

Student and Parent Handbook 2026-2027



Shrewsbury Borough School
20 Obre Place
Shrewsbury, NJ 07702
Main Office 732-747-0882 ext. 104

TABLE OF CONTENTS

	Page		Page
School Administration	3	Gifted & Talented	19
Board of Education	3	Guidance	19
Daily Time Schedule	4	Health Education	19
Attendance & Excuses	5	Physical Education	20
Attendance Procedures	5-6	Music Program	20
Tardiness	6	Child Study Team	20
Truancy	6	Special Education	20
Students on Vacation	6	Before/After School Program	20
Dismissal	7	Lost & Found	21
Student Demographic	7	Field Trips	21
School/Lunch/Recess	8	Permission Slips	21
School Visitors	8	Notices	21
Security Cameras	8	Parent Portal	21
Emergency Closings	8	Student Progress	21
Delayed Openings	9	Report Cards	21-22
Fire Drills	9	Honor Roll	22
Emergency Management Plan	9	High Honor Roll	22
School Health Services	9	Warning Notices	22-23
Accidents in School	10	Parent/Teacher Conferences	23
Physical Examinations	10	Communications	23
Medication	10	Promotion/Retention	23
Sports Physicals	10-11	Student Records	23-24
Sportsmanship Code	11	Student Insurance	25
Home Instruction	11	Student Photographs	25
Equity in School	12	NJDOE Photo Release Form	25-26
Dress & Grooming	12-13	Bicycles	26
Expectations for Student Conduct	13	Guidelines for Bike Riders	26-27
Expected Behavior	13	School Crossings	27
Student Discipline/Code of Conduct	14	Communication Devices &	
Sexual Harassment	14	Cellular Telephones	27
Harassment, Intimidation, Bullying	14-15	Locker Rules	28
Cyber Bullying	15	Entrance Requirements	28
Internet & Email Rules	15-16	Transfers Into District	29
Academic Detention	17	Transfers Out of District	29
Homework	17	Evening Dance Rules	29
Suggested Homework Time Frame	17	Parties & Birthdays	29-30
Library/Media Center	17	Teacher Gift Giving	30
Textbooks/Supplies	17-18		
Curriculum	18		
Testing Program	18		
Academic Integrity	18		
Response to Intervention	18-19		
Enrichment	19		

SCHOOL ADMINISTRATION

Rick Cohen	Superintendent/Principal
Cheryl Salway	Assistant Principal and Supervisor of Curriculum & Instruction
Kelly Baldino	Supervisor of Student Services
Lindsey Case	Business Administrator/Board Secretary
Kara Crespo	Secretary to the Superintendent
Alanna O’Handley	School Secretary
Christine DeLeonardo	Business Administrator Secretary
Cindy Rodriguez	Accounts Payable/Bookkeeper

BOARD OF EDUCATION

As a rule, the Board of Education meets in the library media center on the third Wednesday of each month at 6:30 PM as a closed executive session, and is open to the public at 7:00 PM. Special meetings or changes in the regular schedule are published in the Asbury Park Press and are advertised on the bulletin board located outside of the main office. 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 the Board Secretary/Business Administrator, Shrewsbury Borough School, 20 Obre Place, Shrewsbury, NJ 07702.

School website: <https://www.sbs.k12.nj.us/>

Shrewsbury Borough School Board of Education: [POLICIES AND REGULATIONS](#)

“SIGN UP FOR THE REGROUP ALERT SYSTEM to get important messages via text, telephone or email, about school emergencies or closings. To register, go to the Borough of Shrewsbury New Jersey Regroup Alert website, <https://www.shrewsburyboro.com/snj/Regroup/>.



