

TABLE OF CONTENTS

	<u>Page</u>
September Calendar	
Table of Contents	
October Calendar	
East Greenwich Board of Education	1
Foreword	1
Goals	1
Mission Statement	1/2
November Calendar	
Professional Staff	2
December Calendar	
Professional Staff	3
Support Staff	3
Hours of Session	3
Parent-Teacher Conferences	3
January Calendar	
Report Cards	4
Mid Term Progress Reports	4
Homework	4
School Visitation	4
Student Recognition	4/5
February Calendar	
Character Development Program	5
School Library	5
Administration of Medication	5/6
March Calendar	
Communicable Disease and Exclusion	6
Returning to School Following Illness	6
Immunization Requirements	6
Health Services and First Aid	6/7
April Calendar	
Head Lice Information	7
May Calendar	
Emergency School Closing	8
School Property	8
Parking	8
Accident Insurance	8
Special Dismissal	8
Board Residency Policy	8/9

TABLE OF CONTENTS

	<u>Page</u>
June Calendar	
Board Residency Policy (continued)	9/10
July Calendar	
Board Residency Policy (continued)	10/11
August Calendar	
Board Residency Policy (continued)	11
School Safety Policy	11/12
Additional Information	
Pest Management Notification	12
Student Attendance Regulations	12/13
Bicycles	13
Transportation Routes & Services	13/14
Bus Behavior	14
Bus Rules	14/15
Registration Procedures	15
Dress Code	15
Electronics	15
District-Wide Student Code of Conduct	15/16
Assembly Rules	16
Cafeteria Rules	16
Playground Rules	16
Hallway Rules	16
Bathroom Rules	17
Student Discipline	17
Discipline Procedures	17/18
Harassment, Intimidation & Bullying Policy	18-21
Cafeteria	21/22
Lost and Found	22
Parties at School	22
Selling in School	22
Use of Telephone	22
Counselor	22
Intervention & Referral Service (I&RS)	22
Child Study Team	23
Child Custody	23
Affirmative Action	23
School Volunteers	23
Responsibilities of Field Trip Chaperones	23/24
School Visitors	24
Home and School Association	25

**2009-2010 EAST GREENWICH TOWNSHIP
BOARD OF EDUCATION
423-2958**

Adele Gallagher, President
Celeste Dolan, Vice President

John Childress
Antoinette Grdinich
Robert Harris

Anthony Kostick
James Mueller
Barbara Stevenson

Valerie Carmody, Business Administrator/Board Secretary
Alan Schmoll, Board Solicitor
Brian Backensto, Treasurer of School Monies

The East Greenwich Township Board of Education meets on the first Wednesday and third Wednesday of each month, unless otherwise noted in the calendar, at 7:15 p.m. in the Samuel Mickle School Library.

FOREWORD

In order to provide children with the best education possible, both home and school must share the role of educator. This means that each should know what the other is doing as far as helping children grow is concerned. For our part, this handbook will serve as a source of general information concerning the school. Should you have any questions, feel free to contact us by telephone or personal visit. We welcome constructive criticism and hope you will avail yourselves of the opportunity to discuss with us, any ideas or suggestions you have relating to your child.

Should you have a problem or complaint, discuss it first with the teacher before calling the principal or superintendent. We shall all do our professional best to find satisfactory solutions as we educate your child, and hope that you will cooperate with us in this endeavor.

GOALS

1. Strive to have all students demonstrate a positive self-concept and positive character traits.
2. Achieve proficiency in communications, computation, science and the arts based on New Jersey's Core Curriculum Content Standards.
3. Enable our students to possess physical and mental well being.
4. Cultivate an environment that allows for individual differences and learning styles and embraces cultural diversity.
5. Demonstrate an understanding and appreciation of the world and its environment.
6. Provide a base for the students to live productively and harmoniously in society with a high degree of confidence and opportunity for success in their future endeavors.
7. Hiring/retaining a qualified staff, maintaining appropriate facilities, utilizing proper instructional tools and equipment, especially state-of-the-art technology.
8. Engaging and connecting with parents and the community so they feel they have a voice and are part of the education process.

MISSION STATEMENT

The East Greenwich School District is committed to provide an excellent education foundation for all children from kindergarten through sixth grade.

We will continue to strive to have all students demonstrate a positive self-concept, a positive set of character traits, proficiency in communications, computation and the arts/sciences. They will possess physical and mental well being and will demonstrate an understanding and appreciation of the world and its environment.

The mission will enable the children to live productively and harmoniously in society with a high degree of confidence and opportunity for success in their future endeavors.

These opportunities will be achieved through a qualified staff, appropriate facilities, and proper instructional tools and equipment and ensured by an informed and concerned Board of Education with the involvement of the parents and the community.

