

**WOODSTOWN-PILESGROVE
REGIONAL SCHOOL DISTRICT**

Mary S. Shoemaker School



Parent Handbook 2008-2009

MISSION STATEMENT

The Woodstown-Pilesgrove Regional School District, a collaborative partnership and educational leader, provides a secure, supportive environment with high quality resources to challenge and empower each individual to see and pursue his/her potential and to develop a passion for learning in a diverse and changing world.

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**WOODSTOWN-PILES GROVE REGIONAL
SCHOOL DISTRICT
135 EAST AVENUE
WOODSTOWN, NJ 08098**

BOARD OF EDUCATION MEMBERS

Mr. Joseph Baum	-	President
Mr. Chapman Vail	-	Vice President
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Mrs. Debbie Duffield		
Mr. Frank Frazier		
Mrs. Eileen Miller		
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Mr. George Rey, IV		
Mrs. Debra Tierno		
Mr. Richard Morris (Alloway)		
Mr. Bill Schermerhorn (Upper Pittsgrove)		

ADMINISTRATORS

Dr. James Kerfoot	Interim Superintendent
Mr. Harold O'Neill	Interim Business Administrator/ Board Secretary
Mrs. Patricia Braxton	Dir. of Curriculum & Inst.
Dr. Scott Hoopes	Principal (WHS)
Mr. Christopher Snyder	Assistant Principal (WHS)
Mr. John Fagnoli	Principal (WMS)
Ms. Diane Cioffi	Principal (MSS)
Mr. Dean Paolizzi	Director of Special Education
Ms. Andrea Bramante	Supervisor of Guidance Dept.
Mr. Dwayne Hickman	Sup. of Buildings & Grounds

ADMINISTRATIVE OFFICE STAFF

Mrs. Charlotte Harrison	Administrative Assistant to the Superintendent
Mrs. Debbie Lake	Administrative Assistant to the Business Administrator
Mrs. Ginger Jones	Secretary
Mrs. Gloria Mason	Secretary
Mrs. Carol Bowling	Transportation

MARY S. SHOEMAKER ELEMENTARY SCHOOL STAFF

Ms. Diane Cioffi	Principal
Mrs. Bette Rogers	Nurse
Mrs. Susan Wolf	School Counselor
Mrs. Shelia Robeson	Secretary to Principal
Mrs. Stacy Shorter-Carney	School Secretary
Mrs. Joyce Hoffman	Computer Assistant
Mrs. Patricia Allbritton	ParaProfessional
Mrs. Mary Kay Finley	ParaProfessional
Ms. Heather Hoffman	ParaProfessional
Mrs. Mirjam Biegen	ParaProfessional
Mrs. Deanna Bowling	ParaProfessional
Mrs. Kris Dudzinski	ParaProfessional
Mrs. Bertha Hyman	ParaProfessional
Mrs. Susan Lawrence	ParaProfessional
Mrs. Elizabeth Nichols	ParaProfessional
Mrs. Judy Pszwaro	ParaProfessional
Mrs. Donna Simmermon	Paraprofessional
Mrs. Tracy Demarest	Prekindergarten
Mrs. Susan Dyer	Prekindergarten
Mrs. Pat Foster	PreK/Early Intv. Reading

Mrs. Katherine DiDio	Kindergarten
Mrs. Charlene Grubb	Kindergarten
Mrs. Cynthia Lenahan	Kindergarten
Mrs. Brenda Melson	Kindergarten
Mr. Kenneth Coles	Grade One
Mrs. Starr Cundey	Grade One
Mrs. Christine Daly	Grade One
Mrs. Lisa O'Brien	Grade One
Mrs. Andrea Robertson	Grade One
Mrs. Kathleen Danner	Grade Two
Mrs. Sue Moore	Grade Two
Mr. Jamie Morgan	Grade Two
Ms. Jennifer Parks	Grade Two
Mrs. Kathleen Snyder	Grade Two
Mrs. Christine Carpenter	Grade Three
Mrs. Betty Griscom	Grade Three
Ms. Joan Hackl	Grade Three
Mrs. Brenda Pagesy	Grade Three
Mrs. Danielle Dickson	Grade Four
Mrs. Jean Gallo	Grade Four
Mrs. Pamela Halter-Chew	Grade Four
Mrs. Lorna McGeorge	Grade Four
Mr. Jesse Stemberger	Grade Four
Mrs. Susan Chapman-Kankowski	Art
Mrs. Christine Nowmos	Music
Mr. Len DeFrank	Inst. Music
Mrs. Aledra Dichter	Librarian
Mrs. Paula Golladay	Phys. Ed. & Health
Mrs. Karen Kalinowski	Phys. Ed & Health
Mrs. Margaret DiPalma	Resource Center
Mrs. Stacy DuBois	Resource Center
Mrs. Cherie Lower	Resource Center
Ms. Megan Dougherty	Resource Center
Ms. Erica Highley	Resource Center
Mrs. Kristin Schlichter	Resource Center
Ms. Pam Sheridan	Resource Center
Mrs. Claudia Kranz	Basic Skills
Mrs. Janice McGrath	Basic Skills
Mrs. Marjorie Minnich	Basic Skills
Mrs. Bette Ann Skinner	Basic Skills
Mrs. Beth Neiderman	Teacher Collaborator

**STAFF MEMBERS SHARED WITH WOODSTOWN
HIGH SCHOOL, WOODSTOWN MIDDLE SCHOOL
& MARY SHOEMAKER SCHOOL**

Mr. Nathan Frey	Instructional Facilitator
Mr. William Connolly	Instructional Facilitator
Mr. Floyd Pennal	Security Director
Mrs. Laurie Miles	ESL/Spanish/GT

CHILD STUDY TEAM

Mr. Dean Paolizzi	Director of Special Education
Mr. Tom McHugh	School Psychologist
Mrs. Linda Cullen	Secretary
Mrs. Diane Grennor	Social Worker
Mrs. Kim Kienzle	Learning Consultant
Mrs. June Mosher	Speech-Language Specialist

CAFETERIA

Mrs. Carol Bowling
 Mrs. Patricia Windstein
 Mrs. Grace Holland
 Mrs. Kathy Koziel
 Mrs. Diane Griscom

CUSTODIAL

Mr. Steven Danner
 Mr. Robert Hackett
 Mr. David Schulze
 Mrs. Judy Wiley
 Food Service Director

DISTRICT STAFF

Ms. Andrea Bramante	Affirmative Action Officer
Mr. Gregory Pappas	Technology Coordinator
	Technology Trainer

SCHOOL HOURS

7:30 a.m.	Staff Sign-in
7:35 a.m.	Entrance of Students to Classrooms
7:50 a.m.	Late Bell

Grades Kindergarten – 4

10:15-10:45 Kindergarten recess
 11:00-11:25 Kindergarten lunch

10:40-11:10 Grade 1 recess
 11:25-11:50 Grade 1 lunch

11:15-11:45 Grade 2 recess
 11:55-12:20 Grade 2 lunch

11:50-12:20 Grade 3 recess
 12:30-12:55 Grade 3 lunch

11:50-12:20 Grade 4 recess
 12:30-12:55 Grade 4 lunch

2:05 p.m.	Bus Students, Bicycle Riders, and School-Age Child Care Students Dismissal*
2:10 p.m.	Carpool Students and Walkers Dismissal*
2:30 p.m.	Teaching Staff may leave
3:00 p.m.	Paraprofessionals may leave

Prekindergarten Classrooms

AM Session - 7:35 am - 10:15 am
 PM Session - 11:25 am - 2:10 pm

Early Closing

AM Session - 7:50 am - 9:20 am
 PM Session - 10:20 am - 11:50 pm

Information in this parent handbook is subject to change due to adjustments in Board of Education policies or administrative policies.

Dear Parents:

On behalf of the May Shoemaker staff, it is a pleasure to welcome you and your children to a new school year. Our primary mission here at Mary Shoemaker School is to provide your child with a solid educational foundation. To this end, the district has implemented a curriculum that not only meets the standards established by the State, but also provides a basis for all future learning.

We do recognize that in order to fully realize your child's potential, a partnership must be established between the school and the home. Research has shown that students achieve at higher levels when parents are involved in their education. An important part of this relationship is communication. We will work very hard to ensure that you are kept informed of school related activities and opportunities for you to involve yourself in our school programs.

