just as they do for television, telephones, movies, radio and other potentially offensive media. The following rules apply:

#### **1. Personal Safety**

- a. Users will not post personal contact information about themselves or other people. Personal contact information includes name, address, screen name, telephone numbers, and the like.
- b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate that make them feel uncomfortable.

#### **2. Illegal Activities**

- a. Users will not attempt to gain unauthorized access to the District network. Such action includes attempting to log on through another person's account or to access another person's files.
- b. Users will not make deliberate attempts to disrupt the network performance or destroy data by spreading computer viruses or by any other means.
- c. Users will not use the District system to engage in any illegal act.

#### **3. System Security**

- a. Users are responsible for the use of their individual account. They should take reasonable precautions to prevent others from accessing their account.
- b. Users will immediately notify their teacher or the Network Engineer if they have identified a possible security problem.

#### **4. Inappropriate Language**

- a. Users will not use obscene, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.

#### **5. Unacceptable Activities**

Users are not permitted to:

- a. Send or display offensive messages or graphics;
- b. Harass, insult, or attack others;
- c. Intentionally waste limited resources;
- d. Download songs, games, and other non-curricular information;
- e. Use a password other than their own;
- f. Utilize the network for banking, political lobbying, commercial ventures, gambling, or personal purchases; and/or
- g. On District hardware, copy or display any unauthorized or inappropriate information received.

Violations may result in disciplinary action, in a loss of computer/network access and in legal action in accordance with Board of Education policy, as well as in prosecution by state and federal laws. Cyber bullying from home computers that affects students in school will result in disciplinary action as deemed appropriate.

→**NOTE TO PARENTS:** If you do not want your child(ren) to have Internet access, please indicate this fact in a written statement addressed to the appropriate building principal(s) on an annual basis. Be aware that your child(ren) will be provided with alternate resources, reference materials, and/or other means of communication.

### **ACADEMIC DETENTION**

A program of academic detention will be provided for those pupils who repeatedly fail or refuse to do academic work such as homework, class work, preparation for tests, late projects, etc. This is not intended to supplant the teacher's responsibility to assist or instruct pupils who need remedial assistance after school.

Pupils will be provided an environment where they will work on overdue tasks/assignments, or the project for which they received the detention. This detention will occur for one hour after dismissal pending prior parental contact.



### **HOMWORK**

Homework plays an important role in the academic development of our students. Homework is helpful if it is based upon pupil needs and individually assigned projects. It is an effective way to make up work missed by absences from school and may also aid in overcoming an academic difficulty a student is experiencing. Homework should assist students to work to their capacities and increase their breadth of understanding.

Homework falls into the following categories:

1. Practice . given to help students master specific skills and to reinforce material presented in class.
2. Preparation . given to prepare students for upcoming lessons.
3. Extension . given to decide if students can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. Creativity . given to help students synthesize skills and ideas to produce a requested response. These assignments usually take more time to complete, several days, even weeks.

### **SUGGESTED HOMEWORK TIMEFRAMES**

The amount of homework assigned normally increases as a student progresses through school. Working time will vary according to the assignments and ability level of the student. The time frames listed above are the recommended time to be spent on combined daily assignments. Special, long term projects and tests may require additional time. If a student is

continuously having difficulty completing work in the suggested time frame, the parents should contact the student's teacher or the guidance office. Parents are encouraged to read nightly to and with their younger students. Older students are encouraged to read independently daily.

### **LIBRARY/MEDIA CENTER**

The school library media center is open daily during the school year from 8:35 am until 3:00 pm.

Book Fair . January 28<sup>th</sup> . 30<sup>th</sup>  
Author Day . May 10<sup>th</sup>

Read Across America . March 1<sup>st</sup>

### **TEXTBOOKS/SUPPLIES**

Textbooks will be issued to each pupil at the beginning of the school year. Pupils are responsible for these materials and shall pay for any damage to textbooks (at a depreciated value set by the Superintendent) or for the total cost of any lost textbook or library book. All textbooks and library books are catalogued; therefore, if payment is made for a lost book and later is found, the money will be refunded to the student. Report cards will be held, and other disciplinary measures may be used, until all books issued to a student are collected or until payment is made for any lost or damaged textbooks.

Calculators for grades 6-8 will be given to each pupil at the beginning of the school year for their use at all times. If calculators are lost or damaged, the pupil is responsible for the cost to replace it.

**It is required that all textbooks be covered.**

### **PEER TUTORS**

Beginning with the second marking period, Peer Tutors will be available one afternoon a week from 3:00 p.m. to 3:45 p.m. Request for Peer Tutors should be made through the guidance office.



### **CURRICULUM**



The primary emphasis of the curriculum in grades K-4 is based upon integrated Reading/Language Arts, and Math programs. In grades 5 through 8, a departmental approach is utilized with pupils receiving instruction in Science, Social Studies, Language Arts Literacy, Math, Spanish, Technology, Music, Art, Physical Education and Health. The entire collection of Board of Education approved curricula can be found on the school website.



### TESTING PROGRAM

Kindergarten to Grade 2 . MAP Testing  
 Grade 3 . MAP & NJ Assessment of Skills and Knowledge (NJASK3)  
 Grade 4 . MAP & NJ Assessment of Skills and Knowledge (NJASK4)  
 Grades 5 - NJ Assessment of Skills and Knowledge (NJASK5)  
 Grades 6 - NJ Assessment of Skills and Knowledge (NJASK6)  
 Grade 7 . NJ Assessment of Skills and Knowledge (NJASK7)  
 Grade 8 . NJ Assessment of Skills and Knowledge (NJASK8)  
 Spanish Placement for RBRHS

For information on NJ ASK testing, visit [www.state.nj.us/njded/assessment/es](http://www.state.nj.us/njded/assessment/es)