PROFESSIONAL STAFF

Joseph P. Conroy, Superintendent 423-0412
East Greenwich Township Schools
559 Kings Highway
Mickleton, NJ 08056

Joshua Meyer, Principal 423-0613
Jeffrey Clark Building
7 Quaker Road
Mickleton, NJ 08056

Loretta G. Savidge, Principal 423-0413
Samuel Mickle Building
559 Kings Highway
Mickleton, NJ 08056

Valerie Carmody, Business Administrator 423-2958
East Greenwich Township Schools
559 Kings Highway
Mickleton, NJ 08056

Preschool

Erica Furfari
Carly Reese

Beginners

Sheri Burlingame, Monica DeMuro, Denise Humble,
Courtney Morris, Marcie Pentz, Bernadette Savage,
Christina Spadea, Jennifer Vedar

Grade One

Collin Aregood, Gregg Corradetti, Kelly Koloski, Jessica Lensi,
Kim Smith, Virginia Vellutato, April Wensko

Grade Two

Beth Dell, Richard Gabler, Sarah Kramer, Kathy Marano,
Kathleen Seip, Linda Sizemore, Lisa Townes

Grade Three

Jennifer Aversa, Mary Foster, Nicole Fratterelli, Maureen Gray,
Dana Olivieri, Jamie Stephan, Jamie Vallandingham

Grade Four

Katherine Angelucci, Brittany Broomall, Karen Dunn, Judy Frett,
Elaine Myers, Karen Rossett

Grade Five - Homeroom

Lisa Bellotti, June Chamberlain, Susan Germscheid,
Jean Milchanoski, Sondra Ott

Grade Six - Homeroom

Christine Bellace, Kathleen Dougherty, Susan Heritage,
Kelli Spencer, Nichole Verechia

Special Education

Caroline Capasso, Susan Curtis, Jennifer Idler, Stacy Kuhlen,
Jacquelyn Latella, Dana McWilliams, Monique Melara,
Cindy Morris, Lisa Musumeci, John Palladino

Special Subjects

Lois Ann Ambrose–Speech-Language Specialist
Dannielle Benedetto - Art, Mickle Bldg.
Dana Boggs – Instructional Aide
Elissa Brooks – Special Ed. Personal Aide
Debra Chierici – Instructional Aide, Preschool Disabled Class
Joan Collis – BSI Math, Mickle Bldg.
Ann Marie Corradetti - Music, Clark/Mickle Bldgs.
Sherri DiStefano – Basic Skills, Clark Bldg.
Gail Ebenhoech – Special Education Aide, Clark Bldg.
Kristy Garozzo – Occupational Therapist
Mary Ann Giannotti - BSI Reading, Mickle Bldg.
Janice Gorman - School Nurse, Samuel Mickle Bldg.
Stacy Gray - Computers, Mickle Bldgs.
Leigh Guglietti – Instructional Aide
Gloria Horvay - Media Specialist, Samuel Mickle Bldg.
Deborah Iacovone - Chapter I/Basic Skills, Clark Bldg.
Anna Jenkins – World Language, Clark/Mickle Bldgs.
Joyce Johnson – Speech-Language
Mary Kathryn Kearney – Instructional Aide
Ivonne Keyes – Special Ed. Personal Aide
Joanne Ley – Special Ed. Personal Aide
Kristen Lombardo - Elementary Counselor
Cheryl Macconi – Instructional Aide
Margaret Mitchell – Speech-Language Specialist
Cindy Morales – World Language, Mickle Bldg.
Janice More’ – Instructional Aide
Mary Moul - Media Spec./Computers/World Language, Clark Bldg.
Sherrell Mullen – Instructional Aide, Mickle Bldg.
Robyn Musto - Art, Jeffrey Clark Bldg.
Diane O’Malley – Physical Education, Clark/Mickle Bldgs.
Lynn Pentz - School Nurse, Jeffrey Clark Bldg.
Dr. Robert Provencher - School Physician
Meredith Sastic - Physical Education, Clark Bldg.
Tammy Siner, Physical Therapist
Carol Slater – Strings, Clark/Mickle Bldgs.
Vicki Stefka – Special Education Aide, Clark Bldg.
Victoria Stewart - Physical Education, Samuel Mickle Bldg.
Gary Stocker - Music, Samuel Mickle Bldg.
Linda Turk - Technology Coordinator
Angelina Weston – Elementary Counselor
Lori Weyer – Instructional Aide
Amy Zirbser – Instructional Aide

Child Study Team - 423-0678

Beth Ann Godfrey – CST Supervisor
Barbara Harris - School Psychologist
Jennifer Hunt – LDT/C
Marita Marcionese – School Psychologist
Yoshin Swank - School Social Worker

SUPPORT STAFF

Secretarial Staff

Linda Heritage - Jeffrey Clark Building
Kelly Lord - Child Study Team Office
Kathy McMahon - Superintendent’s Office
Debbie Mitchell - Board Office
Joan Olivieri – Samuel Mickle Building
Eileen Sayell - Board Office

Cafeteria Staff

Tammie Zane - Cafeteria Manager
Elaine Baker, Pearl DeSimone, Janet Enley, Lisa McKenna,
Frances McLaughlin, Aimee Rossett

Custodial Staff

Bland Cooper, Kim Cooper, Tom Cox, Mike Fennell, Dan Garcia,
James LaPalomente, Mike Venello, Bruce Wood

School Aides

Lawrence Agar, Deborah Andrescavage, Kathleen Butler, Dorothy Chila-DiLorenzo, Ann Elliott, Jamie Finger, JoAnn Getsinger, Theresa Malone, Verna McDonald, Maria Newsom, Marsha Snajkowski, Ann Zirbser

HOURS OF SESSION

Jeffrey Clark School will begin at 8:30 a.m. and dismiss at 3:10 p.m. Earliest drop-off time, 8:05 a.m. Samuel Mickle School will begin at 8:40 a.m. and dismiss at 3:20 p.m. Earliest drop-off time, 8:15 a.m.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be scheduled online through the District’s website.