We ask that you review the information in this handbook very carefully. Please pay special note to the emergency school closing information and the school calendar. Certainly feel free to contact your building principal or me regarding any questions you might have throughout the year.

One major form of communication that we utilize is Power School. It is a web-based program, which means that you will be able to access this program at any time during the year by accessing the Internet. This will enable you to find out about your child's grades, progress, and attendance. This will apply to students in grades 3 and 4. This system will be an important tool that we will use to communicate with you on a regular basis. It is instrumental for student success during the school year to keep lines of communication open with teachers, counselors and administrators and PowerSchool will help. Your child's password will be sent home with your third and fourth grade student the first week of school. If you do not have a password, you will need to contact our office and speak directly with Mrs. Stacy Shorter-Carney and she will give you instructions on what you will need to do to get your new PowerSchool password.

All students, K-4, will be provided with student ID badges. This will allow our students access to our services in the lunchroom through our PowerLunch program and other school related functions. This too will allow you to access your child's account at any time to view their lunch purchases. Please refer to our PowerLunch section in the handbook for more detailed information.

If at any time you have a question about any aspect of our school or program offerings, please do not hesitate to contact us. In the meantime, our best wishes for a very successful year.

Yours in Education,

Ms. Diane Cioffi
Principal

SCHOOL AGE CHILD CARE

Parents can reach the School Age Child Care office by dialing 769-4900. The Woodstown-Pilesgrove PTA conducts a before and after School Age Child Care program (SACC) at the Shoemaker School for children in kindergarten through grade 6. The schedule is listed below:

6:20 a.m.	Staff Sign-in
6:30 a.m.	Students Arrive
7:35 a.m.	Conclusion of AM Session
1:30 p.m.	Staff Sign-in
2:10 p.m.	Students Arrive
6:00 p.m.	Conclusion of PM Session

The SACC program follows the school schedule in the event of early closing or school closes due to inclement weather.

EARLY DISMISSAL

We encourage regular school attendance and minimal interruption to the school day; however, it is sometimes necessary for a student to leave early for a medical appointment or a family concern. The early dismissal procedure is as follows:

1. The student must submit a note from the parent to the classroom teacher indicating the following:
 - a. the student's name
 - b. the reason for leaving school early
 - c. a telephone number for parent/guardian contact in the morning
 - d. the parent's/guardian's signature
2. The student will be dismissed from the office when the parent arrives. The parent must sign his or her child out in the school office before the child is permitted to leave the school building.

EMERGENCY CLOSING

If the school district closes due to poor weather conditions or emergency situations, parents and guardians will be contacted via our emergency Connect-Ed Call system. This automated system allows us to call hundreds of families within minutes of a decision to close school.

Additionally, we will try to have that information on our website and phone lines by 6:00 AM. You may call 769-0144 for a message recording.

Philadelphia stations use a code number to identify each school district. Our number is **902**.

The following sources can be accessed to find out if the district is closed. **Please check more than one source for confirmation of the closing!**

Radio Stations

KYW News Radio 1060 AM
WDEL 1150 AM
WSTW 93.7 FM
WSNJ 1240 AM/107.7 FM

TV Stations

WTFX-TV Fox
KYW-3
WPVI-TV 6ABC
WCAU-TV NBC 10

Internet

www.woodstown.org
www.NBC10.com
www.WPVI.com
www.kyw1060.com
www.wdel.com
www.wstw.com

A one hour delay means that transportation for students and starting time for school will be delayed one hour. School begins at 8:50 for AM Prekindergarten – fourth grade. PM Pre-Kindergarten would begin at its usual time of 11:25 AM. A two hour delay means that transportation for students and starting time for school will be delayed two hours. School begins at 9:50 for K-fourth grade. AM Prekindergarten would be cancelled for the day. PM Prekindergarten would begin at its usual time of 11:25 AM.

Emergency conditions may necessitate the closing of school during the day. It is important that parents instruct children regarding what to do if no one is at home. The school will arrange an emergency phone chain each year via Connect-Ed to assure parents are notified as soon as possible in the event of an emergency school closing. The one phone number assigned in PowerSchool is the number that is called through the service.

EMERGENCY EVACUATION

In the event of an emergency evacuation of the Mary Shoemaker School, the following plan will be used:

1. In clear weather, students will evacuate to the football field.
2. In inclement weather, the students will be walked to the high school/middle school gym.
3. If the district needs to be evacuated, the students will walk to the Friend's Village.
4. After it is determined that it is safe to re-enter the building the regular schedule will be resumed.
5. In the event that the building cannot be re-entered within a short period of time, the students may be dismissed for the day. Parents will be kept informed via ConnectEd.

2008-2009 STUDENT LUNCH PROGRAM

Student lunch consists of a platter or an alternative bag lunch. The teacher will issue a bag lunch pass to any student who selects this alternative lunch rather than the platter. All weekly and monthly lunch tickets are sold in the cafeteria between 7:35 a.m. and 8:00 a.m. daily. Any student charging lunch will be given a bag lunch pass by the teacher. If a student is charging lunch, that student will be sent to the cafeteria early in the morning to have this recorded so charges will be paid at a later date. Students are not permitted to bring soda or glass of any kind to school. Power lunch will be instituted this year once we have the system in place. More information will be sent regarding this new procedure.

Type A Lunch	\$1.90
Bag lunch (Sandwich, Fruit, Chips, Milk)	\$1.90
Milk	\$.65
Ice Cream	\$.55
* 5-day fully-paid lunch tickets are	\$ 9.50
** 20-day fully-paid lunch tickets are	\$38.00

POWER LUNCH FACTS

What is Power Lunch?

Power Lunch is an automated point of sales system for purchasing lunch. It allows parents to deposit money into a student account.

How do students deposit money into their account?

Students will bring their check or cash to the cafeteria each morning for deposit.

Student I.D. cards.

Students will be issued a picture I. D. card that will remain at school. The students scan the cards each time they purchase lunch.

Online Access to account balance and activity.

Each student has been issued a power lunch I. D. number. Parents can access our Power Lunch feature by going to www.woodstown.org and selecting our Power Lunch link. This will allow you to review all activity for the day. An e-mail will be sent to you if your child's account falls below \$10.00, so be sure we have your email account. If you have any difficulty accessing this feature, please contact our PowerSchool coordinator, Mrs. Stacy Carney-Shorter.

What do we do with the tickets that were already purchased?

Any remaining ticket money will be deposited into your child's account.

Who do checks get made out to?

Please make checks payable to Mary S. Shoemaker School or MSS.

Can my child purchase ala cart items?

Yes.

If we have multiple children in the school, can we write one check?

Yes, just indicate in memo section who the money goes to and how much.

RECESS

Your child will receive approximately 30 minutes of recess time each day.

Personal safety is always first on our list of concerns. Prior to the start of each school year, we explain all of the safety precautions. Our rules are designed for students to have a safe and enjoyable school experience. Parents can help by reminding your children to follow our rules and to always consider personal safety.

Because we have so much activity revolving around running and climbing, we ask that all children wear the correct foot wear for recess. Sandals and opened-back shoes make it difficult and dangerous for children to run and climb outside.

We consider recess an important part of the school day. We try to go out when the weather is cold too. So children should always be prepared with hats and gloves. All children must go outside unless there is a medical reason that they cannot.

During very cold weather and wet conditions, we will take our recess inside the gym. Children are provided with indoor games and other activities to play.

VISITORS TO SCHOOL

In order to ensure that a safe environment is provided to all Mary Shoemaker students, all doors are locked between 8:00 am and 6:00 pm. Parents who wish to visit our school during the school day are asked to enter the building using the front doors utilizing the outside intercom. You will be buzzed in and asked to stop in the office to secure a pass. During the course of the school day, all of our doors are kept locked. For security reasons, we always need to know who is in our school and why. Buzz-in **visitors must always stop in the office and secure a pass**. Please don't be offended if you are stopped and questioned by our staff if you are not wearing a hall pass.

If you are bringing items to school such as food or projects, you may just drop them off in the office and student helpers will carry the items to the classrooms for you.

Often parents need to see teachers for "just a minute." However, this time the teacher spends with you takes away from the instructional or supervision responsibilities the teacher has for their students. The teacher should always be expecting you prior to your arrival.