### TESTING DATES

#### MAP TESTING

Kindergarten MAP	9/27, 9/28, 1/17, 1/18, 5/31, 6/3
Gr. 1 MAP	9/13, 9/14, 1/7, 1/8, 5/20, 5/21
Gr. 2 MAP	9/18, 9/19, 1/9, 1/10, 5/22, 5/23
Gr. 3 MAP	9/20, 9/21, 1/11, 1/14, 5/24, 5/28
Gr. 4 MAP	9/24, 9/25, 1/15, 1/16, 5/29, 5/30
Gr. K-4 MAP make-ups	10/1 - 10/4, 1/22 -1/25, 6/4 - 6/7

#### NJASK TESTING

Gr. 3 NJASK	May 13 - 16, 2013
Gr. 4 NJASK	May 13 . 17, 2013
➤ Gr. 3-4 make-ups	May 20 . 24, 2013
Gr. 5 NJASK	May 6 . May 9, 2013
Gr. 6- NJASK	May 6 . May 9, 2013
➤ Gr. 5-6 make-ups	May 13 . 17, 2013
Gr.7 NJASK	April 29 . May 2, 2013
Gr-8 NJASK	April 29 . May 2, 2013
➤ Gr. 7-8 make-ups	May 6 . May 10, 2013

### PLAGIARISM

- A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:
1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, and exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
  2. Plagiarism is not permitted in term papers, themes, essays, reports, images; take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
  3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.
- B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized. (reference policy 5701 . Attachment H)

### SPECIAL PROGRAMS

#### BASIC SKILLS

Pupils who are having difficulty in reading, writing, and/or mathematics may be eligible for Basic Skills classes. The Basic Skills program is remedial, supportive and presented in addition to the district's regular classroom work. It differs in style, setting, and teacher-pupil ratio from regular program and focuses on individual pupil needs. The school will contact parents to inform them of a child's eligibility.

#### ENRICHMENT

The enrichment programs SAIL and MAST will continue during the 2012-2013 school year.

**SAIL – STUDENTS ACHIEVING INDEPENDENT LEARNING** – a school wide enrichment model, involves the participation of all students. It involves special interest activities on all grade levels. The culminating event is the SAIL Fair held in the spring. **Several 9 am delayed openings will be scheduled to accommodate our SAIL experience, they are listed on the calendar.**

**MAST – MASTERING ACADEMICS THROUGH SMART THINKING** – involves enrichment for students who qualify based on district formulated criteria. It involves differentiated instruction, and/or enrichment integrated selectively into the regular curriculum activities.



### **GUIDANCE PROGRAM**

My vision for guidance and counseling is for every school district in the United States to have a fully implemented comprehensive guidance and counseling program, serving all students and their parents and staffed by active, involved school counselors working closely with parents, teachers, administrators and community members. When guidance and counseling is organized and implemented as a program, it places school counselors conceptually and structurally in the center of education, making it possible for them to contribute directly and substantially to their local school districts' educational goals. As a result, guidance and counseling becomes an integral and transformative program in the district, not a marginal and supplemental activity.

School counseling promotes and enhances the learning process. The goal of the program is to enable all students to achieve success in school and develop into contributing members of our society. A school counseling program based on national standards provides all the necessary elements for students to achieve success in school. This programmatic approach helps school counselors to continuously assess their students' needs, analyze school data, and identify barriers and obstacles that may be hindering student success, and advocate programmatic efforts to eliminate these barriers. School counselors work with all students, school staff, families and members of the community as an integral part of the education program. School counseling programs promote school success through a focus on academic achievement, prevention and intervention activities, advocacy and social/emotional and career development.

### **HEALTH EDUCATION**

Health is taught in grades K-8 in order to: motivate young people to build healthy life-styles for today and the future; teach pupils crucial life skills such as decision-making, goal setting, coping and resisting peer pressure; encourage pupils to think for themselves and to develop responsibility for their actions; reinforce the importance of health knowledge, attitudes, and positive behavior, and cultivate a respect for all life.

The health curriculum includes instruction in Chemical Health Education, Aids/HIV prevention, and family life skills.

### **MUSIC PROGRAM**

#### **K-3**

An introduction to musical elements and the development of an appreciation for the arts using singing, playing rhythm instruments and flutes, dancing, listening, musical games and video experiences as a vehicle to gain appreciation and a knowledge of music.

#### **4-5**

An introductory course designed to learn to play a traditional band instrument.

#### **5-6-7-8**

Jazz Band is available to 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders who perform at a more advanced level.

#### **Concert Band**

A higher level performance group comprised primarily of 6-8<sup>th</sup> grade students expressed an interest, and have the ability and dedication to pursue his/her performance on a traditional band instrument.

#### **Chorus**

A specialist vocal group comprised primarily of 6-7-8<sup>th</sup> grade students who have expressed an interest, and have the ability and dedication to perform as a member of a school chorus.

#### **String Program**

A string instrument program will be offered again during the 2012-2013 school year. Weekly lessons will be provided to interested students on a pay per lesson basis. For information regarding string instrument lessons, please contact Mrs. Galante, the School Secretary at ext. 110.



## SPECIAL SERVICES

### CHILD STUDY TEAM

The Shrewsbury Child Study Team consists of a Director, Learning Consultant, Psychologist, Social Worker, and Speech/Language Specialist. The primary responsibility of the team is to identify, diagnostically evaluate, and provide individualized educational programming for pupils in grades Pre-Kindergarten (ages 3-5) through grade 8 with a variety of learning difficulties. Inquiries regarding Child Study Team services are welcome throughout the year.

### SPECIAL EDUCATION

Individualized Education Programs are offered to classified pupils whose needs require special instruction in any subject area. This instruction may take place in the regular classroom, the Resource Center, the self-contained classrooms, or in some combination of settings. Classified pupils may also be eligible for a variety of related services such as counseling, speech/language therapy and/or occupational therapy.