DAILY TIME SCHEDULE (PRE-K - GRADE 8)

Arrival bell – 8:20
Late bell – 8:25
8:25 – 8:33 – 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 - 3:00 PM

DAILY TIME SCHEDULE (PRE-K - GRADE 8)

12:30 DISMISSAL DAY

No school lunch will be served on 12:30 dismissal days

Arrival bell – 8:20
Late bell – 8:25
8:25 – 8:30 – 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
Dismissal - 12:30 PM

DELAYED OPENING SCHEDULE (PRE-K - GRADE 8)

RBR school lunch will not be served

Arrival bell – 10:20
Late bell – 10:25
10:25 – 10:30 - Homeroom
10:30 – 11:00 - Period 1
11:00 – 11:30 - Period 2
11:30 – 12:15 - Period 5 (*Lunch - Grades K-4*)
12:15 – 1:00 - Period 6 (*Lunch - Grades 5-8*)
1:00 – 1:30 - Period 3
1:30 – 2:00 - Period 4
2:00 – 2:30 - Period 7
2:30 – 3:00 - Period 8
Dismissal - 3:00 PM

ATTENDANCE AND EXCUSES - Policy And Regulation #5200

The Board of Education requires that the students 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 1st of the year they enter Kindergarten. The educational program offered by this district is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students 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 according to the new guidelines from the Department of Education N.J.A.C. 6A:16-7.8.

According to our policy, an **“excused absence”** is a student’s absence from school for a full day or a portion of a day for one or more of the following reasons:

- a. Religious observances, pursuant to N.J.S.A. 18A:36-14 through 16;
- b. Participation in observance of Veterans Day; and
- c. Take Your Child to Work Day; (supported by notification from parent and/or employer).

Students absent from school are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday shall be deprived of the opportunity to make up a test given on the religious holiday.

In accordance with the Board of Education Policy #5200, and all of the corresponding state statutes and regulations, a student must be present for at least four (4) hours during the school day to receive credit for that day. This means that if a student arrives in the morning at 8:30 AM that student must be present in school until 12:30 PM to receive credit for that school day. If a student comes into school late the student must arrive NO later than 11:00 AM and must be present in school until 3:00 PM to receive credit for that school day.

Prolonged or repeated absences, excused or unexcused, from school or from class; deprive the student of the classroom experience deemed essential to learning and may result in retention at grade level. Students 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(b) 4 and Regulation #5200. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules of the Board, which may include the denial of a student’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 student from the course of study during which absences have occurred, or the suspension or expulsion of any student from the course of study during which absences have occurred or the suspension or expulsion in accordance with Policy #5610 and #5620.

ATTENDANCE PROCEDURES

In each case of absence or tardiness, a written note must be presented upon the student’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 in the main office. All parents of students who will be absent and/or late must call the school no later than 8:15 AM to report the student's absence or lateness.

To report an absence, late arrival or early dismissal:

1. Email the Main Office directly at: absent@sbs-nj.org
2. Call 732-747-0882 and press 1 to leave a message after the tone

If any student 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 at 732-747-0882 ext. 301 as soon as diagnosed. A doctor's note is needed for readmission.

TARDINESS - Policy #5240

The Board of Education believes that promptness is an important element of school attendance. Students 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 students.

Tardiness to school or class that is caused by the student'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 unless deemed excused by the Superintendent.

A student who develops a pattern of tardiness, will be offered counseling with an appropriate staff member to determine the cause of the tardiness. Disciplinary measures are possible.

TRUANCY

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

The district shall deal with student 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 miss school will be allowed up to but no more than 1 day to make up work for the school year when they return. These students may want to take their books with them and/or contact a friend or the school website for assignments. Students will not be excused for any family vacation at any time for any purpose.

DISMISSAL - Policy #8601

Request for Supervision at Dismissal From School For Students in Grades Kindergarten to Grade 8

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 Permission Slip for Dismissal has been removed from the Student Parent Handbook and is now an online form located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child's records.

Student Demographic/Contact Management

Student Demographic/Contact Management Information is available via the Parent Portal for all parents to review and to make any necessary updates. Parents are responsible for updating all contact information, except Home Address changes, whenever a change should occur. If your Home Address should change due to a move within district please contact the school main office and provide new proof of residency as soon as possible. Once new proof of residency is provided your home address will be updated. It is extremely important that you make necessary updates as changes occur should the need arise for the school to contact you for any reason. If your email address should change please make the change via Genesis contact management and contact the school main office and provide your new email address so that we may link the new email to the parent portal.