BRINGING FOOD TO SCHOOL

Our food policy encourages healthier lunches and good eating habits. When bringing items to school, please consider the following:

1. The teacher must know ahead of time what you will be sending into school.
2. All snacks should be labeled and in a closed disposable container.
3. Please provide enough for your child's class.
4. All food will be consumed in the classroom as students are not allowed to bring food on the bus. Any food not eaten will be thrown away.
5. If your child's classroom has food allergy concerns, please follow the guidelines as necessary in that classroom.

LOST AND FOUND

Please label your child's jackets and lunch boxes. These are the most common items to be lost during the school year. By putting your child's last name on the item, it can easily be returned. We have a lost and found box located in our front hallway for your convenience.

CAR POOL GUIDELINES

Our car pool really does run relatively smoothly. Within the first couple of weeks we usually work out the kinks. Please consider these guidelines to help everyone make the drop off and pick up go more smoothly:

In the morning, our car pool drop off time is from 7:35 -7:50. Students should not be dropped off to school before that time as we do not have supervision. **DO NOT DROP YOUR CHILD OFF BEFORE 7:35 EACH MORNING. Also, please do not drop off your child at the main entrance between the hours of 7:25 - 7:50 am and in the afternoon between 1:45 - 2:10 pm. This area is designated for the bussing students only.**

Try to have all of the normal morning things done such as giving your child lunch money, reminder notes, etc. completed before you come up to drop off your child.

Always go to the back of the current line when you arrive at school. It moves quickly.

COMMUNICATION WITH OFFICE

For effective communication to occur between the parents and our school, safe care of your child, and efficient record keeping, please promptly inform the school of:

Any change of home address or phone number.

Any change within family structure.

Any change of parent's telephone number at work and any person to be called to assume the care of your child in case of illness or emergency.

ATTENDANCE

Regular attendance at our school is essential for the academic achievement of your child. Therefore, it is important that you call the school whenever your child is absent. When your child returns to school, a note should be sent to explain the reason for the absence. If your child is seen by a physician or dentist, it is necessary that you secure a note to have your child excused within the rules of the Board of Education Attendance Policy #5200.

ABSENCES

The attendance guidelines are as follows:

1. Parents will be notified in writing after 6 absences in one marking period.
2. Parents will be notified in writing after ten absences from school.
3. More than 15 days absence from school in any one year may result in retention.
4. The only exceptions to the above rules are those absences explained in a physician's certificate, exclusions certified by the school nurse, or absences because of religious holidays as certified by a written excuse signed by the parent and as identified by the State Board of Education as recognized religious holidays.
5. In unusual situations not anticipated by the above, the principal shall be permitted to grant an exception if the situation so warrants. Whenever your child is absent, parents are requested to call the school. When your child returns to school, please write a note to explain the reason for the absences.
6. A perfect attendance certificate is available to each student who comes to school on time every day of the school year meeting the hourly requirements.

LATENESSES

Lateness to school is not only an undesirable habit, but it also seriously detracts from the learning process. The school guidelines for student lateness are as follows:

1. The building opens at 7:35 a.m. for students. Students may not enter the building before 7:35 a.m. as supervision begins at that time. Students report to their classrooms at 7:35 a.m.
2. Students who arrive after 7:50 are late. Those students should report to the office. Those students will be issued a late slip and their lateness will be entered into our database system.
3. Parents will be contacted in writing by the principal regarding excessive lateness. Please refer to Policy #5200.

EXTENDED ABSENCES

During an extended absence due to health difficulties, contact should be made with the school office to have work sent home. If the anticipated absence will be longer than two weeks, a physician's request for home instruction should be submitted to the school nurse.

Prior to an extended absence for non-health related reasons, parents must contact the principal. Advanced notice allows the student the opportunity to complete work missed during the absence. **The number of days absent must still fall within the 15 day limit outlined in the Attendance Policy.**

STUDENT RESIDENCY REQUIREMENT

ATTENTION: The Woodstown-Pilesgrove Board of Education actively and aggressively investigates reports of students who are **not legally domiciled** in Woodstown or Pilesgrove Township.

Individuals who enroll students in the district when those students are found to be not legally domiciled within the district are liable for tuition charges for each day of illegal attendance.

It is **illegal** for parents or legal guardians to place students in the home of another merely for the purpose of attendance in local schools.

SCHOOL CURRICULUM

Our curriculum in grades Pre-K through four reflects current “Best Practices in Education.” In the key curriculum areas of Language, Reading, Science, Mathematics, Social Studies, Physical Education, Technology and the Arts, our programs are tied to the National Standards of quality education. In general, our instruction is based on solid educational research, is developed from sound learning theory and mirrors the “Best Practices in Education” as we know it today.

In every classroom and each grade level, we try to make sure our instruction is standard and the students are having similar learning experiences. The pace, content and activities may differ somewhat from teacher to teacher. However, the core of what students learn year-to-year goals remains the same. Copies of the curriculum are available in the office and some of them may be available on line as well. Please contact your child’s teacher or Ms. Cioffi for any questions you may have.

DISSECTION OPT-OUT

P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C.18A:35-4.25) requires school districts to provide alternative education projects for those pupils who choose not to participate in dissection and related activities. Schools are required to notify students and their parents/guardians at the beginning of the school year of their right to refuse to dissect, vivisection, incubate, capture, harm, or destroy organisms. Parents are then to inform the school, within two weeks of receipt of the notification, of their desire to exempt their child from participation in the stated activities. A student’s grade may not be affected by his or her decision not to participate in the lab experience. A student will not be discriminated against, in grading or in any other manner, based upon a decision to exercise her or his rights to refuse to participate in the dissection and related activities. His or her grade may be impacted only if he or she does not master the agreed upon learning objectives and expectations.

DIRECTORY INFORMATION NOTICE

Please be aware! Regarding student records, federal law requires that “directory information” on my child be released by the district to authorized agencies at the federal, state, and local levels as well as private institutions who request it with the approval of the district Custodian of Records unless I object in writing to the release of any or all of this information. This objection must be filed within ten (10) school days of the time this handbook was given to my child. I further understand that the district will release information to the media from time to time in regards to school related functions such as clubs, activities, organizations and athletics. It is also understood that students may be requested by the media to give interviews or comments for these related activities.

Directory information ordinarily includes the following:

- Student’s name
- Address and telephone number
- Dates of attendance
- Date and place of birth
- Photographs
- Awards received in school

In exercising my right to limit the release of this information, I will inform the principal of the items of directory information listed above that I wish the district to withhold about my child.

A. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

(1) The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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 are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 without 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 School 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 School has contacted as its agent to provide a service of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student on an official committee, such as 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 School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

B. NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

Woodstown-Pilesgrove School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure (or use of personal information for marketing, sales, or other distribution purposes). Woodstown-Pilesgrove School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Woodstown-Pilesgrove School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Woodstown-Pilesgrove School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided

reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

PPRA Model Notice and Consent/Opt-Out for Specific Activities

The Protection of Pupil Rights Amendment (PPRA) 20 U.S.C. §1232h, requires Woodstown-Pilesgrove School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis or evaluation that concerns one of more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the students or parents; or
8. Income, other than as required by the law to determine program eligibility

Following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the Woodstown-Pilesgrove School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

STUDENT SUPPORT PROGRAMS BASIC SKILLS IMPROVEMENT PROGRAM

Basic Skills instruction is provided as an in-class supplemental program for students who have not achieved the state minimum level of proficiency (MLP) on standardized tests in reading, math, or language. Students may also be identified for the program based on teacher recommendation and/or classroom performance at any time throughout the year. Parents will be notified in writing if their child is identified for the program. In addition, our basic skills teachers have flexibility to work with a student having difficulty with a particular skill on a temporary basis. These students are not officially in the program so their parents will not be notified by letter.

LOOPING

At the Mary Shoemaker School we may have several classes in one year that are looping classes. The students assigned to those classes stay with the same teacher for a two-year cycle. Selection for these classes is generally done randomly in the first year of the loop. Parents **always** have the option of taking their child out of the loop **after year one** of the cycle. Please contact Ms. Cioffi for any additional questions you may have on Looping Classes.