REPORT CARDS

Report cards are issued four times during the school year for all students. The dates for report card distribution are listed in this calendar. The report card indicates your child's progress in the grade level during a nine-week cycle. You are to keep the copy sent home for your records. Sign and return the envelope only.

MID TERM PROGRESS REPORTS

Progress reports are intended to give an indication of how your child is achieving academically midway through the marking period. If your child is in danger of failing a subject, or grades and test scores indicate that he or she is not working at his or her potential, then you will be notified by the teacher through a progress report.

HOMEWORK

The purpose of homework is to reinforce and extend what your child has learned in class. Homework develops self-discipline, personal responsibility, and independent thinking. Research states that the time spent doing homework directly affects a child's achievement. Pupils are expected to complete written homework assignments. Requests for homework assignments during a student absence must be made by **11:00 a.m.** and should be made at time reporting the absence, if you intend to receive the assignments on the day of the absence. Otherwise, these requests will be honored on the following day. Since daily reading impacts on the reading achievement of children, parents are urged to set aside at least thirty minutes per day for family reading activities.

SCHOOL VISITATION

School Visitation for the 2009-2010 school year will take place on November 17, 2009. Parents may visit our schools and observe the class setting on this day. The times for the Jeffrey Clark Building and the times for the Samuel Mickle Building are:

9:00 a.m. to 11:15 a.m.

1:10 p.m. to 2:30 p.m.

To manage the day's activities properly, preschool children should not participate.

STUDENT RECOGNITION

SAMUEL MICKLE SCHOOL

Grades 3, 4, 5, 6

I) **Academic Achievement:** Students will receive recognition for academic achievement for:

- 1) All A's and B's, S's or above
- 2) No negative marks in conduct area
- 3) Grade Equivalency
A = 93 – 100
B = 86 – 92
C = 78 – 85
D = 70 – 77
F = 69 and below

Students will not be eligible to receive recognition for academic achievement if the student receives:

- 1) Grades 3/4 - Four missed homework assignments
- 2) Grades 5/6 - Three missed homework assignments

II) **Homework:** Students will be recognized for completing 100% of their homework.

III) **Improvement - Academic:** Student who shows improvement in classroom performance, but is not recognized for academic achievement.

IV) **Improvement - Conduct:** Student who demonstrates improved conduct within the school environment.

V) **Effort:** The student shows extraordinary effort, is always working to their ability, and is not receiving recognition for academic performance.

JEFFREY CLARK SCHOOL

Grades for Beginners, 1 and 2

I) Grade Equivalency:

VG = Very Good	93 – 100
G = Good	86 – 92
S = Satisfactory	78 – 85
NI = Needs Improvement	70 – 77
U = Unsatisfactory	69 and below

CHARACTER DEVELOPMENT PROGRAM

This program is designed to teach character traits that have been identified by the community. The program is centered on seven character traits. These are: Integrity/Honesty, Respect for Self and Others, Responsibility, Kindness, Courtesy/Tolerance, Sportsmanship and Patriotism.

All character traits will be highlighted during the 2009-2010 school year.

SCHOOL LIBRARY

The Board of Education recognizes the value of the elementary school library and media center. They have adopted the following statement reflecting the philosophy and objectives of the library.

The Samuel Mickle and Jeffrey Clark Building Libraries have the responsibility to assist in developing informed and responsible citizens by supplying the student and teachers with the best possible information available in books, other resource materials and services of the library and librarian. The resources and services of the library should help our students to achieve competency and adjust in their personal, social, and civic living. The goals of this library are to aid each student in attaining his greatest achievement in academic pursuits, human relationships, civic responsibilities, and to develop a taste for good literature, which will enrich his/her life.

Objectives:

1. Cooperate with the administration, faculty, and staff in the establishment of the library as an integral part of the total education program.

2. Arouse in students, an interest in books and other materials and broaden this interest through service in a pleasant atmosphere.
3. Provide continuous, progressive instruction in the use of the library materials and services.
4. Make provisions for attendance to, and full use of the library materials and service by all pupils.
5. Provide for the continuous building of a reference collection to meet the needs of the curriculum. Provide a broad collection of materials, which includes books, periodicals, newspapers, and audio-visual aids to meet the individual needs of the students.
6. Provide for the continuous building of a fiction collection to meet the ability and interest of all students so they may know the thrill and pleasure of making friends and understanding themselves and others through books.
7. Assist the administration in developing good public relations through pleasant and friendly contacts with students, teachers, staff, and people of the community.
8. Library Fines: \$1.00 paperbacks; \$5.00 hardbacks
There is no fine for overdue books. Lost books will be charged using the purchase price. If purchase price is not available, the above fines will be imposed.

ADMINISTRATION OF MEDICATION

DURING THE SCHOOL DAY, MEDICATION CAN ONLY BE ADMINISTERED BY A CHILD'S PARENT, LEGAL GUARDIAN, OR THE SCHOOL NURSE. If your child needs medication, please contact your school nurse. No medication will be administered by the school nurse until the required consent forms are completed. Medication means all medicine, prescription and non-prescription, including aspirin, acetaminophen, ibuprofen, cough syrup, cough drops, creams, and ointments, etc. It is the parent's responsibility to bring the completed forms and medication to

the school nurse. The medication must be labeled and in the original container.