### OF INTEREST TO PARENTS



### TRAFFIC SAFETY

- a. The Bell Circle is not to be used for drop off, turns, etc.
- b. All pupils shall follow the drop off schedule listed:
  - PSD and Kindergarten students . drop off by the gym doors,
  - 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> grades . drop off in the main parking lot and enter through the main doors
  - 5<sup>th</sup> and 6<sup>th</sup> graders . drop off in the main parking lot, line up in the circle, and enter through the bell entrance.
  - 7<sup>th</sup> and 8<sup>th</sup> graders . drop off in the main parking lot and line up and enter through the junior high doors.
- c. When dropping off/picking up pupils, please enter the parking lot and please circle around to drop your child off.  
Do not use Parking spaces to park your car as they are designated for staff only and our spaces are limited.  
Do not abandon your vehicle in the drive-thru route in the main parking lot.  
Avoid turning left from Broad Street to enter Obre Place.

- d. Do not drop off pupils or park in the north side of Obre Place (the side opposite the school). Parking, picking-up, or dropping off pupils is not longer permitted on either side of Broad Street.
- e. Do not enter the extreme eastern end of Obre Place (the dead end section near the Library).
- f. K-turns on Obre Place are not permitted.
- g. Carpooling is suggested to reduce the volume of traffic.
- h. Left turns exiting the main lot are not permitted during specific time, as posted.
- i. Parking in the drop-off zone in front of the school is not permitted.

In order to assist us in the safety problem, the Police Department has promised a strict enforcement of the law in the school zone.

### OPEN HOUSE

Back to School Night will be held early in the school year during the evening. Parents are invited to visit the school, meet the staff, and visit the children's classroom.

### AFTER SCHOOL PROGRAM

The After-School Program, sponsored by the Monmouth Ocean Educational Services Commission, offers supervised after school care at Shrewsbury Borough School for pupils in grades Kindergarten through eighth grade. Expanded hours are also scheduled for 12:30 pm and 2:00 pm dismissal days. For additional information, please contact the program coordinator, Maria Hodge, at 732-389-3192x1090 or visit their website at [www.moesc.org](http://www.moesc.org).

### LOST AND FOUND

Pupils and parents may inquire about lost and found articles in the main office. The Lost and Found is located in the kitchen area adjacent to the gymnasium. Unclaimed items will periodically be disposed of or donated.

### FIELD TRIPS

Field trips are scheduled by teachers to provide visits to places of interest or performances of various kinds as a means of enriching and expanding the school curriculum. While away from school on such trips, pupils are expected to observe the highest standards of conduct and to dress appropriately.

Pupils may be excluded from such trips if general school behavior throughout the year is poor and would present a clear and present danger to themselves or others. Parents will be informed before the trip if a student's conduct or behavior is of concern and/or the student is excluded.

### PERMISSION SLIPS

Parental permission slips are required for various activities during the year, including field trips, school dances, basketball teams, cheerleading squad, physical examinations, etc. A pupil will not be allowed to participate in these activities without a completed permission slip. If your child loses the slip, additional copies are available from the teacher, or a handwritten note may be substituted before the activity.

## NOTICES

Please utilize the school website for constant updates concerning school events and news.

## PARENT PORTAL

Please be reminded by July 1<sup>st</sup> the Parent Portal closes each year for summer maintenance. It is extremely important you **PRINT** a copy of your child's report card for your records and for summer sports prior to July 1<sup>st</sup>.

## PUPIL PROGRESS

The education of our pupils is best achieved through a partnership of staff and parents. Parents/guardians are regularly notified of pupil progress toward achievement of individual and district goals and objectives. This is accomplished in the following four ways:

### 1. REPORT CARDS

Kindergarten report cards reflect the following grades: %A+. Meets or exceeds grade level expectations, %B+. Most of the time, %C+. Developing, %D+. More growth needed, and %NA+. Not assessed during this marking period.

Grades 1 through 4 have the following performance indicators for subject areas: %A+. Student can apply the strategy, concept, or skill consistently and independently, %B+. Student is expanding upon a basic understanding, however misunderstandings still occur. Reminders, hints, and suggestions are needed to promote understanding, %C+ - Student is at an early stage of conceptual understanding. Student shows limited understanding of this strategy, concept, or skill, %D+ - Student is not yet demonstrating an understanding of this strategy, concept, or skill, and %NA+. Not assessed at this time.

Middle school students (grades 5-8) have the following grading explanation:

- 93-100% - Excellent
- 85-92% - Good
- 77-84% - Fair
- 70-76% - Poor, but passing
- Below 70% - Failing
- I - Incomplete

Report cards are available through the parent portal four times a year to students in grades 2-8, three times a year to Kindergarten and grade one students.

**REPORT CARDS - November 12, January 28, April 11, June 20**



## 2. HONOR ROLL AND HIGH HONOR ROLL

**HONOR ROLL** – For students in grades 6 to 8 to achieve %Honor Roll+they must:

- Earn an 85% or higher in each major academic subject for that grade level, including Language Arts Literacy, Math, Science, Social Studies and Spanish;
- Earn a %B+ representing %Student consistently meets district and State Core Curriculum Standards+for each of the special areas including Art, Music, Physical Education, Health, Technology, and Library/Media Center;
- And earn commendable conduct/effort marks.

**HIGH HONOR ROLL** – For students in grades 6 to 8 to achieve %High Honor Roll+they must:

- Earn a 93% or higher in each major academic subject for that grade level, including Language Arts Literacy, Math, Science, Social Studies and Spanish;
- Earn a %A+ representing %Student exceeds district and State Core Curriculum Standards+for each of the special areas including Art, Music, Physical Education, Health, Technology, and Library/Media Center;
- And earn commendable conduct/effort marks for all subject areas or for all subject area indicators.

Students who achieve Honors or High Honors will be recognized quarterly on the school website, and on the bulletin board near the main entrance of the building (outside the main office). Students who achieve Honors or High Honors for four (4) consecutive marking periods will be recognized at the Awards Assembly in June.

## 3. WARNING NOTICES

Warning Notices will be available through the Parent Portal for pupils who are under the 75<sup>th</sup> percentile in any subject area. The notice indicates the weak area(s) and allows opportunity for improvement. Students who receive two or more warning notices per semester meet with the school counselor to set academic goals. The primary purpose of Warning Notices is to inform parents that their child is encountering academic difficulties. Parents are HIGHLY encouraged to schedule a conference with their child's teacher in the content area.