INTERVENTION AND RESOURCE SERVICE TEAM (I&RS)

This committee has been created to help individual students with academic and behavioral difficulties. Monthly meetings with the child's teacher, guidance counselor, child study team, classroom teachers and parents of the child are held to gain a better understanding of the child and how he/she can be successful in school. Parents are always informed when a child is recommended for IR&S. Please contact Mrs. Wolf for any questions regarding this program.

EARLY INTERVENTION LITERACY

We have an early intervention literacy program for grade K-2 students who are having extreme difficulty with reading. Students are nominated by their classroom teacher and are selected based on criteria of the first grade class to receive one-on-one or small group instruction from our trained staff member.

ENRICHMENT

This program is held during the second half of the school year. Enrichment 2 students are pulled from their regular education classes one time per week for a 40 minute period to work on academic themes that will challenge them beyond the normal classroom activities. Participation in this program is based on grades and scores from kindergarten, first grade and the first part of second grade.

SHOEMAKER ACADEMIC PROGRAM ENRICHMENT (ShAPE) FOR GRADES 3 AND 4

Shoemaker Academic Program Enrichment (ShAPE) is designed to provide participants with curriculum enrichment by developing higher level thinking skills including comprehension, analysis, application, synthesis and evaluation. ShAPE-3 and ShAPE-4 aids students in developing their intellectual resources by providing them opportunities to work independently or co-operatively through planning, implementing and evaluating projects. Many of these projects are directed at improving and enhancing the atmosphere and learning experience for all students at Mary S. Shoemaker. ShAPE students meet once a week for 40 minutes though they may spend extra time at various points during the school year to work on special projects.

S.T.A.R.S.

Each marking period we hold a student recognition program called S.T.A.R.S. We recognize students for a variety of things, such as community service projects, special events and activities and random acts of kindness. We also take time to reflect on the wonderful things that have occurred at the Shoemaker School. In addition, we take time to celebrate our monthly collection winners! This is a time where the student body gets together and shares in each others' successes.

HOW ARE STUDENTS IDENTIFIED AS GIFTED AND TALENTED?

The Woodstown-Pilesgrove School District uses multiple assessment criteria to identify students as Gifted and Talented. This criteria includes grades, standardized tests, performance levels, Clark's Drawing Ability Test (for art students), and the Renzulli scales. The Gifted and Talented Committee then reviews each student who is nominated and approves identification as Gifted or puts a child on hold. Students placed on hold are reconsidered by the committee the following spring or fall.

CHORUS

Chorus is an extra-curricular activity open to all third and fourth grade students who enjoy music and singing. Chorus gives students the opportunity to express themselves creatively, to improve cooperation and listening skills, and to develop confidence and self-esteem.

Third Grade Chorus is the students' first experience with being part of a performing group, and they are introduced to choral singing through unison and two-part songs. During rehearsals, students participate in fun singing, movement, and breathing exercises to help develop their vocal skills; they also learn a variety of folk, classical, and quality popular music from around the world in preparation for programs throughout the school year.

Chorus members may also challenge their musical skills by auditioning for the Mary S. Shoemaker School Select Chorus. The Select Chorus meets once a week after school beginning in the spring.

Shoemaker's choral groups are an important part of the community, as they not only perform for the school's annual Winter and Spring Concerts but also provide music for school assemblies. In addition, they participate in local and regional events, including the Woodstown by Candlelight and the Cape May Children's Choral Festival.

GT ART

Gifted and Talented art is available in grades second, third and fourth. This small, selected group of students is identified by the GT Committee, Art teacher as well as their classroom teacher. These students have to perform on a "Drawing Ability test" as well as the student's "Renzulli scores" are composed prior to the student's nomination into this program. Students meet once a week during their recess from October until May. Different mediums are introduced on advanced projects. The students' art work is on display throughout the school year. Additional field trips are scheduled during the year to expand the students' knowledge in the Fine Arts.

EXTENDED DAY

During the late fall into the early spring of each year our staff conducts two after school programs designed to support students needing help in reading and mathematics. The children are identified by their teachers and recommended for the program. They are placed in the program upon parent approval. Classes for these students are held after school three days a week. Transportation is provided.

AFTER-SCHOOL ENRICHMENT PROGRAMS

As our school time ends early, we have an excellent opportunity to conduct after-school enrichment programs. These programs vary from year to year depending upon funding, interest and availability of staff. In the past, we have had programs in mathematics, science, sports and academic support. In addition, we are currently conducting after-school programs on scrap booking, book clubs and memory book creation and acting.

Please watch for announcements for the programs. Children are selected by random and/or grade level. If any parents are interested in conducting an after-school program, please see Ms. Cioffi. School Board approval is required.

CONFERENCES

Parent-teacher conferences are held in the fall and winter of each school year. We urge you to discuss and review your child's progress and communicate with the teacher all year long.

SHOEMAKER CITIZENS

Children will be reminded all year long about the need to get along and speak in and act in ways that reflect the best in us. Behavior such as aggression, inappropriate language or touching, bullying, and verbal assaults are unacceptable. All of us at Shoemaker will do our best to model what we expect from your children. Please contact your child's teacher, Mrs. Wolf or Ms. Cioffi for any concerns you may have.

DISCIPLINE PROCEDURES

Rules have been established to ensure safety and optimum learning conditions. Minor discipline problems are handled by the classroom teacher. Those that occur on recess are the responsibility of the teacher or assistant on duty. Serious infractions can result in the assignment of one or more of the following consequences, and is based upon the determination and discretion of the principal:

1. "Thinking Room" is a detention held during the student's regularly scheduled recess time. Parents are required to sign the Student Referral Form and to return it to school with their child on the next school day. Failure to do so could result in an additional Thinking Room assignment. If a student has been assigned Thinking Room three times in a marking period, after school detention is also assigned.

2. After School Detention - Detention is conducted in the library from 2:10 - 3:10 p.m. When a student receives detention, parents will receive a phone call and a letter from the school to verify that they are aware of this behavior infraction and able to provide transportation home from detention.
3. In-School Suspension - In-school suspension is conducted in the library and is held during regular school hours.
4. Suspension From School - Students who commit a highly serious violation of acceptable behavior will be suspended from school as per Board of Education Policy #5114.2. In such cases, the principal will notify the parent prior to the start of the suspension. Students are not to return to school after being suspended without attending a conference with the principal. The consequences for individual incidents are determined according to the frequency and the severity of the offense(s) as determined by the principal.

BULLYING

At the Mary Shoemaker School we are committed to providing a bully-free environment. Bullying includes physical contact, verbal remarks and indirect bullying by spreading rumors or exclusion from social groups. At the start of each school year, our guidance department meets with all of the students to teach them how to recognize and respond to bullying behavior. At the end of the session each student signs a no bullying pledge. Parents who suspect that "bullying" is taking place or are worried about "bullying" issues should contact the school immediately.

We promise to take the firmest of action against bullying, teasing, racial or sexual harassment or any other form of hurtful or negative behavior.

ELEMENTARY SCHOOL DRESS

Mary Shoemaker School children should come to school dressed in clean, comfortable clothing, which allows them to participate in the many types of activities that occur in the elementary day. Appearance should reflect that children are ready to work and learn. School dress is different than typical dress for the mall, a concert, a party or the beach.

Parent cooperation is necessary to see that children are dressed in a manner that is not only comfortable, but also reflects decorum and basic decency. As students begin to mature and become older, proper dress attire needs to be reinforced to help maintain student focus in the classroom. Therefore, open tank tops, shirts that openly expose bare midriffs or undergarments, and shoes that do not provide support at the heel (i.e., flip flops) are prohibited. In essence, all pupils are to dress appropriately for their comfort and safety in keeping with planned activities. To help in this regard, the following additional guidelines are offered:

1. Clothing must be appropriate in terms of safety—such as proper footwear. Sneakers are required for physical education activity.
2. Clothing must not represent through language or graphics anything that is profane, obscene, illegal or immorally suggestive in nature.
3. Clothing must be conducive to comfort in and out of doors—e.g., no hats, scarves or coats may be worn in the classroom unless requested by the classroom teacher or administration.

Notwithstanding the above dress guidelines, the administration reserves the right to determine what is appropriate dress and take the measures necessary to assure compliance.