SCHOOL LUNCH/RECESS PROGRAM

The school provides a supervised lunch program where students have the opportunity to have lunch and a recreational break from the rigors of classroom learning. Students may purchase lunch through the food service at Red Bank Regional High School. The link to the lunch portal is located on the SBS website. Ice cream is also available for purchase.

If Your child left his/her lunch at home: The child should inform their classroom teacher and they will be sent to the main office to call home.

SCHOOL VISITORS

In order to ensure a safe environment for students and staff, all parents and visitors are required to sign in at the vestibule and move forward to the main office once you have obtained a visitor's pass. Information and directions will be provided. No one will be admitted to the building without a Visitor's Pass and all visitors must enter through the main entrance security vestibule.

SECURITY CAMERAS - Policy and Regulation #7441 **ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS**

Please be advised that the Board utilizes video surveillance technology for safety and security purposes. The following language is posted in and around the School Facility as notice to our staff and visitors:

WARNING: This Facility employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. If you have questions regarding this equipment please contact the Superintendent.

Please refer to the following Policy located in the Student Parent Handbook and also on the school website:

***The Permission Slip for our Security System has been removed from the Student Parent Handbook and is now an online form located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child's records.

EMERGENCY CLOSINGS

If the school is closed due to inclement weather conditions or other emergency situations, you will be notified by the Regroup Alert System. If you are not signed up for the Regroup Alert notification, please fill out the information on the Borough of Shrewsbury New Jersey Regroup Alert website: <https://www.shrewsburyboro.com/snj/Regroup/>. Any Emergency closings will be posted on the school website and announced through email and social media.

DELAYED OPENINGS

If conditions allow for delay opening, school will begin at 10:20 AM. Parents will receive notification for delayed openings through the regroup alert system, school website and through email and social media.

FIRE DRILLS

Fire drills are held monthly and are signaled by the sounding of the fire alarm. Students should immediately vacate the building in accordance with the posted instructions. In all drills, it is absolutely necessary that students 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 an emergency situation, pre-established procedures will be followed. Students will be released to parents in a systematic and organized manner and only after deemed appropriate by law enforcement and school 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. To ensure the compliance of all mandatory immunization requirements
4. The communication of perceived health needs to students and parents and appropriate follow up.

The certified school nurse is employed on a full- time basis. During the course of the school year, physical examinations are requested for preschool, kindergarten, first, third, fifth and seventh grade students, and are mandatory for students 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 is conducted, 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 current and on file in the parent portal.

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

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 student 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.

PHYSICAL EXAMINATIONS

It is important for students to receive medical examinations during the developmental stages of early childhood, pre-adolescence, and adolescence. Shrewsbury Borough School recommends that students be examined by their physician every year. Please have your physician fill out the required SBS physical form for those students in Grades Pre-K, Kindergarten, 1, 3, 5 and 7.

MEDICATION

It is the policy of the school that no medication is given to any student during the course of a school day. In cases requiring any medication, PRESCRIPTION, and NON PRESCRIPTION, the school nurse 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 student 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 requires that only the school nurse or school physician may administer medication. No other school personnel are permitted to administer medication.

SPORTS PHYSICAL -Policy #2431 and Regulation #2431.2

An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the tryout and first practice session with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent(s) or legal guardian(s) for the provision of health care. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(h) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades five through eight.

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 student'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 Nurse and the forms will be reviewed and signed off by the school physician. Refer to Policy #2431. All athletes must also submit the required forms in regards to Concussion, Sudden Cardiac Death, and the Use and Misuse of Opioid Drugs.

SPORTSMANSHIP CODE

Students, Parents and Spectators 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 DUE TO HEALTH CONDITION – Policy #2412

The Board of Education will provide instructional services to an enrolled student whether a general education student in Kindergarten through grade eight or a special education student age three to fourteen at the student's home or another suitable out-of-school setting when the student 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 student 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 student's physician documenting the projected need for the student'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 student'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 student'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 student's confinement, during the first week of the student's confinement to the home or out-of-school setting.

EQUITY IN SCHOOL AND CLASSROOM PRACTICES - Policy #2260

The Shrewsbury Borough Board of Education acknowledges its responsibility to ensure all students 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 disabled and does not discriminate in admission or access to or treatment or employment in its programs and activities. The Supervisor of Special Services is designated to coordinate the efforts necessary to comply with Section 504 of the Rehabilitation Act of 1973. Please refer to Board Policy #2260.