**WARNING NOTICES – October 12, December 14, March 1, May 13**





an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The office that administers FERPA is:
- (5) U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

#### Directory Information Public Notice

Certain information about district students is considered ~~%~~directory information. Directory information includes: student's name, address, telephone number, e-mail address, enrollment status, grade level, date and place of birth, photograph, dates of attendance, participation in officially recognized activities and sports, weight and height, awards received in school, and most recent school attended.

Directory information will be released to anyone (i.e., companies, organizations, military recruiters) who follows procedures for requesting it, unless the parent objects to the release of directory information about the child. This objection must be made, in writing, to the principal within ten school days after the start of school each year.

#### **STUDENT INSURANCE**

Individual accident insurance is available for the pupils. Information regarding policies is distributed to the children during the first week of school in September.

#### **SCHOOL PHOTOGRAPHS**

School photographs are taken yearly. The date for this year's school photographs will be October 2<sup>nd</sup>; retakes are scheduled for November 1<sup>st</sup>. An information brochure will be sent home prior to the dates with instruction.

#### **SHREWSBURY PARENT TEACHER GROUP**

The Shrewsbury Parent Teacher Group is an organized support group for the pupils, faculty and administration of the school. All parents are invited to join the group whose meetings are generally scheduled for the first Tuesday of each month. (September's meeting will be Tuesday, September 11, 2012 at 7:30 PM).

**In an effort to "go green", minutes from SPTG meetings will be available on their website, [www.SPTG.org](http://www.SPTG.org).**

The Parent Teacher Group provides hospitality for school events, special projects, assembly programs, and a student newsletter, TIGER TALES, as well as many other activities and services. Parental participation in every facet of your child's education is invited and encouraged.

#### **SPTG POSITIONS FOR THE 2012-2013 SCHOOL YEAR**

SPTG Executive Board:

President	Kim Gittines
Vice President	Kathy Ford
Treasurer	Jessica Borriello
Secretary	Stephanie Heller

#### **FOUNDATION FOR SHREWSBURY EDUCATION**

The Foundation for Shrewsbury Education is a non-profit organization composed of parents, educators, and business leaders dedicated to raising funds and in kind gifts to enrich the educational experiences of the pupils. For additional information, contact Amy Nelson at 732-530-1202

Monthly Foundation Meetings are: 9/11, 10/9, 11/6, 12/11, 1/8, 2/12, 3/12, 4/9, 5/14, 6/11

5K Race is scheduled for Sunday, October 21<sup>st</sup>.

#### **BICYCLES – PERMISSION SLIP ATTACHED- MUST BE COMPLETED by Friday, September 21<sup>st</sup>**

According to state law, the wearing of helmets is required of all pupils who ride their bicycles to school, regardless of age. Racks are provided for use by those children whose parents feel it is necessary and safe for them to ride bicycles to school. Parents are urged to provide locks. Due to the heavy concentration of both bicycle and automobile traffic, especially early in the morning, Kindergarten and first graders are not permitted to bring their bicycles.

Bicycles must be walked once entering school property (or crossing Route 35) to the respective bike racks. All other general rules of bicycle safety are encouraged.

**Skateboards are strictly prohibited.**



### **GUIDELINES FOR BIKE RIDERS**

All bike riders going to or from school will be subject to the following rules:

1. Bicycle helmets must be worn by all riders;
2. One rider to a bike . no double riders;
3. Sidewalks are to be used whenever possible;
4. If riding in the road, stay close to the curb;
5. Pupils who cross Route 35 at White Street or Obre Place must walk their bike to and from that point and the bike rack;
6. Pupils coming from Sycamore Avenue, but not having to cross Rt. 35, will walk their bikes up and down the ramp way;
7. Pupils coming from the north or south side of Sycamore Avenue to Rt. 35 should cross at Sycamore Avenue and Rt. 35 and utilize the westerly side of Rt. 35 in approaching the school;
8. Pupils using the Obre Place bike rack, coming from Rt. 35, must walk their bikes from the point of crossing;
9. No one shall ride another pupil's bike without permission, and
10. Failure to comply with these rules will result in the suspension of bike riding privileges.

### **COMMUNICATION DEVICES AND CELLULAR TELEPHONES**

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephones and/or electronic devices while school is in session. Cellular telephones and/or electronic devices must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Pupils must keep cell phones and/or electronic devices in their lockers during the school day.

Cellular telephones and/or electronic devices that are turned on in violation of this policy will be confiscated and the stored information may be removed by the Building Principal. The pupil will be subject to appropriate disciplinary action. (see Policy 5516 . Attachment G)

**Pupils are permitted to use office phones to call home for emergencies only.** Pupils may use the public phone by the library only with teacher approval.

### **LOCKER RULES**

1. Pupils in grades 4, 5, 6, 7, and 8 will be assigned a locker. Combination locks will not be provided. No other person should be allowed to go into your locker under any circumstances with or without your approval. Locks and/or alarm devices are not allowed.
2. Lockers will be checked by the Superintendent, his/her designee or the homeroom teacher. No items may be posted in or on a pupil's locker. Personal items of monetary or sentimental value should not be kept in pupil's locker. Violation of this rule, or permitting another pupil's use of an assigned locker, could result in loss of locker privilege.
3. Lockers are to be neat and clean at all times. Lockers are school property; therefore, they can and will be searched.
4. Pupils in grades 6, 7, and 8 are permitted to their lockers before homeroom period in the morning, at the conclusion of third period, prior to lunch to exchange books for the afternoon session and immediately after school dismissal. No one is permitted to go to a locker at any other time during the day unless they are leaving school early or have written permission from a staff member.

