

Shrewsbury Borough School

20 Obre Place
Shrewsbury, New Jersey 07702

Brent A. MacConnell
SUPERINTENDENT

(732)747-0882
Fax: (732)747-7510

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Important Information Regarding Parent Access to Genesis- Read First

Dear Parents and Guardians:

When you log in to Genesis for the first time this year, you will need to complete several mandatory 'permissions' in order to access your account and important information including teachers assignments and class schedules. Two of the **mandatory permissions**, numbered as Question #7 and Question #8, refer to Shrewsbury Board of Education Policy #8601, Pupil Supervision After School. It is important that you read and review this policy carefully as you must choose between two options.

You cannot answer 'yes' for both questions and you cannot answer 'no' for both questions. If you answer 'no' to Question #7 and 'yes' to Question #8, you must designate specific, authorized guardians for the school to release your child/children to according to your wishes. If you answer 'yes' to Question #7 and 'no' to Question #8, you can still designate authorized guardians to pick up your child/children in the contacts section of the parent portal. Please see **Question #7 and Question #8** below:

Question #7: Policy # 8601 PUPIL SUPERVISION AFTER SCHOOL

I do not wish to request special school dismissal procedures for my child and he/she is permitted to walk home without a designated parent/guardian or escort. By signing, I understand the following:

*The dismissal procedures shall be effective immediately and shall apply to all school days, including half sessions and early closing days due to emergencies.

*I have given express consent for my child to leave school property alone, therefore the district is not responsible for my child's actions once he/she leaves school property.

-OR-

Question #8: Policy # 8601 PUPIL SUPERVISION AFTER SCHOOL - CONTINUED:

I am requesting the school only release my child to the contacts I designate in the parent portal.

By signing, I understand the following:

*The dismissal procedures shall be effective immediately and shall apply to all school days, including half sessions and early closing days due to emergencies.

*Once my child leaves school property with their designated parent/guardian or escort, the district is not responsible for my child's actions or the actions of the designated parent/guardian or escort.

*In the event that my child's designated parent/guardian or escort does not arrive for the dismissal of my child, my child will be placed in the after-school program and I shall be responsible for the costs associated with that placement.

The screenshot shows the 'Contact' form in the Genesis SIS system. The form is titled 'Contact' and includes a 'Save Contact' button at the top. The 'Contact Information' section contains a table with the following columns: Prefix, First, M, Last, Suffix, Type, Relationship, and Residence. The 'Type' dropdown is set to 'EmergContact'. Below this table, there is a 'Notes' field, a 'Critical?' checkbox, and a 'Military' section with 'Branch' and 'Rank' dropdowns, and a 'Retired' checkbox. A checkbox labeled 'Guardian has given permission for contact to pick up student from school' is checked. The 'Phone Numbers' section has a table with columns: #, Primary, Type, Number, Mobile Provider, Description, AM, PM, B, and an 'Add' button. The 'Email Addresses' section has a table with columns: Seq, Email, Description, Work, B, and an 'Add' button. The 'Mailing Addresses' section has an 'Add address to contact:' dropdown and an 'Add' button. At the bottom of the form, there are 'Save Contact' and 'Delete Contact' buttons. The browser address bar shows 'genesis.genesisedu.com/shrewsbury/sis/view?module=studentdata&category=modifystudent&tab1=demographics&tab2=contacts2&action...'. The system status bar at the bottom shows the date and time as 8/27/19 3:32 PM - 2.0.5327 and the copyright notice for Genesis Educational Services, Inc.

The person(s) you wish to permit to pick up your child from school MUST be named as an EMERGENCY CONTACT for you to get the highlighted box above to check that this contact has permission to escort your child(ren) from the school's property.

Best wishes for a wonderful school year!

Very sincerely,

Brent A. MacConnell

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Superintendent