DRESS & GROOMING - Policy #5511

The Board of Education recognizes each student's mode of dress and grooming is a manifestation of the student's personal style and individual preferences. The Board will not interfere with the right of students 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 student dress and grooming practices which:

1. Present a hazard to the health or safety of the student 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 student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Students should wear clothing that is appropriate for their age and for school. Students are expected to come to school wearing neat, appropriate, and suitable attire that does not distract others and is not offensive.

Shorts may be worn but must be at least at fingertip length when arms are fully extended at the student'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 student to call or be sent home for appropriate attire.

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

No student is to wear a hat while in school. Hats are permitted outdoors only. Students 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.

Please do not send students to school with Crocs, flip-flops, slides, or sandals. Students should wear sneakers or closed toe shoes for their safety during 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.

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

EXPECTATIONS FOR STUDENT CONDUCT - Policy #5500

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students 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 students can contribute to the effectiveness of the school and the value of their education.

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

Students 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 student shall observe promulgated rules and regulations and submit to the discipline imposed for infractions of those rules.

Discipline of students 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 continued detention of a student takes place for any reason other than remaining for academic help, the teacher must have a conference with the parent. If a student's misbehavior persists, suspension will be considered.

STUDENT DISCIPLINE/CODE OF CONDUCT - Policy #5600

The Code of Conduct provides guidelines to students regarding acceptable behavior, as well as consequences for inappropriate behavior. The Code of Conduct consists of motivational, disciplinary, and modification components.

The Student/Parent Handbook contains Policy #5500 and Policy #5600 and Regulation #5600 - Expectations for Code of Conduct and Student Discipline/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 students are required to sign an acknowledgement that they have read and understand the Code of Conduct.

Any student issued detention cannot participate in any school activities whether it be athletic and/or extracurricular on the day detention is issued and served.

SEXUAL HARASSMENT OF STUDENTS - Policy #5751

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

HARASSMENT, INTIMIDATION, & BULLYING - Policy & Regulation #5512/Policy #5512.01

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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 student or damaging the student's property, or placing a student 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 student or group of students 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 student exercising power and control over another student, 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 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 student 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 student's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, 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 Policy #5512.02

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

The Board of Education Policy #5512.02 prohibits acts of cyber-bullying by school district students through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

In the event the investigation results indicate cyber-bullying was committed by a school district student 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 student 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 student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, 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 are considered district property. 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 are private or maintain an expectation of privacy while using any district assets. Within reason, freedom of speech and access to information will be honored. Any student using such technologies to harass another student/adult or input or extract inappropriate

information from a student/adult account or district owned hardware will be subject to 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, cell phones, movies, music 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.
- b. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or that makes 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. Students should never share passwords with other students.
- c. 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 prosecution under state and federal law. Cyber bullying from home computers that affects students in school will result in disciplinary action as deemed appropriate.

ACADEMIC DETENTION

A program of “academic” detention will be provided for those students 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 students who need remedial assistance after school. Students 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. **Any student issued academic detention cannot participate in any school activities whether it be athletic and/or extracurricular on the day detention is issued and served.**

HOMEWORK - POLICY #2330

Homework plays an important role in the academic development of our students. Homework is helpful if it is based upon student needs and individually assigned projects. It is an effective way to make up for 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. Our homework Policy #2330 is listed and contains recommendations for homework time frames.

SUGGESTED HOMEWORK TIME FRAMES

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. Special, long term projects and tests may require additional time. If a student is continuously having difficulty completing work, the parents should contact the student’s teacher or the guidance office. Parents are encouraged to read nightly to and with their younger students and older students are encouraged to read independently daily.

LIBRARY/MEDIA CENTER

Please check Mr. Clark’s – Media Center page on the school website for information regarding school programs held throughout the school year.