IF YOU ARE UNABLE TO ACCOMPANY YOUR CHILD ON SCHOOL TRIPS, MEDICATION WILL NOT BE GIVEN.

Depending on the age of your child, NJ State Law now allows children to self medicate for life-threatening conditions only. Contact your school nurse for the required forms.

COMMUNICABLE DISEASE & EXCLUSION

In order to prevent the spread of communicable disease, parents should keep their children at home when they show evidence of symptoms listed below:

*vomiting	red eyes	stomach pains
*diarrhea	headache	productive cough
*fever	earache	skin eruptions
*sore throat with fever		

*Please keep your child home at least 24 hours after the last episode of vomiting, diarrhea, or elevated temperature.

If a child is absent for five (5) consecutive school days, a physician's note is required.

CHICKEN POX

The child must remain at home until the acute illness is over, but no longer than six days. The school nurse will readmit the child to school when all the skin eruptions are dry and scabbed over. A physician's note is not required.

STREPTOCOCCAL INFECTIONS (Strep Throat; Scarlet Fever)

The child must remain home until the acute illness is over or until 24 hours after specific antibiotic therapy is begun by the child's physician.

RETURNING TO SCHOOL FOLLOWING ILLNESS

When pupils return to school following an illness, they are expected to join in all activities, unless specifically excluded in writing by their physician. If they are not well enough to go outdoors, they should remain at home another day or so. No supervision is available for pupils to remain in the classrooms.

IMMUNIZATION REQUIREMENTS

All children attending school must be fully immunized against diphtheria, tetanus and pertussis (DPT), polio, mumps, measles and rubella (MMR), hepatitis B and varicella. Children who are eleven years old, and born on or after January 1, 1997 are also required to have a Tdap booster and one dose of meningococcal vaccine. The school nurse will review your child's immunization record. You will be notified if additional immunizations are required.

HEALTH SERVICES AND FIRST AID

Medical examinations are required for new registrations in kindergarten and beginners and transfer students. Annual physicals will not be done at school.

A complete physical examination done at "medical home"—the office of your primary medical doctor—is best for your child. It is especially important to have a complete physical done at least once during each of the following developmental stages:

- 1) early childhood (pre-school through grade 3)
- 2) pre-adolescence (grades 4-6)
- 3) adolescence (grades 7-12)

The school nurse will screen your child's height and weight, blood pressure, vision, color vision and hearing. Scoliosis screenings begin in Grade 4. Parents will be notified in writing if further evaluation for possible vision, hearing, blood pressure or spinal problems is recommended. If you wish your child to be excluded from any of the screenings, please notify the school nurse in writing.

The school nurse assigned to your child's school is responsible for illness care and first aid. In case of injury and illness at school, care will be given and a parent will be contacted if follow-up is necessary. **When changes occur in your home telephone number or work telephone number, it is imperative that you notify the school office immediately so that your child's emergency card can be updated. We must have current emergency information in the event that we have to contact you during the school day.**

Accidents and injuries occurring at home are not the responsibility of the school nurse. A physician's note is required if a child is to be excluded from physical education class. No child may remain indoors when other children go out. Special arrangements will be made for children with allergies, on crutches, with stitches or a cast, or other valid reason as explained by your doctor.

HEAD LICE INFORMATION, PREVENTION, AND TREATMENT

Head scratching and intense itching of the scalp are the main indications of head lice, and their presence can best be confirmed by a close visual inspection of the hair and scalp under a good light and magnifying glass. Head lice live and breed in human hair. They are very small, move swiftly, and their presence is more easily detected by the appearance of their eggs, commonly called nits. The eggs appear as small, whitish, oval-shaped sacs that are firmly attached to the hair shafts by a glue-like substance and are mostly commonly found behind the ears and nape of the neck. Head lice are generally transmitted by direct contact with an individual who is already infested or through contact with lice-exposed personal items such as brushes, combs, hats, clothing, towels, and bed linens. They do not normally spread disease, but they can spread quite easily from one infested individual to another, if preventive measures are not taken as soon as the lice and/or their eggs have been detected.

You are encouraged to follow the recommendations and procedures given below or to consult your physician for his/her recommendation.

1. Please contact the school nurse should you suspect your child may have contracted head lice.

2. When the school medical inspector or school nurse suspects the presence of head lice in a pupil, the parent is notified and the student is excluded until the child's hair is treated with an anti-lice medicated shampoo, and the eggs are removed. No lice treatment kills 100% of the eggs, so it is important that the eggs be removed to prevent them from hatching and infesting the child or family again.
3. Following treatment, the parent is to bring the child to the school nurse's office for his/her head to be examined. All eggs must be removed from the hair shafts before re-admission to school! If lice/eggs are still present, the school nurse has the authority to exclude the child from school until such time as the head is clear.
4. Please note directions on label of medicated shampoo for any follow-up treatment.
5. It is important that you inspect all family members for at least two weeks following the initial detection of the head lice.

In addition to shampooing, all combs, brushes, hats, clothing, bedding, towels, and bed linens should be washed in very hot water. Carpeting, upholstery, and mattresses that have been exposed should be vacuumed. Items that cannot be washed should be placed in sealed plastic bags for fourteen (14) days.