BUS RULES

Please take time and read over our district's bus policy on the following pages. The policy is designed to ensure safety of all children that ride the bus. Please take time to explain the bus rules to your child. We honestly believe that riding in any vehicle is the most dangerous thing a person will encounter in their lifetime. For that reason, I ask that you make sure your children understand the rules, danger they face and the consequences. Be sure to remind them of the following points as these are some of the most common bus problems:

- All children must stay in their seat; getting up changing seats, and turning around is often cited as bus concerns.
- Seat belts must be worn if they are available on that bus.
- Children must keep their hands to themselves on the bus.

- Children are permitted to talk. We encourage children to enjoy the ride and talk quietly with the person next to them.

If there is a problem on the bus, I will be in contact with you as soon as the incident is reported to me. Thank you for your cooperation on all bussing matters.

**BUS CONDUCT–POLICY #5131.1
PLEASE CONTACT THE SCHOOL IMMEDIATELY IF
YOUR CHILD’S METHOD OF TRANSPORTATION OR SCHEDULE OF TRANSPORTATION
CHANGES.**

The following list of rules governing bus conduct in the Woodstown-Pilesgrove Regional School District and the sequence of disciplinary actions for violations of bus rules shall be utilized, as stated in Board Policy #5131.1:

Rules for Bus Conduct

1. Students shall wait in an orderly fashion at the approved bus stops.
2. Students must wait on the sidewalk, or completely off the highway until the bus comes to a full stop before attempting to get on the bus.
3. Students shall form a single line to board the bus.
4. Students must sit in seats and stay there until the bus comes to a complete stop at the school or the stop where the students get off. **There shall be no standing at any time.**
5. Students shall never put hands, arms, legs, or any part of their body out of the window.
6. No loud talking or yelling is permitted on the school bus.
7. Smoking and eating are prohibited on the school bus.
8. No horseplay or fooling around is permitted on the school buses.
9. Students shall not spit or throw trash in, around, or out of the bus.
10. Students shall not tamper with the bus or any of the equipment.
11. Students shall ride on the bus assigned unless changed by the building principal.
12. If it is necessary to cross the street after getting off the bus, students shall cross in front of the bus.
13. Students shall respect the authority of the bus driver by obeying him/her at all times. Drivers have the authority to assign seats.
14. Students must always act as courteous and safe travelers.
15. Students shall sit three in a seat in accordance with the state law unless the bus permits otherwise.
16. Damage to the bus by a student will be assessed and be the financial responsibility of the student involved.

NOTE: When bus students arrive at the school in the morning, they are NOT permitted to leave the school property.

Disciplinary Actions for Violations of Bus Conduct Rules

(The Principal has the authority to bypass any of the following steps if a student’s conduct is serious enough to warrant such action.)

1st Violation: Driver writes student up. Administrator talks to student. Administrator mails summary of incident to parent.

2nd Violation: Principal sends letter to parents with summary of incident. Student is “off” the bus to and from school for one week. A parent conference may be recommended.

3rd Violation: Administrator sends letter to parents with summary of incident. Student is “off” the bus to and from school for two weeks. A parent conference may be recommended.

4th Violation: Administrator sends letter to parents with summary of incident. Student is “off” the bus for an extended period of time. A parent conference will be required.

NOTE: In the case of VERY SERIOUS infractions such as fighting, inappropriate language, endangering the welfare of another student, etc., students will be subject to the same disciplinary actions (detentions, suspensions) that apply to the school system as a whole.

DRUGS AND ALCOHOL #5131.6

It shall be the policy of the Board of Education of the Woodstown-Piles Grove Regional School District to foster good citizenship, promote acceptable social standards, and uphold the laws of the land. The Board of Education supports an educational program directed at eliminating the use of alcohol and other drugs. Disciplinary measures will be instituted against students abusing this policy.

For the purpose of this policy “drugs” shall mean:

1. All controlled substances including those so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes.
2. All alcoholic beverages.
3. All anabolic steroids.
4. Any prescription drug, except those for which permission for use in school has been granted.

Students who are detected as distributing, possessing, controlling, or having ingested any alcohol or other drugs (as defined above) or found to be under the influence of alcohol or other drugs at any time while on school grounds, or at any school activity, which includes regular school attendance, or during regularly defined school hours whether or not he/she is physically present on school grounds, will be banned from attendance or participation in all extra-curricular activities, suspended from school for a period of time as determined by the principal and New Jersey school law, after an appropriate hearing with the school principal, or expelled after an appropriate hearing with the Board of Education. The sanctions for individual incidents are determined according to the severity of the offense as decided by the school principal.

The superintendent should be responsible for:

1. The establishment and implementation of a drug and alcohol program that realistically addresses the needs of all students.
2. The in-servicing of staff in alcohol and other drug recognition and use.
3. The establishment of an alcohol and other drug use counseling program for students.
4. The district's cooperation with local, state, federal, and other approved private agencies that are involved with student health and safety (N.J.A.C. 6:29-6.1 et seq). These agencies shall include, but not be limited to the Salem County Department of Health (Crisis Intervention Center, Salem County Counseling Services, and the Alcohol and Abuse Program), the state and local police, the juvenile justice system, and the Probation Department.
5. The encouragement and support of positive peer influence groups.
6. The parent/guardian substances awareness programs which will be offered at times and places convenient to them on school premises or other facilities.
7. The compliance with federal and state confidentiality statutes (42 C.F.R. 2).
8. The district's drug education curriculum in accordance with Department of Education chemical health guidelines pursuant to N.J.S.A. 18A:40A-1.

The Board of Education is cognizant of the potential dangers posed by a student who may be distributing, ingesting, in the possession of, or under the influence of drugs on school property, during school functions, or during regularly defined school hours. The Board of Education directs school officials to follow the N.J.S.A. 18A:40-A-8 et seq. Teaching staff members, school nurses or other educational personnel shall report the matter as soon as possible to the principal, or in his/her absence, to his/her designee, and to the school nurse, school physician, or student assistant coordinator.

Once the principal or designee is notified that a student appears to be distributing, ingesting, in the possession of, or under the influence of drugs he/she must immediately:

1. If during the school day, arrange for a referral to the school nurse for an initial evaluation; and
2. Notifies the parent or guardian; and
3. Notifies the superintendent; and
4. Arrange for an immediate (within one hour) physician's examination of the student who appears to be under the influence of drugs, such examination being specifically for the purpose of diagnosing whether or not the student is under such influence. The physician's examination shall include the appropriate laboratory tests to determine the presence of drugs.

The examining physician should be one selected by the parent or guardian, upon notification. If the principal cannot arrange for an immediate examination by a parent-selected physician, he/she should contact the school physician. If the school physician is not available, the principal must order that the student be taken to the emergency room of the nearest hospital for examination. Accompanying the student to the examination in all cases must be a member of the school staff, as designated by the principal, and the parent or guardian if one is available. The consent of the parent or guardian for the examination is not necessary, as per state statute. Physician's report of the examination findings must be received within twenty-four (24) hours. If the results of the medical examination are negative, the student may return to school upon the receipt of the physician's written report, unless further discipline has been imposed and providing his/her behavior is not disruptive. If the results of the medical examination are not furnished within twenty-four (24) hours, the student shall be allowed to return to school until a written report is received by the parent or guardian and the superintendent or designee unless further discipline has been imposed. If the evidence secured reveals that the student is distributing, ingesting, in the possession of, or under the influence of drugs, the following actions will occur:

1. The student shall be returned to his/her home immediately, provided a parent or guardian is at home.
2. The student will be suspended under N.J.S.A. 18A:37-2 and may be brought before the Board of Education under Policy #5114.2.
3. Appropriate local law enforcement agencies must be notified by the superintendent or designee.
4. If an examination was conducted, the examining physician is required to provide a written report of findings to the parent or guardian and to the superintendent or designee. The examining physicians' written report must be part of the student's record. The student's medical records must be updated to reflect the results of the medical examination.
5. A student diagnosed as being under the influence of drugs, as part of the readmission procedure, shall not return to school without a written report from the examining physician, personal physician, or school physician which includes the appropriate laboratory tests, certifying that the student is mentally and physically capable of doing so.
6. If the student still tests positive on re-entry (e.g., marijuana), then he/she will be required to be retested at a later date to ensure that he/she is no longer using drugs. If the offense occurs toward the end of the school year, then the student must be tested prior to re-admittance in September.
7. Parental failure to comply with the provisions of (N.J.S.A. 18A:40A-12) shall be deemed in violation of the compulsory Education (N.J.S.A. 18A:38-25) and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq) laws. Furthermore, if parental failure to cooperate with these provisions causes a delay in the examination or an obstruction of the process in any way, the student shall be refused readmission to school until he/she is cleared by a medical officer stating he/she is free of any drugs or alcohol. The student shall also be subject to disciplinary action according to procedures outlined above as it has not been proven he/she was not under the influence at the time he/she appeared to be.