TEXTBOOKS/SUPPLIES

Textbooks will be issued to each student at the beginning of the school year. Students 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 cataloged. If payment is made for a lost book and later is found, the money will be refunded to the parent. Students will be subject to disciplinary measures 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 may be used to each student at the beginning

of the school year for their use at all times. If calculators are lost or damaged, the student is responsible for the cost to replace it. All textbooks should be covered.

CURRICULUM

The primary emphasis of the curriculum in grades K-4 is based upon integrated and cross curricular connection of a balanced literacy approach and Mathematics. Students are exposed to: Phonics, Word Recognition, Fluency, Literature, Informational Text, Writing, Speaking, Listening and Language with New Jersey Student Learning Standards that prepare them for college and career readiness. The curriculum is supported with leveled resources, mentor text and digital on-line sites that include rigorous text for both instructional and independent work. In grades 5 through 8, a departmental approach is utilized with students 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

TESTING PROGRAM – To Be Determined by the State- Information will follow.

ACADEMIC INTEGRITY - Policy # 5500 and #5701 **Policy #2365 - Acceptable Use of Generative Artificial Intelligence**

- A. Students 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 students' papers, and exchanging information with other students 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, online 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 student 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.

RESPONSE to INTERVENTION (RTI)

The Shrewsbury Borough School utilizes a research-based, intensive process known as Response to Intervention to further assist students when they are encountering difficulty in the classroom. Response to Intervention (RTI) is the process of providing high quality, high impact instructional and curricular interventions that are specific and measurable for a student in an effort to address current needs as determined by parents, teachers, and other instructional staff. The three-tier framework incorporates increasing intensities of instruction that are provided to students in direct proportion to their individual needs. Embedded in each tier is a set of unique support structures that help teachers implement

research-based curriculum and instructional practices at levels of fidelity that are designed to improve student achievement. Ongoing assessment of students' proficiency on critical academic and/or behavioral skills in an essential aspect of the framework. Progress monitoring data are used to inform instruction at each tier and also to identify the appropriate level of service for each student. In this way, the student's response to researched-based interventions is used as basic data on which decisions are made.

ENRICHMENT

The Shrewsbury Borough School provides several programs to enrich our students.

GIFTED & TALENTED

Gifted and Talented – All students enrolled in the Shrewsbury Borough School District are evaluated for the Gifted and Talented Program. Enrollment is based on a criteria of multiple measures that are specific to the students of the Shrewsbury Borough School District. Students identified as gifted and talented will be provided with enriched programming that supports their unique interests and abilities and fosters a belonging to society(ies) to assist them in reaching their potential.

GUIDANCE PROGRAM

Our 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. Any questions regarding Guidance, please contact the School Counselor at ext. 120.

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 students crucial life skills such as decision-making, goal setting, coping and resisting peer pressure; encourage students 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 Nutrition and Fitness Health Education, Sexual and Reproductive Health and Wellness, and family life skills.

PHYSICAL EDUCATION

All students in grades Kindergarten through Eight must be prepared for physical education. Shorts, shirts and sneakers are required for participation in physical education. Please contact the Physical Education teachers if you have any questions about these requirements.

MUSIC PROGRAM

Grades K-4

An introduction to musical elements and the development of an appreciation for the arts through the usage of voice, rhythm instruments, recorders, dancing, listening, and musical games as a vehicle to gain an appreciation of music.

Grades 5-8

A general music course that is centered around American music history (spanning from folk and blues music all the way through to rap and popular music) and learning how to play the keyboard and guitar.

Concert Band

A performance group composed of 5th – 8th grade students who have the interest and dedication to continue to study, play, and perform on a traditional band instrument.

Chorus

A specialist vocal group composed primarily of 5th – 8th grade students who have expressed an interest and dedication to perform as a member of a school chorus.

CHILD STUDY TEAM

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

SPECIAL EDUCATION

Individualized Education Programs are offered to classified students whose needs require a special program to access curriculum in any content area. This instruction may take place in a general education classroom, resource center, self-contained classrooms and/or combination of settings. Classified students may also be eligible for a variety of related services such as counseling, speech/language therapy and/or occupational therapy.

BEFORE - AFTER SCHOOL PROGRAM

The Before/After-School Program is provided by The Community YMCA. For additional information, please visit our school website.