Lice infestations do not necessarily denote any lack of personal cleanliness. Infestations usually occur when infested people fail to report them, due to a misguided notion of a social stigma attached to the problem. Once head lice are detected and immediate reporting and proper treatment procedures are instituted, the problem can be quickly and easily eliminated.

Remember, lice infestation is fairly easy to control, but it does require immediate attention and action.

EMERGENCY SCHOOL CLOSING

You will receive a phone call by the Superintendent indicating the school's status as to a school closing, a one hour delay or a two hour delay.

The school's website will also list the school's status and any closings. The address is:

www.eastgreenwich.k12.nj.us

The following radio and TV stations will announce school closings caused by adverse weather conditions or other serious reasons. Listen for number 818, which is the East Greenwich Township school number. If school will open late, the following code is used: 5-818, one hour late; 6-818, two hours late.

TV CHANNELS 3, 6 & 10
KYW, WCAU & WPVI

If an emergency forces us to close school once children have arrived, we will put into effect, the Global Connect Call System to alert our families. It is imperative that you complete the form sent home.

If school is closed during the day, all other school programs are also canceled.

SCHOOL PROPERTY

Normal wear and tear on books, supplies, equipment, and other school property is to be expected. We recommend all hardback books to be covered, to protect them from wear and tear. However, if deliberate damage or destruction is caused by a pupil, his/her parents are legally responsible financially, and must assume the cost of repair or replacement. If books are lost or destroyed through carelessness, a nominal charge will be made.

Skateboarding is prohibited on school grounds.

No pets are permitted on school property during school hours.

PARKING AREA

Parents and visitors are requested to park in designated parking areas. **PARKING IN FRONT OF SCHOOLS IS NOT PERMITTED.** The driveways in front of the schools are reserved for school buses to load and unload students for the school day. **TO ENSURE THE SAFETY OF OUR STUDENTS, PARENTS AND VISITORS SHOULD NOT PASS OR WALK BETWEEN BUSES PARKED IN THE DRIVEWAYS WHEN BUSES ARE LOADING AND UNLOADING STUDENTS. TRAFFIC SPEED LIMITED TO 5 MPH.**

ACCIDENT INSURANCE

The Board of Education each school year, provides school time accident insurance for all district students at no cost to the student's parent/guardian. This excess liability insurance covers school sponsored and school supervised activities. This includes the regular school session and travel to and from school sponsored activities. The policy will pay expenses that are in excess of expenses paid by the parent's prime insurer.

SPECIAL DISMISSAL

Pupils will not be dismissed early from school except under the following conditions:

1. Request is made in advance in writing by the parent or guardian.
2. The reason stated is a valid one. This does not include social activities.
3. The parent or guardian comes for the child.
4. No child will be dismissed to a waiting vehicle.

BOARD RESIDENCY POLICY

File Code: 5118

Non-Residents: The Board shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and policy of the Board. The Board reserves the right to verify the resi-

gency of any pupil and the validity of any affidavit of guardianship.

Children whose parents do not reside within the limits of East Greenwich, or whose circumstances require living with some relative or some other person who is a resident of the township, may be admitted as a pupil to the school under one of the following conditions: Reference – N.J.S.A. 18A:38-1 et seq., N.J.A.C. 6:20-3.1 et seq.

1. Legal adoption of the child by a resident of East Greenwich.
2. Assignment of the child to a legal resident by the State Board of children's guardians or some other agency recognized for this purpose.
3. Provision of a home for the child by a resident of East Greenwich, providing such resident will execute an affidavit form stating:
 - A. that he/she does not receive remuneration for the care of the child
 - B. that the period of domicile is for more than one school term
 - C. that the resident will assume all personal school obligations for the child
4. An affidavit from the child's parent or guardian stating that he or she is not supporting the child, accompanied by appropriate documentation in validation of the statement.

The Board reserves the right to verify the validity of either affidavit and may, if validity is in doubt, institute a proceeding before the Commissioner of Education for a determination of the child's eligibility for attendance. The child shall remain enrolled in the district pending the outcome of any such proceeding.

If the Board has reason to believe that a district resident has fraudulently allowed a child or another person use his or her residence and is not the primary financial supporter of that child or that a parent has fraudulently claimed to have given

up custody of his or her child, the Board may report any such person to municipal authorities for prosecution as disorderly persons.

Former Residents: Regularly enrolled children whose parents/guardians have moved out of the school district during the final marking period shall be permitted to finish the school year without payment of tuition. Regularly enrolled children whose parents/guardians move from the district at any other time during the school year may remain enrolled for the remainder of the school year on payment of tuition prorated. The Board shall not be responsible for the transportation to or from school for any non-resident student.

Future Residents: Students whose parents are in the process of constructing a home and becoming permanent residents of East Greenwich Township may enroll their child/ren under the following conditions:

1. A written request to the Superintendent from the parents/guardians indicating they will be occupying the new residence within 30 school days from the date indicated on the request.
2. A copy of the Building Permit filed with the Superintendent with the written request.
3. A letter filed with the Superintendent from the contractor certifying that the home will be ready for occupancy within 30 school days from the date indicated in the parent/guardian request.

Upon receipt of the above-mentioned items and formal written acceptance indicating conformity with conditions established by the Board of Education, a tuition charge will be established for a thirty school-day period. This per diem cost will be based on the cost per pupil established by the State Department of Education. This payment must be made at the time of the student's enrollment in the district. This tuition charge will be refunded if residency is established by the conclusion

of the thirty school-day period. If occupancy is not established, there will be no refund.