### **TRANSFER INFORMATION**

Complete information on any pupil leaving our school, including grades, health records, achievement test scores, etc., will be sent to the new school upon request. In order to facilitate a smooth transition, parents should request a transfer card be sent to the new school from Mrs. Galante, the School Secretary at ext. 110. Upon registration in the new school, notification and a request for records will be sent to Shrewsbury School. This will be processed within ten (10) days.

**OF INTEREST TO PUPILS**  
**SCHOOL CROSSINGS**

School crossing guards are on duty at Obre Place and Rt. 35 and at Sycamore Avenue and Rt. 35 from 7:45 am until 8:35 am. There is a crossing guard on duty from 2:50 pm until 4:45 pm at the Obre Place crossing, but the Sycamore Avenue crossing is from 2:50 until 3:45 pm.

In addition to these crossings, a guard is on duty at the intersection of Obre Place and Samara Drive and Sycamore/Silverbrook during the same period as the Sycamore Avenue schedule.

The school also has an active safety patrol which is on duty during the arrival/dismissal times of pupils.

**EVENING DANCE RULES**

Occasionally during the school year dances will be held for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade pupils. The following guidelines are required for those occasions:

1. Tickets are sold Wednesday, Thursday, and Friday afternoons prior to the dance. Absolutely no tickets will be sold at the door.
2. Dance will terminate no later than 9:00 pm. Pupils are requested to make advance arrangements to have transportation available promptly after the conclusion of the dance. Students are not allowed to walk home, even with parental permission. Additionally, students will not be admitted without a signed permission slip.
3. Once pupils enter the dance they are not allowed to leave and re-enter again.
4. Since dances are social occasions, appropriate clothing should be worn. Dress rules for a specific dance, whether costume, informal or dress-up, will be cleared with the administration when dance preparation begins.
5. Any disruptive attendees of any dance will be asked to leave the dance immediately and call home for a ride.

**SCHOOL PARTIES AND GIFT GIVING**

Class parties must be held outside of school hours except on the following occasions: Halloween, Christmas and Valentine's Day. A class party in honor of an individual or child or teacher, whether it is celebration of a birthday or other occasion, is not permitted at the school during school hours.

Class collections to buy presents for individual teachers or children are not permitted. Individual presents from pupil to pupil are permitted. The faculty has adopted a policy that requests children to refrain from giving gifts to them on an occasion.

**PHYSICAL EDUCATION DRESS REQUIREMENT**

All pupils in grades four through eight must make a change of clothing for physical education. Shorts, shirt and sneakers are required for participation in physical education. Pupils in grades K-3 do not change clothes for physical education, but must wear sneakers.



**Go Tigers!!**

**What to do if .....**

You have a question or a problem: Discuss it with your child's teacher **first**. If the problem is still unresolved, speak to the administration (732-747-0882, ext. 121 . Mrs. DiStefano)

You need to contact your child in an emergency situation: Call the office (732-747-0882, ext 110 . Mrs. Galante)

**▶▶▶ You change your address or phone number: Inform the office as soon as possible with the new information, the emergency information in the main office and the nurse's office will be updated.**

**You move out of the district:** If you want your child's records forwarded to the new district, request a transfer card from Mrs. Galante, it will be forwarded to the new school.

**You are not pleased with your child's photograph:** A retake date will be announced, you are to then send in your package for a retake. The directions from the photographer specifying reasons for retakes will be listed.

**Your child is absent or tardy:** Call the absence/tardy line (732) 747-0882 at ext. 259 before 8:45 am to report a tardiness or absence. When your child returns to school, submit a note to the **main office** stating the reason for the absence. These notes are kept on file.



**Your child left his/her lunch money at home:** The child should inform the classroom teacher so that a lunch credit may be given. Lost lunch tickets may be replaced through the lunchroom aide in charge

**Your child becomes ill in school:** Be sure you have listed an emergency number with the school. The nurse will call you or the person you have listed in case the child has to be sent home.

**PLEASE BE ADVISED OF THE FOLLOWING ATTACHMENTS:**

- Attachment A . Policy 5200 Attendance
- Attachment B . Policy 5240 Tardiness
- Attachment C . Policy 5511 Dress and Grooming
- Attachment D . Policy 5500 Expectations for Pupil Conduct
- Attachment E . Policy 5512.01 Harassment, Intimidation, and Bullying
- Attachment F . Policy 5512.02 Cyber-Bullying
- Attachment G . Policy 5516 Remotely Activating Communication Devices .  
Pagers and Cellular Telephones
- Attachment H . Policy 5701 Plagiarism
- Attachment I . Policy 5751 Sexual Harassment
- Attachment J . Policy 2260 Affirmative Action Program for School  
and Classroom Practices
- Attachment K . Policy 2431 Athletic Competition
- Attachment L . Policy 2412 Home Instruction Due to Health Condition
- Attachment M . Bicycle Permission Slip . to be completed
- Attachment N . Policy 8601 . Pupil Supervision After School Dismissal
- Attachment O . Request for Supervision at Dismissal Form
- Attachment P . Entrance Requirements

**NOTES/REMINDERS .**

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**PLEASE COMPLETE AND RETURN TO THE MAIN OFFICE BY**

**FRIDAY, SEPTEMBER 21<sup>ST</sup> – (only 1 permission slip per family).**

**PARENT/STUDENT ACKNOWLEDGMENT –**

**I HAVE READ AND UNDERSTAND THE INFORMATION PRESENTED IN THIS 2012-2013 SHREWSBURY BOROUGH SCHOOL PARENT/STUDENT HANDBOOK AND I ACKNOWLEDGE RECEIPT OF ATTACHED BOARD OF EDUCATION POLICIES.**

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher (s):** \_\_\_\_\_

**Grade (s):** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher (s):** \_\_\_\_\_

**Grade (s):** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher (s):** \_\_\_\_\_

**Grade (s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5200 ATTENDANCE

The Board of Education requires the pupils enrolled in the school attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Attendance at school may be excused for certain absences as defined by the Board. All absences for reasons other than excused, shall be unexcused.