LOST & FOUND

Students and parents may inquire about lost and found articles in the main office. The “Lost and Found” is located in the vestibule in the bins by the front door. 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, students are expected to observe the highest standards of conduct and to dress appropriately.

Students may be excluded from such trips if general school behavior throughout the year is poor. Parents will be informed before the trip if a student’s conduct or behavior is of concern and if the student is to be 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 student 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 1st 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 **June 23rd**.

STUDENT PROGRESS

The education of our students is best achieved through a partnership of staff and parents. Parents/guardians are regularly notified of student progress toward achievement of individual and district goals and objectives.

REPORT CARDS

Kindergarten report cards reflect the following grades: “4” – Demonstrating – The student demonstrates a complete and accurate understanding of this skill or concept with little or no teacher support, “3” – Progressing – The student is developing an understanding of this skill or concept with some teacher support, “2” – Emerging – The student is beginning to develop an awareness of this skill or concept with frequent teacher support, “1” – Not yet Demonstrating – At this time, the student is not demonstrating an understanding of this skill or concept. This may be an area of concern. N/A – Not assessed during this marking period.

Grades 1 through 2 have the following performance indicators for subject areas: “4” – Exemplary – Performance exceeds grade level benchmark without prompting from the teacher, “3” – Accomplished – Performance meets grade level benchmark with some prompting from the teacher, “2” – Developing – Performance indicates progress towards grade level benchmark with prompting from the teacher “1” – Area of Concern – Performance indicates insufficient progress towards grade level benchmark. N/A – Not assessed during this marking period.

Grade 3 through 4 have the following performance indicators for subject areas: “4” – Exceeds Standard, “3” – Meets Standard, “2” – Approaches Standard, “1” – Below Standard. Blank = Not addressed during this period.

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

HONOR ROLL & HIGH HONOR ROLL

HONOR ROLL

For students in grades 6 to 8 to achieve “Honor Roll” they must:

- Earn a 90% or higher in each major academic subject for that grade level, including Language Arts Literacy, Math, Science, Social Studies and Spanish;
- Earn a “3 or 4” representing “Student consistently meets district and State Core Curriculum Standards” for each of the special areas including Art, Music, Physical Education, Health, and Technology;
- 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 95% or higher in each major academic subject for that grade level, including Language Arts Literacy, Math, Science, Social Studies and Spanish;
- Earn a “3 or 4” representing “Student exceeds district and State Core Curriculum Standards” for each of the special areas including Art, Music, Physical Education, Health, and Technology;
- And earn commendable conduct/effort marks for all subject areas or for all subject area indicators.

Students who achieve Honors or High Honors for four (4) consecutive marking periods will be recognized at the Awards Assembly in June.

WARNING NOTICES

Warning Notices will be available through the Parent Portal for students who are under the 75th 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.

PARENT/TEACHER CONFERENCES

Formal Parent/Teacher Conferences for grades Pre-K-8 are scheduled twice during the year to discuss student progress. Conference dates are presented at this time so that parents may plan their time in advance. It is important to the children that parents attend these conferences.

Special conferences, other than those regularly scheduled, are encouraged and may be arranged at any time through the teacher.

COMMUNICATIONS

Teachers will use e-mail, provide information on teacher Websites, or contact parents by telephone when problems arise. In this way, extra help can be provided immediately to students.

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 by contacting the Main Office: 732-747-0882.

PROMOTION AND/OR RETENTION OF STUDENTS - POLICY #5410

Children shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The legal age for Kindergarten is age 5; first grade is age 6. The educational program shall provide for the continuous progress of children from grade to grade. A small number of children, however, may benefit from staying another year in the same grade. Such retention may be considered in grades Kindergarten through eight in the event of any of the following:

- a. A student fails two or more major subjects or is working more than one year below grade level;
- b. A student is achieving significantly below activity and district standards set for the grade level based on objective tests and teaching staff decisions.
- c. Retention would have a reasonable chance of benefiting the student; and/or
- d. A student has not been present for a sufficient proportion of the total instructional time as outlined in the regulations for Policy #5410 – Absences and Excuses.