If residency is not established, a formal written request must be presented to the Superintendent by the parent/guardian requesting a thirty-day extension; a check covering this thirty-day period must accompany the request. If residency is established within the thirty-day period, the tuition will be prorated and any portion of the tuition fee not used will be refunded. If the pre-paid tuition fee is not received, the Board will take steps to have the child excluded from attendance. The Board shall not be responsible for the transportation to or from school for any non-resident student.

Temporary Nonresidents: A temporary non-resident is defined as a student who was regularly enrolled within the district during the previous and/or present school year and who has temporarily relocated outside the district but intends to return to the district within the current school year.

Upon application to the Superintendent, the student may continue to be enrolled in the district for a period of 60 school days on a tuition free basis. If the student has not become a resident of the district by the end of the 60 school-day period, tuition shall be required for the remainder of the time until residency is established.

Parents/guardians of such students shall be required to demonstrate proof of anticipated return to residency. The Board reserves the right to verify such claims, and to take steps to remove from school, and seek retroactive tuition for a non-resident student whose claim cannot be verified. The Board shall not be responsible for the transportation to or from school for any non-resident student.

Unforeseeable Conditions: The East Greenwich Board of Education recognizes that, occasionally, a circumstance beyond the control of the resident family will occur, leading to a temporary change in residence. It is not the desire of the

Board to present a hardship to families in an emergency situation when the condition is clearly beyond their control and when those circumstances are a temporary condition. Such conditions include a fire, flood, hurricane, tornado and other similar “acts of God”. It must be clear to a prudent person that these circumstances are unforeseeable and outside the scope of the family’s control.

Families in need of relief due to these extenuating circumstances must submit a formal written request for an emergency waiver of residency to the Superintendent within fourteen calendar days of the event. Generally, a waiver due to an emergency situation may be granted for a maximum of up to sixty days and must meet the following conditions:

1. The family is expected to live out-of-district for a relatively short period of time (sixty days or less).
2. Supportive evidence is provided indicating that there is an on-going process leading to the return of the family to the residence or to another residence within the township.
3. Appropriate application is submitted to the Superintendent of schools for Board action within the stated time.

Following the initial waiver, the family may apply for a thirty-day extension. This application must be made prior to the conclusion of the sixty-day waiver. Tuition for the additional thirty days must be paid in advance and will be reimbursed to the family upon return to East Greenwich Township. At the discretion of the Board, additional extension of waivers may be granted when it is determined that the family is in an on-going process and that there is no question that the family will be returning to permanent residency in a short span of time. If the student does not move back into the district by the start of the following school year, the student must be enrolled in the district where he/she resides. The Board shall not be responsible for the transportation to or from school for any non-resident student.

If, in the judgment of the East Greenwich Board of Education, the family does not support the validity of the claim, the Board

will institute a proceeding before the Commissioner of Education for a determination of the child's eligibility to remain in the district. The child shall remain enrolled in the district pending the outcome of any such proceeding. If in the judgment of the Commissioner the evidence does not support the claim of the parent/guardian, tuition shall be assessed to the time of the student's original ineligibility in the school district and the student must be transferred to the school of his or her residency immediately.

The Board shall determine tuition rates for nonresident pupils.

Date: May 26, 1999

Amended: June 20, 2001

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties.
N.J.S.A. 18A:38-1 et seq. Attendance at school free of charge.
See particularly:
N.J.S.A. 38-2, 38-3, 38-8, 38-9
N.J.S.A. 18A:46-20 Receiving pupils from outside district; establishment of facilities.
N.J.S.A. 18A:54-20 Powers of Board (county vocational schools).
N.J.A.C. 6:20-3.1 et seq. Method of determining tuition rates for regular public schools.
N.J.A.C. 6:20-5.3 Method of determining the district of residence.
N.J.S.A. 6:20-5.4 Address submission for determining the district of residence.
Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood, N.J. Supreme Court, decided June 9, 1993.

Possible

Cross References: 3240 Tuition income
5111 Admission
5114 Suspension and expulsion
6142.5 Travel and exchange programs
6151 Class size

SCHOOL SAFETY POLICY

Accidents are undesirable, unplanned occurrences that may be prevented and which often result in bodily harm, loss of school time, property damage, possibility of expensive legal action, and even death. Thus, it shall be the policy of the East Greenwich Board of Education to take every reasonable precaution for the safety of the students, employees, visitors and all others having business with this school district. The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also as an instruction means of developing an appropriate mode of behavior to minimize accidents at all times.

It shall be the responsibility of the district's chief school administrator to execute this policy in order to have a comprehensive program which meets the needs of the East Greenwich Board of Education. The responsibility for developing the total safety program shall be delegated to a safety committee.

The safety committee shall act in an advisory capacity and shall be responsible for the promotion and development of an aggressive prevention and safety education program for students and professional and non-professional personnel employed by the district.

The general areas of responsibilities include, but are not limited to in-service training, development of accident prevention procedures, accident record keeping, facility inspection, fire prevention, school site selection, emergency procedures and traffic safety problems related to employees, pupils and the

community. The safety committee will post safety-related notices on the safety bulletin board. Staff safety concerns should be reported to the Safety Chairperson on forms available in school offices.