Prior to re-admittance, the student will be interviewed by the school's counselor. The student will also be involved in an appropriate student assistance program. If the student's health and well-being are endangered by substance abuse, he/she will be referred to an appropriate treatment center (N.J.S.A. 18A:40A-120).

BOARD OF EDUCATION SUSPENSION & EXPULSION HEARINGS 5114.2

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to promote good citizenship and appropriate student behavior and establish a procedure for Board of Education involvement in cases of unacceptable behavior.

Referral of the case to the Board of Education is required when a student commits a HIGHLY SERIOUS violation of acceptable behavior such as:

1. Assault on a staff member (N.J.S.A. 18A:37-2.1).
2. Weapons offenses as per Policy #5131.8.
3. Distribution of drugs (Policy #5131.6).
4. Any other offense deemed serious enough by the administration to be referred to the Board of Education. Examples might include but are not limited to breaking and entering, threatening a staff member, and/or certain drug and alcohol offenses.

Referral to the Board of HIGHLY SERIOUS cases will be expedited. In such cases, the building principal in concurrence with the superintendent of schools will suspend a student immediately, after an appropriate hearing, until the next regular Board meeting. At the next regular meeting, a report will be presented to the Board by the building principal and/or the superintendent of schools which provides details of the incident(s) in question, the student's records, and an evaluation by the school psychologist. Following a review of the report, the Board may/will* authorize a hearing of the case before its full membership or before a subcommittee of the Board as appointed by the president. The power to reinstate, continue the suspension or institute expulsion proceedings shall be vested in the Board as per N.J.S.A. 18A:37-5. No suspension of a pupil shall be continued longer than the second regular meeting of the Board of Education after such suspension unless continued by action of the Board. In the case of assault on an employee or Board of Education member, any expulsion proceedings before the Board of Education shall take place no later than 30 days following the suspension (N.J.S.A. 18A:37-2.1). In addition, there may be a referral of the case to the Board of Education when a student has committed repeated SERIOUS violations of acceptable behavior resulting in five SERIOUS violations suspensions. SERIOUS violations include infractions of the rules and regulations of the school such as, but not limited to:

1. Fighting
2. Failure to follow the rules of in-school suspension
3. Refusal to attend an in-school suspension assignment
4. Extreme disrespect toward or defiance of a staff member
5. Repeated violations of the rules and regulations
6. Any other violation deemed serious enough by the administration to be referred to the Board of Education.

Upon receiving the fifth SERIOUS violation suspension in a school year, the superintendent of schools may conduct a hearing with the appropriate administrator. Should the circumstances and conditions warrant, the student may be readmitted to school after the administrative hearing or referred to the Board of Education for a Board hearing.

Disciplinary procedures for handicapped pupils shall be in accordance with Policy #6171.43.

*A hearing before the full Board is required for certain weapons offenses (see Policy #5131.8) and must be held no later than 30 days following the day the pupil is removed from the regular education program.

WEAPONS AND DANGEROUS INSTRUMENTS #5131.8

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to recognize that the presence or potential for presence of weapons and dangerous instruments in any school setting not only directly endangers the safety and well-being of all members of the school community but also undermines the educational environment and mission of the district. Appropriate and decisive response is necessary to minimize or eliminate these dangers and to ensure compliance with N.J.S.A. 18A:37-1, et seq. and the federal Gun-Free Schools Act.

Prohibition

A. The possession of any weapon and/or dangerous instrument by any person is prohibited on school properties or at any school-related activities. Students in possession of such weapons or dangerous instruments while enroute to or from school shall also be subject to the conditions of this policy. This includes but is not limited to students who are being transported by bus or private passenger vehicle, who are walking, or who are riding bicycles to school. Furthermore, the conditions of this policy shall apply in cases where a pupil has been convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm.

The administration may grant prior permission for persons to possess certain weapons and dangerous instruments for theater production, security purposes, maintenance purposes, and/or other legitimate purposes pertaining to the operation and function of the schools. However, any person granted such permission who uses said weapon or instrument to assault or threaten another individual shall be subject to the conditions of this policy. Any student who wishes to carry pepper spray* may do so only with prior written consent of the principal and the parent. A student who uses it inappropriately will be subject to the conditions of this policy.

*Device used for personal self-defense, is pocket sized, and contains no more than 3/4 ounce of chemical substance not ordinarily capable of lethal use or inflicting serious bodily injury.

B. Definitions:

1. As used in this policy, the term “weapons and dangerous instruments,” shall refer to any object readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to (1) all firearms, as defined by statute, N.J.S.A. 2C:39-1f and 18 USC 921, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, sand clubs, metal knuckles, slingshots, leather bands studded with metal filings, razor blades imbedded in wood; (4) pen knives or regular pocket knives if they are used in a threatening manner; and (5) stun guns or any weapon or other device which projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air. The term shall also include destructive devices, explosives, and fireworks as defined or described by statute, imitation firearms, and toy guns used with intent to threaten.

2. As used in this policy, the term, “possession” shall mean having, holding or carrying any weapons or dangerous instruments. Possession may be open or concealed. Possession includes possession of any carrying case or other container which has weapons or dangerous instruments in it or on it. Possession includes the ability to exercise control over weapons or dangerous instruments. Possession includes, but is not limited to, having the weapon or dangerous instrument on one’s person as well as lockers, closets, automobiles, book bags, coat pockets, and so on.

NOTE: Toy guns are not permitted in school at any time.

Response

A. Penalties:

1. Any district student in violation of this policy will be:

a. Suspended from school for a period of time as determined by Board of Education and school policies and New Jersey school law. If the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq.), the suspension shall be no less than one calendar year. Suspension for other violations shall be up to one calendar year. The superintendent may recommend to the Board of Education modification of the suspension on a case-by-case basis.

b. Referred to the appropriate legal authorities, i.e. DYFS, police, prosecutor’s office, etc. Persons in possession of an imitation fire- arm on school property, even if not used in a threatening manner, may be charged with a disorderly persons offense (N.J.S.A. 2C:39-5, et al).

c. Referred for a possible Board of Education expulsion hearing (Policy #5114.2).

2. Students who are readmitted after a period of suspension shall be on probation for a period of time during which they will be banned from attendance at or participation in all extracurricular activities.

3. As a condition of reinstatement, the Board of Education may also require that the student, along with his/her parents, be actively involved in family counseling.

4. Any person other than a district student in violation of this policy will be excluded from school grounds and will be referred to the appropriate law enforcement agencies for prosecution.

B. Procedure:

1. Any person in violation of this policy shall be controlled to the extent safely possible. The person shall be taken to the principal’s office where appropriate action shall be taken by the principal or designee.

2. The principal or designee shall immediately report any incident involving violent or threatening behavior and weapons and dangerous instruments to the police.

3. The principal or designee shall immediately report the incident to the superintendent or designee. The violence and vandalism incident report is to be completed according to time lines established by state law.