Whenever retention is being considered, the teacher(s) shall confer with the Superintendent and the appropriate personnel member(s), in consultation with the Child Study Team. This conference should be not later than the end of the first marking period, or as soon as possible. The parents/guardians shall thereafter be invited to a meeting with the teacher(s), Superintendent and other appropriate staff as soon as possible. This meeting shall include an explanation to the parents/guardians of their child's current academic standing in relation to the group and his/her own individual ability. Another meeting of the parents/guardians, teacher(s), Superintendent and other appropriate staff will be held to review the student's progress as early in the fourth marking period as practical. The final decision shall be made by the Superintendent regarding retention of students. Only in unusual circumstances should a child be retained more than once.

STUDENT RECORDS

As a parent/guardian of a student enrolled in a public school, you have the right to view, to make notes and/or to have a reproduction of any of your child's records.

Notification of Rights Under FERPA for Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- (1) The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask Shrewsbury Borough School to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure with consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on 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:
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 students. Information regarding policies is distributed to the children during the first week of school in September.

SCHOOL PHOTOGRAPHS

School photographs are taken yearly. An information brochure will be sent home prior to the dates with instruction.

If you are not pleased with your child's photograph: A retake date will be announced. On retake day your child is to bring the original picture package and hand it in to the photographer.

The Permission Slip for School Photos has been removed from the Student Parent Handbook and is now an online form located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child's records.

NEW JERSEY DEPARTMENT OF EDUCATION STUDENT PHOTO RELEASE FORM

I, *(please print full name neatly)*, having previously given permission to my local school district to publish photos/images of my child *(please print full name of child)* on the district/school website, additionally give permission for the New Jersey Department of Education (DOE) to display photos/images/videos of this child on the DOE Web site www.state.nj.us/education and on social media (including, but not limited to, Facebook, Twitter, and Instagram).

In granting this permission, I understand that the DOE may use photos/images/videos of my child for purposes such as celebrating achievements and publicizing education events, as deemed appropriate by the Public Information Office, and that such use may include display in the DOE Photo Gallery and on social media. I further understand that, although school districts and/or schools associated with photos/images/videos will be identified, and that adults appearing in photos/images/videos may be named, my child's name or other personally identifiable information will *not* be used with any photo/image/video.

I am signing this release form with the knowledge that any photos/images/videos posted on the DOE Web site or on social media can be downloaded and reprinted by various news organizations, including print, electronic and broadcast media, and I, therefore, release the DOE from any liability arising from use of my child's photos/images/videos in DOE Web or social media postings. Additionally, as previously advised by the local school district, I understand that there are potential dangers associated with the posting of personally identifiable information on a Web site or on social media, since global access to the Internet does not allow for control of who may access such information.

I further understand that if I wish to rescind this agreement, I may do so at any time by sending a letter to the principal of my child's school, who will immediately notify the DOE by fax or email. The requested rescission will take effect upon DOE's receipt of the principal's notification.

Please see the new information below received from the NJDOE regarding the NJDOE Student Photo Release that will also be required to complete online located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child's records.

BICYCLES

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

The Board will permit the use of bicycles by students in grades 2 through 8 in accordance with district rules, provided such students 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 student's parent(s) or legal guardian(s).

According to state law, all students who ride their bicycles to school are required to wear a helmet, 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 when students are on school property (and when crossing Route 35) to the respective bike racks. All other general rules of bicycle safety are encouraged.

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. Students who cross Route 35 at White Street or Obre Place must walk their bike to and from that point and the bike rack;
6. Students coming from Sycamore Avenue, but not having to cross Rt. 35, will walk their bikes up and down the ramp way

7. Students 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. Students 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 student's bike without permission, and
10. Failure to comply with these rules will result in the suspension of bike riding privileges.

***The Permission Slip for Bicycle Permission has been removed from the Student Parent Handbook and is now an online form located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child's records.

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 PM until 3:45 PM. In addition to these crossings, a crossing 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 students.

COMMUNICATION DEVICES AND CELLULAR TELEPHONES Policy #5516

In an effort to significantly reduce the number of interruptions to all of our students and instructional staff during the school day, all students in Grades Pre-K-8 will be required to turn their cell phones, smart watches, and/or any other electronic communication devices in to their homeroom teacher at the beginning of the school day. At 3:00 PM each day, students will be able to pick up their device(s) to take them as they leave for the day.