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. No pupil excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. Pupils shall be subjected to the school district response for unexcused absences during the school year as outlined in N.J.A.C. 6A:16-7.8(a) 4 and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a pupil to the disciplinary rules of the Board, which may include the denial of a pupil's participation in co curricular activities and/or athletic competition. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction may result in the suspension or expulsion of any pupil from the course of study during which absences have

occurred or the suspension or expulsion in accordance with Policy Nos. 5610 and 5620.

The Superintendent shall calculate and monitor the average daily attendance rate for the district. Whenever the average daily attendance rate for the district does not meet the New Jersey Department of Education requirements, the Superintendent or designee shall develop performance objectives to improve pupil attendance pursuant to N.J.A.C. 6A:32-12.2(a)3.

N.J.S.A. 18A:36-14 et seq.; 18A:38-25 et seq.

N.J.S.A. 34:2-21.1 et seq. N.J.A.C. 6A:16-7.8

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5240 TARDINESS

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

N.J.S.A. 18A:36-14; 18A:36-15; 18A:36-25 et seq.

# POLICY

## SHREWSBURY BOROUGH

# BOARD OF EDUCATION

## **5511 DRESS AND GROOMING**

The Board of Education recognizes each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The Board will not interfere with the right of pupils and their parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The Board authorizes the Superintendent to enforce school regulations prohibiting pupil dress and grooming practices which:

1. Present a hazard to the health or safety of the pupil to him/herself or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program;
3. Cause excessive wear or damage to school property; and
4. Prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement.

Pupils should wear clothing that is appropriate for their age and for school. Pupils are expected to come to school wearing neat, appropriate, and suitable attire that does not distract others and is not offensive. Clothing that is appropriate for the beach, pool, or health club is not appropriate for school, including flip-flops, thongs, or sandals.

Examples of inappropriate attire include, but are not limited to garments that reveal undergarments, midriffs, or buttocks. Pants must be able to stay up without be hand held, The length of skirts, dresses, and shorts should be appropriate for school. The straps of tank tops should be at least two inch wide spaghetti straps; halter tops, short shorts, hats, headbands, sunglasses, ski goggles, and bandanas are not appropriate for school.

Pupils may not wear clothing and/or accessories that have any associations with substances, violence or gangs. Clothing that is offensive to any national ethnic, religious, sexual orientation, or gender group is not appropriate for school. Clothing that has any obscene writing or promotes suggestive, indecent, or unacceptable school behavior whether stated or implied will not be permitted.

Shoes/sneakers are required to be worn at all times. Discretion should be used regarding the appropriateness and/or safety of certain types of shoes.

All hats, coats, jackets, and outdoor attire should be placed in appropriate spaces. Coats and hat are not to be worn during the school day. Pupils are advised to wear sweaters if they feel the need to have additional warmth during the winter months.

Pupils who are required to wear a head covering due to religious customs or medical reasons or are required to wear sunglasses due to medical reasons must present a written not from their parent(s) or legal guardian(s) for religious reasons or doctor for medical reasons to the Assistant Principal.

Pupils who are dressed inappropriately for school will remove the items and/or replace them with either clothing they have with them or clothing that the school will loan them. Parent(s) or legal guardian(s) will be contacted to request other clothing and to share the information.

The dress code shall serve as a minimum code. The Building Principal may institute school rules and regulations which he/she deems necessary and/or appropriate.

### Enforcement

1. Teaching staff members will report perceived violations of the dress code to the Building Principal or designee, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code and the reasonable expectations of the staff member in charge.
4. The Principal may waive application of the dress code for special school activity days

5. A pupil whose dress or grooming has been found by the Principal or designee to violate this Regulation may appeal the determination to the Superintendent.

N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5500 EXPECTATIONS FOR PUPIL CONDUCT

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members. The Superintendent shall, in consultation with staff members, parent(s) or legal guardian(s), and, where appropriate, pupils, develop a statement of specific pupil behaviors that exemplify these expectations and shall publish both this policy and the statement of behaviors to all pupils,

parent(s) or legal guardian(s), and professional staff members.  
N.J.S.A. 18A:11-1

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5512.01/page 1 of 10

### Harassment, Intimidation, and Bullying

5512.01 HARASSMENT, INTIMIDATION, AND BULLYING  
Policy Statement

The 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. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, intimidation, or bullying+ means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging



the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or

4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

~~Electronic communication~~+means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

5512.01/page 2 of 10

### Harassment, Intimidation, and Bullying

This Policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the

operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

Expected Behavior:

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors, and the

mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and Consequential measures that are appropriately assigned for infractions of these rules and guidelines.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

**5512.01/page 3 of 10**

### **Harassment, Intimidation, and Bullying**

The district prohibits active or passive support for acts of harassment, intimidation, or bullying.

Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee. Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

### Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate

consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct.

### Factors for Determining Consequences

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

**5512.01/page 4 of 10**

### **Harassment, Intimidation, and Bullying**

#### Factors for Determining Remedial Measures

##### Personal -

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extra-curricular activities;
9. Classroom participation; and
10. Academic performance.

##### Environmental -

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;

4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

5512.01/page 5 of 10

### Harassment, Intimidation, and Bullying

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil, who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences -

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;

4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long term);
9. Legal action; and
10. Expulsion.

Examples of Remedial Measures . Personal

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

5512.01/page 6 of 10

### Harassment, Intimidation, and Bullying

5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;

- 13. Pupil treatment; or
  - 14. Pupil therapy.
- Examples of Remedial Measures - Environmental (Classroom, School Building or School District)

- 1. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;
- 2. School culture change;
- 3. School climate improvement;
- 4. Adoption of research-based, systemic bullying prevention programs;
- 5. School policy and procedures revisions;
- 6. Modifications of schedules;
- 7. Adjustments in hallway traffic;
- 8. Modifications in pupil routes or patterns traveling to and from school;
- 9. Targeted use of monitors (e.g., hallway, cafeteria, bus);

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

**5512.01/page 7 of 10**  
**Harassment, Intimidation, and Bullying**

- 10. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- 11. General professional development programs for certificated and non-certificated staff;
- 12. Professional development plans for involved staff;
- 13. Disciplinary action for school staff who contributed to the problem;

- 14. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- 15. Parent conferences;
- 16. Family counseling;
- 17. Involvement of parent-teacher organizations;
- 18. Involvement of community-based organizations;
- 19. Development of a general bullying response plan;
- 20. Recommendations of a pupil behavior or ethics council;
- 21. Peer support groups;
- 22. School transfers; and
- 23. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

### Reporting Procedure

Complaints alleging violations of this Policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

**5512.01/page 8 of 10**  
**Harassment, Intimidation, and Bullying**

this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

#### Investigation

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this Policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

Response to an Incident of Harassment, Intimidation, or Bullying  
An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying.

Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5512.01/page 9 of 10

#### Harassment, Intimidation, and Bullying

and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

#### Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law,



Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment. The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

#### Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

#### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the Policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this Policy appears in any

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5512.01/page 10 of 10

#### Harassment, Intimidation, and Bullying

any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

Harassment, Intimidation, and Bullying Prevention Programs Pursuant to N.J.S.A. 18A:37-17.(5)(c) and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation, and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation, and Bullying Policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this Policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18. N.J.S.A. 18A:37-13 through 18A:37-19; N.J.A.C. 6A:16-7.9 et seq.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

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### CYBER-BULLYING

#### Policy Statement

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyber-bullying to law enforcement authorities.

#### Definitions

Cyber-Bullying is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

School district owned, operated, or supervised technologies is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

#### Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyber bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

5512.02/page 2 of 3

### Cyber-Bullying

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline. In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school

grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupils' physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5. Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

**Discipline and Consequences**

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials. Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 . Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5512.02/page 3 of 3

#### Cyber-Bullying

##### Reprisal or Retaliation Prohibited

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

##### Consequences for False Accusation

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

##### Policy Publication

This Policy will be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s).

# POLICY

# SHREWSBURY BOROUGH BOARD OF EDUCATION

## 5516 Remotely Activating Communication Devices- Pagers & Cellular Telephones

Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present.

Pupils are not permitted to use cellular telephones and/or electronic devices while school is in session. Cellular telephones and/or electronic devices must be turned off while the pupil is in the school building and may only be turned on after school has concluded for the day and outside the school building. Pupils must keep cell phones and/or electronic devices in their lockers during the school day.

Cellular telephones and/or electronic devices that are turned on in violation of this policy will be confiscated and the stored information may be removed by the Building Principal. The pupil will be subject to appropriate disciplinary action.

N.J.S.A. 2C:33-19

N.J.A.C. 6A:16-5.8

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5701 PLAGIARISM

A. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other

pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.

2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.

3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

B. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

C. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

1. Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.

2. If warranted, the teacher shall file a written complaint against the pupil with the Building Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Building Principal.

3. The Building Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.

4. If the pupil is not in agreement with the disciplinary action of the teacher, he/she may appeal the action to the Building Principal. If the pupil is dissatisfied with the Building Principal's disposition of the case, he/she may grieve the action in accordance with Policy No. 5710, Pupil Grievance.

# POLICY

# SHREWSBURY BOROUGH BOARD OF EDUCATION

## 5751 SEXUAL HARASSMENT

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any person+ from sex discrimination; accordingly both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil

being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment.

Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 5751/page 2 of 2

### Sexual Harassment

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call. This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public school. The



Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education - Office of Civil Rights Sexual Harassment Guidance:

Harassment of Students by School Employees, Other Students, or Third Parties (1997)

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

### 8601/page 1 of 3

#### Pupil Supervision After School Dismissal

The Board of Education adopts this Pupil Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger pupils at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school

property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger pupils after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of pupils attending the district-operated school or programs in grades Kindergarten to eight who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to eight, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program, on the school or school district website, and to parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be resubmitted at the end of the duration period. In addition, a parent(s) or legal

guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

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### Pupil Supervision After School Dismissal

indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent(s) or legal guardian(s) request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

The Principal or program administrator will develop and implement a written Pupil Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building(s) or program(s) supervision procedures for pupils at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school(s) or program(s) ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school(s) or program(s) Pupil Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures. The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil.

In order to ensure the safety of other pupils being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other pupils within the building, and to avoid traffic and vehicular safety problems outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination shall be made by the Principal or program administrator after considering the unique circumstances at the school building and the building's typical dismissal protocol.

# POLICY

## SHREWSBURY BOROUGH BOARD OF EDUCATION

8601/page 3 of 3

### Pupil Supervision After School Dismissal

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff until the parent(s) or legal guardian(s) or designated escort arrives.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to pupils at the school's facilities after formal school dismissal.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

SHREWSBURY BOROUGH SCHOOL  
Shrewsbury, NJ

**ATTACHMENT - M**

**BICYCLE PERMISSION SLIP**

**PLEASE COMPLETE AND RETURN TO THE MAIN OFFICE  
BY FRIDAY, SEPTEMBER 21<sup>ST</sup>.**

Dear Parent/Guardian:

As per Board of Education policy 5514, the Board regards the operation by pupils of any vehicle for transportation to and from school as a matter subject to Board authority because pupil safety is of paramount concern.

Please read the following and acknowledge with your signature:

**The Board will permit the use of bicycles by pupils in grades 2 through 8 in accordance with district rules, provided such pupils present written parental approval.**

The Board also prohibits the use of rollerblades, scooters, and skateboards on school grounds at any time by any persons. Rollerblades, scooters, and skateboards are not permitted in school; any of the above brought to the school building or grounds may be confiscated by the Principal, who shall return the item(s) to the pupil's parent(s) or legal guardian(s).