4. If a student is involved, the principal or designee shall immediately notify the parents.

5. Disposition of weapons and dangerous instruments:
 - a. The principal or designee shall immediately secure in the principal's office all weapons and dangerous instruments which have either been voluntarily relinquished to, or confiscated by, school employees.
 - b. The principal or designee will dispose of any and all confiscated or voluntarily relinquished weapons and dangerous instruments by turning them over to the police.
 - c. Referred for a possible Board of Education expulsion hearing (Policy #5114.2).
6. In the case of a student where the violation involves firearms (reference N.J.S.A. 18A:37-1, et seq), or an assault upon a school employee (reference N.J.S.A. 18A:37-2.2, et seq.), school official, or another student with a weapon other than firearm (reference N.J.S.A. 18A:37-2.2, et seq.), the student shall be removed immediately from the school's regular education program and placed in an alternative education school or program pending a required hearing before the district Board of Education:
 - a. The hearing shall take place no longer than 30 days following the day. The pupil is removed from the regular education program.
 - b. The decision of the Board of Education must be made within five days of the hearing. An appeal to the Commissioner must be within 90 calendar days of the Board of Education's decision.
 - c. The superintendent may modify removal and alternative placement requirements on a case-by-case basis pending the Board of Education hearing.
7. In case of a student where the violation does not involve a firearm or an assault with a weapon other than a firearm, the action shall be suspension and referral to the Board of Education as per Policy #5114.2.
8. The superintendent shall determine whether a pupil is prepared to return to the regular education program. This decision must be in accordance with N.J.A.C. 6:26. Intervention and Referral Services for General Education Pupils, in consultation with the principal of the alternative school program, and in accordance with the conditions resulting from the Board of Education hearing.
9. If the pupil is educationally disabled, the principal may remove him/her for a period of up to ten days without child study team involvement. Decisions as to suspension, expulsion, alternative placements, etc. shall be according to IDEA and N.J.A.C. 6:28, et seq.

TEXTBOOKS

The Shoemaker School furnishes students with textbooks for their classes. These books, once issued for the year, are the responsibility of the student. Unreasonable damage to the textbook will result in a fine commensurate with the replacement cost. Fines are also assessed for any textbook not returned. This payment is required immediately upon losing the book so that another can be issued and no time is lost from course studies. If the book is later found and is in reasonable condition, payment will be refunded.

GRADING - POLICY #5121.1

(As it pertains to Mary Shoemaker School)

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to establish guidelines for grading and reporting to parents that will set high standards at every level.

1. Below is the marking system which is to be used to reflect academic achievement for all students except those listed in #2 below. Its use, coupled with wise instructional procedures and testing devices, will guarantee fair treatment in the area of grading for all students:

A	93-100
B	84-92
C	77-83
D	70-76
F	Below 70

2. Marking period grades:

a. Grades 1-4 special subjects (Spanish, Art, Health, Physical Education, Music)- marking period grades will be represented on the report cards as:

- C = Area of Concern
- D = Developing – the student understands and is starting to apply concepts, skills and strategies
- P = Proficient – the student understands and independently applies concepts, skills, and strategies

b. Grades 1-2 major subjects (Language Arts/Literacy, Writing, Spelling, Mathematics, Social Studies, Science) marking period grades will be represented by:

- 4 Student demonstrates skills with independence, consistency, and confidence
- 3 Student demonstrates use of skills with growing independence but requires some teacher assistance
- 2 Student is beginning to demonstrate use of these skills, but requires constant teacher assistance
- 1 Student is not demonstrating use of skills

N/A Not assessed at this time

Subheadings

- + Consistently meets expectations
- √+ Usually meets expectations
- √ Sometimes meets expectations
- Rarely meets expectations
- N/A – not assessed at this time

c. Grades 3 and 4 major subjects (Language Arts/Literacy, Writing, Spelling, Mathematics, Social Studies, Science)- marking period grades will be represented by the letter grades:

- A - 93-100
- B - 84-92
- C - 77-83
- D - 70-76
- N - Below 70

A student would not be able to receive a marking period grade lower than 55 for any marking period in grade 4.

3. Final averages:

Grades 3-4 - when determining final course grades, a numerical average will be computed using the four marking period grades.

4. If a student has missed a significant part of the work or has not completed a course requirement because of legitimate absence he/she must be given a period equal to the number of days he/she was absent in which to make up his/her work. If this is not possible before the close of the marking period, with administrative approval, an "I" for "incomplete" will appear on the report card. The pupil should know how much time he/she has to complete the work. When the work is completed, the teacher will change the grade. If the work is not completed within the given time, and there is no excuse acceptable for failure to do so, the teacher will change the "I" to an "F" for the incomplete work. Parents are to be informed as to why a student receives an incomplete grade and what will be required to receive a completed grade.

5. In grades 3-4, interim reports to parents regarding failing work and below-potential work on the part of the students are to be sent at each mid-marking period and at any time as determined by the subject matter teacher. No interim report is to be sent home without comment regarding how to correct the deficiency. If there is evidence of pending failure, in lieu of an interim report in grades 1-2, a conference or a phone call by the teacher must be made. A record is to be kept by the teacher whenever a contact is made with a parent in this regard.

6. There will be four nine-week marking periods for which grades will be calculated and reported to parents.

7. Students in grades 1-4 may also be graded as follows on effort and participation:

- (+) outstanding performance
- (□) satisfactory performance
- (-) improvement needed
- (NC) not covered

Parents are informed at the end of the second report card period if their child is not doing satisfactorily and possibly will not be promoted at the end of the year. At the end of the third marking period, parents are informed in writing that a student will not be recommended for promotion at the end of the school

year. The recommendation at this time is made by the teacher after consultation and approval of the principal.

A student in K-4 may be denied promotion for one or more of the following reasons:

1. Two or more failures in major subject areas – English, reading, science, social studies, mathematics, etc.
2. Failure to comply with the Board of Education attendance policy.
3. Failure to achieve the state MLP (minimum level of proficiency) in two or more of the basic skills area (grades 3 and 4 only).

HEALTH SERVICES

The following health-related services are provided by our school:

1. Maintain an individual health record of your child. Parents are requested to inform the health office of chronic or serious illnesses, injuries, and immunizations so that all information is kept current.
2. Appraise your child's physical health by weighing and measuring, and screening vision and hearing. After results of screenings are assessed, parents will only be notified if a deviation from normal has been found.
3. Interpret significance of health findings; suggest resources available for treatment and correction of remedial conditions.
4. Observe emotional, mental, social, and physical development of your child, recognizing the interdependence of these factors and how they affect total health and adjustment of your child.
5. Assist in identification of students with special needs, and recommend modification in a student's educational program.
6. Counsel parents and children and plan action for eliminating, minimizing, or accepting health problems that interfere with effective learning.
7. Process notes to restrict or excuse students from physical education and/or recess activities. **The only acceptable excuse is a physician's note that states the reason and length of time.** If a child is well enough to be in school, then participation in all school activities is expected.
8. Give direct care for emergency illnesses or injuries incurred during a school related activity. All school related injuries should be reported to the school nurse.
9. Administer medications only as prescribed by a physician or nurse practitioner. **If medications must be given during the school day, a physician or nurse practitioner must write an order, the parent must provide written permission, and the medication must be in an original labeled container stored in the health office.**

SCHOOL INSURANCE

The Woodstown-Pilesgrove Regional District will be able to provide accident insurance for all students for the 2008-2009 school year. The insurance program selected will help to protect parents/guardians from financial burdens which can result from accidents which occur during school-time hours as well as while participating in intramural sports, inter-scholastic sports, and extra-curricular activities. In order to keep the cost down, the school has chosen what is known as EXCESS insurance. This means that all bills are to be submitted through your insurance carrier first. Remaining balances not paid by your insurance carrier will then be considered through the school's policy. If parents/guardians do not carry medical insurance, the school insurance will be the primary carrier for all benefits, per policy terms. This insurance is brokered through the Porch Agency. If there are any questions, please feel free to call the school nurse or the school business administrator, Mr. Harold O'Neill, at 769-0289.

VACATIONS DURING THE SCHOOL YEAR

Increasingly, parents are taking their children on vacations during the school year. At the Shoemaker School we discourage that practice. Regular attendance in school is necessary for success. It is not possible for students to “make up” all of the work missed during vacations. Please refer to our school calendar for 20087-2009 school days.

ROOM PARENTS AND FIELD TRIPS

You will have an opportunity to get involved in your child’s classroom. Please be sure to sign up at Back to School Night for the activity you wish to participate. Please bear in mind that all activities that are planned must be approved by the classroom teacher and/or principal first. Each child will have an opportunity to experience at least one field trip this year. While we encourage voluntarism in our school, not every parent will be able to chaperone a field trip. The PTA and classroom teachers will be working together to expand upon a Room Parent involvement and chaperoning of field trips. Parents are strongly discouraged from driving separately and meeting at the field trip site. A procedure has been established for all field trips.