Students will be expected to power off their devices and turn them over to their homeroom teachers without any discussion, debate, or excuse every single day. If a student is caught with their phone, watch, or other device during the school day, disciplinary action will be taken and parents will be contacted to prevent recidivism.

If you need to contact your child in an emergency situation: Call the main office 732-747-0882 (Ext. 104 – School Secretary or Ext. 103 - Superintendent Secretary) The Main Office will make sure that any important information is shared with your child. We will also allow students to use the Main Office phone to communicate with you whenever necessary.

LOCKER RULES

1. Students in grades 5th - 8th 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 student's locker. Personal items of monetary or sentimental value should not be kept in a student's locker. Violation of this rule, or permitting another student'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. Students in grades 6th, 7th, and 8th are permitted to use 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.

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, and 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 poliovirus 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 (Rubella): 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.

TRANSFERS INTO DISTRICT

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. Exams 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.

TRANSFER OUT OF DISTRICT

Complete information on any student leaving our school, including grades, health records, achievement test scores, etc., will be sent to the new school upon proper request. In order to facilitate a smooth transition, parents should notify the School Secretary in the main office, in writing, of the student transfer. Upon registration in the new school, notification and a request for records release must be completed, signed by the parent/guardian and sent to Shrewsbury School. This will be processed within ten (10) business days.

EVENING DANCE RULES

Occasionally during the school year dances will be held for the 6th, 7th, and 8th grade students. 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. Students 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 students 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 approved.
5. Any disruptive attendees of any dance will be asked to leave the dance immediately and call home for a ride.

SCHOOL PARTIES & BIRTHDAYS

The Shrewsbury Borough School District recognizes that each child's birthday is a special day that should be celebrated and recognized. Student birthdays will be announced to the entire school daily as a part of our daily announcements. In grades Pre-K through Four, teachers in individual homerooms will plan activities to recognize each student's birthday. Birthday activities will be planned with students who will be able to choose the type of activity that they would like for their birthday. The SBS Faculty and Staff has developed a choice board for this purpose and you can contact your child's individual teacher to learn more.

Holiday parties and other classroom celebrations will be planned by teachers, grade levels, our School Counselor and our administration and will be focused on school community service projects. We understand how valuable instructional time is and believe this time is best spent engaging students in community service and school projects.

Please do not send any type of food, candy, or other treats to the school at any time. No food will be distributed to students for birthdays, classroom celebrations, or for any other reason. Instead, teachers will let parents and guardians know about special events in their classroom and ask them to send a “special snack” with their child for that time or that day. Unhealthy food and treats conflict with our efforts to teach students about life-long health and wellness, impact valuable instructional time, and can adversely impact the health of students in our school.

SBS continues to make a concerted effort to keep our classrooms free from allergens so that all of our students are happy, healthy, and always ready to learn. We understand that the health and welfare of each of our students is paramount, so we respect your right to ensure their proper nutrition in whatever way you see fit. As a parent, you should feel confident that your child won’t be exposed to or offered any type of food that you don’t expressly approve of in advance.

TEACHER GIFT GIVING Policies #3214 & #4214

Shrewsbury Board of Education Policies #3214 & #4214, Conflict of Interest, discourages any type of gift-giving to SBOE employees, “The Board of Education discourages the presentation of gifts to teaching staff members by students and their parent(s) or legal guardian(s), because it may embarrass students with limited means and give the appearance of currying favor.

The Board directs that teaching staff members instruct their students to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from students or their parent(s) or legal guardian(s).”



PARENT/STUDENT ACKNOWLEDGMENTS:

***The Permission Slip for receiving the [Parent/Student Handbook](#) has been removed from the Student Parent Handbook and is now an online form located in the Parent Portal under the forms tab.

You will now have to acknowledge your receipt, understanding, and consent of this same information in the Genesis Parent Portal before you will be able to view teacher assignments, student schedules, and other account information.

Please note this is a mandatory form and if it is not completed, parents will not be able to proceed in the portal to access your child’s records.