Date: May 19, 2004

ANNUAL SCHOOL INTEGRATED PEST MANAGEMENT NOTIFICATION FOR EAST GREENWICH BOARD OF EDUCATION

As part of a school pest management plan, East Greenwich Board of Education may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) registers pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of any pesticide(s) in use or used in the last twelve (12) months on school property:

Jeffrey Clark Building
Gourmet Ant Bait
Confrac Rodenticide

Samuel Mickle Building
Gourmet Ant Bait
Confrac Rodenticide

Our school district has designated Integrated Pest Management (IPM) Coordinators, and these coordinators maintain the product label and material safety data sheet, when available, of each pesticide that may be used on school property. The label and data sheet is available for review by a parent, guardian, staff member, or student attending the school. The IPM Coordinator is available to parents, guardians, and staff members for information and comment.

Name, Address and Phone Numbers for our School District IPM Coordinators:

Jeffrey Clark Building, 7 Quaker Road, Mickleton –
Michael Venello, 856-423-0613

Samuel Mickle Building, 559 Kings Highway, Mickleton –
James LaPalomente, 856-423-0413

STUDENT ATTENDANCE REGULATIONS

Student Attendance: Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to regularly attend school. (N.J.S.A. 18A 38:25-26) The Board accepts the responsibility of properly operating schools within the context of prevailing laws and regulations. It cannot succeed in its paramount task of providing an education as proposed through accepted curriculum and courses of study, unless the pupils for whom it is intended are present for all regularly scheduled classroom learning activities.

The Board of Education recognizes that consistent attendance in the classroom is an integral and essential part of a student’s total learning process for the following reasons:

- A. The teacher explains, interprets and adds to the information given in textbooks and other sources.
- B. Certain classroom activities such as discussions, laboratory experiences, films and speakers add to the class content.
- C. The student has a responsibility to participate in the class learning process and to contribute on the basis of his questions and comments. Therefore, a student’s enrollment in a course is his/her commitment to attend all class periods. No student shall be absent from or tardy to school and/or classes without an acceptable reason.

Absences: Absences are sometimes necessary for reasons of illness. Although, frequent absences from the classroom disrupt the instructional process, and limit the ability of pupils to complete the prescribed curriculum requirements. The East Greenwich Board of Education has determined that a pupil must be in attendance for 162 or more days to have successfully completed the requirements of the pupil’s present grade level. Promotion to the next grade level may be jeopardized if absenteeism exceeds the Board’s policy.

After nine (9) days absent, a letter will be sent by the respective principal to the parents, indicating the serious nature of continued absences.

After a total of fifteen (15) days absent, a doctor's note will be required for each additional absence. In addition, a conference will be held with the parent, school nurse, guidance counselor, classroom teacher and the principal to develop a plan of action to correct the truancy problem.

If the parent does not comply with the doctor's note request, a conference will be held with the Superintendent and the above mentioned staff members.

The school district will reserve its right to seek action with other social agencies and/or the legal system to address excessive absences.

Family Vacations: Parents are strongly encouraged to schedule family vacations at those times of the year when school is not in session. Any absence of a student from school is detrimental to the child's academic success. While some absences can be expected due to illness or emergencies, other absences should be kept to a minimum. Vacations are unexcused absences. In the event of an unexcused absence, **PARENTS** are responsible to ensure that the child completes all of the academic graded material covered in the classroom during the child's unexcused absence. Academic work affecting the child's grade will be provided to the parent upon the student's return to school. It is the **PARENT'S** responsibility to have the child complete and return the work to the teacher.

If such vacations must be scheduled, please make an effort not to schedule a family vacation during state and district mandated tests. The test dates for the 2009-2010 school year are listed in this handbook on the April and May calendar pages.

Student/Parent Responsibilities:

1. Parents shall insure that their child attends school punctually and be aware of all absences.
2. Parents shall **notify the school by telephone, before 9:00 a.m.** of the absence, or the school will make every attempt to contact the parents. When calling, please report your

child's name and the homeroom teacher's name and homework request.

3. When the student returns to school, he shall bring a **signed note from the parent explaining the reason for the absence.**
4. The school administration may also require additional verification from the parents such as a physician's note or court subpoenas. **A physician's note is required after five consecutive days of absence.**
5. Parents are encouraged to schedule their children's doctor and dentist appointments during after-school or evening hours or on days when school is not in session. If this is not possible, please send in a note with your child or call the office by 9:00 a.m. to inform us of the time of the appointment. Any child who is to be dismissed early, must first be signed out in the main office by the parent or guardian.

Tardiness: After five (5) late arrivals, a letter will be sent by the respective principal to the parents, indicating the serious nature of continued latenesses. Parents will be contacted by the respective principal, regarding a parent conference to reach a resolution of the issue. After the sixth (6th) lateness, a recess detention will be administered for each additional unexcused lateness.

BICYCLES

Pupils in grades 3 to 6 may ride bicycles to school, if the parent gives **permission in writing by completing the bicycle permission slip.** Once the student arrives at school he/she should secure the bicycle on the stand. Also, he/she **must not arrive before 8:15 a.m.** Students riding bikes to school **must wear bicycle helmets.** This saves lives and is New Jersey law.