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

Homeroom Teacher (s): \_\_\_\_\_

Grade (s): \_\_\_\_\_

Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

**Shrewsbury Borough School**  
**Request for Supervision at Dismissal From School**  
**For Pupils in Grades Kindergarten to Grade 8**

**BICYCLE PERMISSION SLIP:**

Please sign and return to the main office by  
**FRIDAY, SEPTEMBER 21<sup>ST</sup> – (only 1 permission slip per family).**

\_\_\_\_\_ Yes, I did review the above policy on bicycle riding, and I give my child(ren) permission to ride their bike(s) to and from school. I also realize that rollerblades, scooters, and skateboards are not permitted.

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher (s):** \_\_\_\_\_

**Grade (s):** \_\_\_\_\_

**Student's Name:** \_\_\_\_\_

**Homeroom Teacher (s):** \_\_\_\_\_

**Grade (s):** \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO THE MAIN OFFICE BY FRIDAY, SEPTEMBER 21<sup>ST</sup> – (only 1 permission slip per family).**

**Parent/Legal Guardian Name:**  
\_\_\_\_\_

**Phone #'s (Home)** \_\_\_\_\_

**(Work)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

**Teacher** \_\_\_\_\_

**Child's Name** \_\_\_\_\_

**Grade** \_\_\_\_\_

**Homeroom Teacher** \_\_\_\_\_

In accordance with Board of Education Policy, I am requesting my child(ren) listed above not be permitted to walk home from school alone unless escorted by a parent or an escort.

Therefore, I am requesting the school only release my child(ren) listed above to a parent/legal guardian or the escorts I designate. I acknowledge I have received and reviewed Board Policy 8601 and understand my obligations in authorizing the school district to maintain supervision of my child(ren) after school dismissal including, but not limited to:

1. I, and/or my designated escort, may not be able to enter the school building until a time designated by the Principal or program administrator, which may be after other children are dismissed from school.
2. I, and/or my designated escort, will enter the school building and go directly to the location in the building the Principal or program administrator designated to pick up my child(ren). I, or my designated escort, will leave the school building promptly upon picking up the child(ren).
3. I understand this Request shall be for every school day, including half-sessions and early closing days due to emergencies, and shall apply for the duration of time designated in Board Policy 8601.
4. I acknowledge a parent or designated escort is provided permission to enter the school building for the purpose to pick up their child(ren). I, or my designated escort, agree to pick up my child(ren) in accordance with the timelines established by the Principal or program administrator.

**The following persons are designated to pick up my child(ren) after school dismissal in accordance with the terms of Board Policy 8601.**

**Parent/Legal Guardian:** \_\_\_\_\_

**Escorts:** \_\_\_\_\_

**Parent/Legal Guardian Signature:**  
\_\_\_\_\_

**Date** \_\_\_\_\_

**SHREWSBURY BOROUGH SCHOOL**

**ENTRANCE REQUIREMENTS**

**Kindergarten** – Children admitted to kindergarten must be five years of age by October 1 of the year they enter kindergarten. The following must be provided at time of registration:

- An original birth certificate
- Proof of residency (e.g., contract of sale/rent, tax/rent receipt, utility bill)

The following must be provided before school starts in September:

- Proof of a current physical examination (form provided by school); proof of the day, month, and year the following required immunizations were administered:

1. DPT (Diphtheria, Tetanus, Pertussis): A minimum of 4 doses of DPT . of which one dose must have been administered after age four . OR any total of 5 doses of DPT is acceptable.
2. OPV/IPV: Every child less than seven years of age shall have received at least three doses of live, trivalent, oral poliovirus vaccine (OPV), or inactivated polio virus vaccine (IPV) either separately or in



combination, one dose of which shall have been given on or after the child's fourth birthday, or alternatively, any appropriately spaced combination of four doses.

3. MMR (combined Measles, Mumps, and Rubella): Acceptable in lieu of 4, 5, 6. Two doses of MMR, given on or after age one, are required or documented proof of immunity.
4. Measles (Rubeola): Two doses of a measles vaccine (MMR, MR, or Measles) given on or after age one.
5. Rubella (German measles): One dose of rubella vaccine administered on or after age one. Children immunized before one year of age are to be re-immunized.
6. Mumps: One dose of mumps vaccine administered on or after age one. Children immunized before one year of age are to be re-immunized.
7. Hepatitis B: Three doses of Hepatitis B vaccine are required.
8. Varicella (Chicken Pox): One dose on or after age one.
9. Mantoux tuberculin test.
  - In addition to the above, you will be asked to fill out a Developmental History Form at the time of registration.

#### Transfers

Parents registering a child from another school district are required to:

Show proof of residency (e.g., contract of sale/rent, tax/rent receipt, utility bill); complete a Release of Records form (available in school office); submit record of immunizations; submit physical examination upon entry. Exam must be done no more than 365 days prior to entry and must state what, if any, modifications are required for full participation in the school program.

#### **PICTURES – PLEASE COMPLETE AND RETURN TO THE MAIN OFFICE BY FRIDAY, SEPTEMBER 21<sup>ST</sup>.**

There are many occasions during the school year when students may participate in activities that are preserved in photographs, movies, slides, or videotapes.

Please complete the form below and return it to school by **Friday, September 21<sup>st</sup>** as your consent for your child to appear in photographs such as: videos, newspapers, updating the school website or any other promotional ad, which are related to school activities including, but not limited to, the following:

- class activities - trips, assemblies, etc.
- awards - honor roll, attendance, etc.
- publications - school newsletters, local newspaper, etc.
- school websites - (<http://www.sbs.k12.nj.us>)



Grade (s): \_\_\_\_\_

Homeroom Teacher(s): \_\_\_\_\_

Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

**PLEASE COMPLETE BY FRIDAY, SEPTEMBER 21<sup>ST</sup> – (only 1 permission slip per family).**

\_\_\_\_\_ I **give** permission for my child to appear in pictures/videos, etc.that are part of school related activities.

\_\_\_\_\_ I **do not give permission** for my child to appear in pictures/videos, etc. that are part of school related activities.

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

**Grade (s):** \_\_\_\_\_

**Homeroom Teacher(s):** \_\_\_\_\_

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

**Grade (s):** \_\_\_\_\_

**Homeroom Teacher(s):** \_\_\_\_\_

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