PARENT TEACHER ASSOCIATION

We welcome and encourage all sorts of volunteerism in our school. Please consider joining our PTA, getting involved in your child’s classroom or involved in one of our annual events. We can accomplish so much if we work together.

AFFIRMATIVE ACTION POLICY

AFFIRMATIVE ACTION - CLASSROOM PRACTICES - BOARD POLICY 2260 Affirmative Action Officer – Ms. Andrea Bramante

It shall be the policy of the Board of Education of the Woodstown-Piles Grove Regional School District to develop school and classroom practices and procedures that will ensure equal educational opportunity as per NJAC 6:4-1.5.

School and classroom practices shall include the following:

1. No student shall be denied access to any educational program solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability. 2. There shall be no differential requirements for completion of course offerings solely on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
3. No pupil, married or unmarried, shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities or parenthood. A pregnant student shall not be excluded from programs or activities unless she so requests or a physician certifies that exclusion is necessary. If excluded for these reasons, she may be assigned to an individual (home) instruction program.
4. Students shall not be segregated for the purposes of educational programs and services on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability. Separate but comparable rest rooms, locker rooms and shower facilities shall be provided on the basis of sex.
5. No courses shall be offered separately on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability. Individual lessons may be offered separately on the basis of sex within the family life curriculum.
6. The athletic program shall be available on an equal basis to all students regardless of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
7. No tests or guidance and counseling materials shall be used which are biased on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.
8. Career information presented to students shall not be biased on the basis of race, color, creed, religion, sex, ancestry, national origin, social or economic status or disability.

Type II Grievance - Procedures for Affirmative Action Grievances

1. Level One (1)

The grievant shall submit the matter in writing to the principal who will conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

2. Level Two (2)

If not satisfied, the grievant shall submit the matter in writing to the superintendent within five (5) days of

the receipt of the principal's decision. The superintendent shall conduct a hearing within five (5) days of receipt of the grievance and within five (5) days shall notify the grievant in writing of his decision.

3. Level Three (3)

If not satisfied, the grievant shall submit the matter in writing to the board of education within five (5) days of the receipt of the superintendent's decision. The board of education shall conduct a hearing at its next regularly scheduled meeting and within ten (10) days shall notify the grievant in writing of its decision. The decision of the board of education shall be final.

SEXUAL HARASSMENT - BOARD POLICY 5751

It shall be the policy of the Board of Education of the Woodstown-Pilesgrove Regional School District to develop practices and procedures to assure that staff members do not subject another staff member or student, through conduct or communications, to harassment of a sexual nature and also to assure that students do not subject other students, through conduct or communications, to harassment of a sexual nature.

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual, or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to, the following:

1. Verbal harassment or abuse.
2. Pressure for sexual activity.
3. Repeated remarks to a person with sexual or demeaning implications.
4. Unwelcome touching.
5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by any staff member or student in the school district may complain directly to his or her immediate supervisor, building principal or district affirmative action officer. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades or work assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action. Any student who engages in the sexual harassment of anyone in the school setting may be subject to disciplinary action up to and including suspension. Any employee who permits or engages in sexual harassment of students may be subject to disciplinary action up to and including dismissal. Retaliation against anyone reporting or thought to have reported sexual harassment behaviors is prohibited. Such retaliation shall be considered a serious violation of the policy and shall be independent of whether a charge or informal complaint of sexual harassment is substantiated. Encouraging others to retaliate also violates the policy.

Notice of this policy will be circulated to all schools and departments of the Woodstown-Pilesgrove Regional School District on an annual basis and incorporated in teacher and student handbooks. It will also be available to all organizations in the community having cooperative agreements with the public schools. Failure to comply with this policy may result in termination of the cooperative agreement. In-service training sessions on this policy and the prevention of sexual harassment shall be held for teachers in all schools on a regular basis.

SEXUAL HARASSMENT - PROCEDURES BOARD POLICY 5751

The Board of Education encourages and expects students to immediately report incidents of sexual harassment to any teacher, counselor, or administrator at the school site.

Complaints may be formal or informal. Informal procedures are aimed at stopping the behavior rather than determining degree of guilt. Complaints that are resolved informally are generally not investigated to

the same degree as formal proceedings, although the complainant and, in some cases, the accused may be interviewed. A written complaint is not necessary. Informal procedures provide an alternative method for getting sexual harassment to end. Disciplinary measures are not used. If the sexual harassing behaviors do not cease, a formal complaint may be filed.

Formal procedures are initiated by written charges of sexual harassment. Under the formal grievance procedure, an investigation is conducted. An investigating committee will determine whether the sexual harassment policy has been violated. Upon receipt of a formal allegation of sexual harassment, the principal will designate an investigator(s) who will initiate an investigation into the complaint within forty-eight (48) hours. It shall be the responsibility of the affirmative action officer to ensure that the sexual harassment is identified, investigated, and addressed.

Each formal complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned to the extent permitted by law and to the extent practical and appropriate under the circumstances. The investigator will communicate his/her findings to the complainant and the alleged harasser as expeditiously as possible.

HARASSMENT, INTIMIDATION AND BULLYING

IT SHALL BE THE POLICY OF THE BOARD OF EDUCATION OF THE WOODSTOWN-PILES GROVE REGIONAL SCHOOL DISTRICT TO PROHIBIT ACTS OF HARASSMENT, INTIMIDATION AND BULLYING.

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 environment; and 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 or written, verbal or physical act 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 person or damage to his 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.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a 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.

The Board of Education believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for district and community property on the part of students, staff and community members.

The Board of Education believes that the best discipline is self-imposed and that it is the responsibility of responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Based on broad community involvement (i.e., the use of a process that includes representation of parents/guardians and other community representatives, school employees, volunteers, students and staff to use disciplinary situations as opportunities to help students learn to assume and accept administrators for the purpose of providing input regarding the development and content of the policy that is based on accepted core ethical values), the Board of Education shall develop general guidelines for student conduct and shall direct development of detailed regulations suited to the age levels of the students and the mission and physical facilities of the individual schools. Board policy requires all students in the district to adhere to the rules and regulations established by the school district and to submit to such disciplinary measures as are appropriately assigned for an infraction of these rules.

The Superintendent of Schools shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and

notification procedures. All staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted. The Superintendent of Schools shall provide annually to students and their parents/guardians the rules of the district regarding student conduct, and the policy shall appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for schools within the school district, including the student handbook. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The policy shall:

1. Describe student responsibilities, including the requirements for students to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority;
2. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success;
3. Explain student rights; and
4. Identify disciplinary sanctions and due process.

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the developmental and maturity levels of the parties involved, the levels of harm, the surrounding circumstances, the nature of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the case law, federal and state statutes, regulations and policies, and district policies and procedures. Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

At each school, the principal or the principal's designee is responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers and visitors are encouraged to report any act that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district office. Oral reports also shall 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.

The principal and/or the principal's designee are responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal and/or the principals' designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

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

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or 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 considering whether a response beyond the individual level is appropriate, the administrator should consider the nature and circumstances of the act, the level of harm, the nature of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) 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, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions and to involvement of law enforcement officers, including school resource officers.

The school district 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 administrator 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 and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or 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. A school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined 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 school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

The policy shall be disseminated annually to all school staff, students and parents, along with a statement explaining that it applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The Superintendent of Schools shall develop an annual process for discussing the school district policy on harassment, intimidation and bullying with students.

CARE OF SCHOOL PROPERTY

Mary Shoemaker School is kept in good working order. The school is a source of pride for the community, students, and staff.

1. Everyone's effort must be made to keep it neat and clean.
2. Defacing school property by any student(s) will result in disciplinary and/or legal action.
3. The costs incurred due to damage are the responsibility of the student, as stated in the New Jersey State law.

PPOSSESSION OF NON-SCHOOL ITEMS

Electronic devices, toys, games, Poke-mon cards, etc. are not permitted in school. There are exceptions for classroom activity that are directed by the teacher such as classroom "Show and Tell".

BICYCLE USE

Students who wish to ride their bicycles to school must be no younger than third grade, and must have written permission from their parents and approval of building principal. The final decision will be left to the discretion of the building principal based upon the safety factor. Scooters, skateboards and similar equipment are not permitted.