TRANSPORTATION ROUTES AND SERVICES

All pupils for whom district transportation is provided will be assigned by the Kingsway Regional Transportation Coordinator to their bus routes prior to the opening of school.

Adjustments to these assignments will be made only under the following circumstances:

- A. In an emergency situation a parent/guardian may request, in writing, that a pupil exit from his/her regularly assigned bus at a different established stop along the approved route or may request a change of bus. Such requests shall be handled on an individual, case-by-case basis.
- B. If a pupil is suspended from bus transportation for disciplinary reasons, his/her parent/guardian is responsible for that pupil's transportation.

Any request for a permanent change in an approved bus stop on the same bus route must be directed to the Kingsway Regional Transportation Coordinator. Such requests shall be handled on an individual, case-by-case basis.

Date: May 26, 1999
 Revised: February 22, 2006
 Revised: June 28, 2006

BUS BEHAVIOR

Pupil behavior on the school bus is directly related to safety and is a matter of mutual cooperation. The law is precise concerning discipline on the school bus. New Jersey Statutes Annotated, Title 18A:25-2 clearly states: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but if unable to manage any pupil, shall report the unmanageable pupils to the principal of the school they attend. A pupil may be excluded from the bus for disciplinary reasons by the principal, and the parents shall provide for transportation to and from school during the period of such exclusion."

BUS RULES

Be Safe:

- 1. While on the bus, remain seated in your assigned seat with your seatbelt fastened. (Includes facing forward, feet flat on the floor in front of you, not in the aisle, backpacks not in the aisle.)

- 2. Keep hands, feet, objects, and mean comments to yourself.

Be Responsible:

- 1. Use inside voices.
- 2. Report problems to the bus driver and principal.

Be Respectful:

- 1. Respect the environment. (Do not eat or drink, draw on seats, or litter.)

In addition, parents should discuss bus behavior with their children, emphasizing the following points:

- 1. Remain seated at all times unless directed to move by the bus driver.
- 2. Talk in a low voice only to your near neighbor; loud noises distract the driver.
- 3. Keep feet, arms, books, and other objects out of the aisle so others won't trip on them.
- 4. Always sit in your assigned seat and stay there.
- 5. Keep silent while crossing railroad tracks and when the bus driver signals for quiet.
- 6. Report problems to the bus driver who will take care of them or report them to the principal.
- 7. Never push, crowd, shove, or argue over who should be first on the bus. All pupils have assigned seats.
- 8. Never put arms or heads out of the bus windows.
- 9. Never shout out the window or throw out any objects.
- 10. Respect the bus driver in manner and speech at all times and obey him or her promptly and cheerfully.
- 11. Follow the driver's directions for seating, silence, and movement on and off the bus.
- 12. Do not throw trash in the bus.
- 13. Do not open or close windows without the driver's permission.
- 14. Any consumption of food whatsoever, including gum, is prohibited on the bus.
- 15. Be on time; the bus will not wait.
- 16. Never stand in the roadway; keep to the side.
- 17. Behave in a safe way while waiting.
- 18. Wait for the driver's signal to cross the road or move

- toward the bus.
19. Do not damage surrounding property while waiting.
 20. Treat bus equipment as you would valuable furniture in your home.

Riding the school bus is a privilege. Pupils who do not respect the rights of others in riding the school bus may be suspended from the bus until they learn the fundamentals of good behavior and agree to abide by them. This includes misbehavior at the bus stop as well.

REGISTRATION PROCEDURES

Registration of Beginners is held in the spring at the Jeffrey Clark Building for the following year. Children who will be five years old on or before October 1, will be admitted to the Beginners' class in September of each year. Proof of residency, proof of age (original birth certificate) and immunization record must be presented.

Children entering grade 1 must be six years old on or before October 1 to gain admittance.

Registration of transfer pupils is completed at the office of the appropriate building (grades K-2 in the Jeffrey Clark Building and grades 3 to 6 in the Samuel Mickle Building), with the child entering the classroom on the first school day following registration. A transfer card copy from the previous school is to be presented as well as proof of residency.

DRESS CODE

Pupils at the elementary level need guidance by their parents/guardians in good grooming and dress. The dress code focuses on general appearance and insures the safety, health, and well being of the students.

1. Pupils and their clothing should be clean, neat, and modest.
2. The length of skirts, dresses, and shorts must be at least as long as an outstretched arm from shoulders to fist.
3. Flannel/pajama pants are not permitted.
4. Shirts must cover the torso including shoulders, back, and midriff.

5. Shirts must not consist of undershirts only, nor should shirts be printed with suggestive or offensive pictures and or words that promote violence, profanity, and or substance abuse (drugs, alcohol, or tobacco.)
6. Flip-flops and slip on shoes (beach or shower shoe) are not permitted. They are safety and health hazards.
7. Sneakers or rubber-soled shoes must be worn on gym days or the child will not be permitted to participate in gym.
8. Clothing must not have words/graphics printed across the seat of the pants.
9. Make-up is not permitted.

If there is a dress code violation the student will be sent to the nurse. The nurse will supply the student with the appropriate clothing on loan or will call the parents to provide a change of clothing.

ELECTRONICS

Electronics (I-pods, hand-held gaming systems, cameras, cell phones, etc) are not permitted on the school grounds.) If an electronic devise is discovered, the following will apply:

- 1st offense, teacher confiscates it, sends it to the office and student may come to the office at the end of the day to bring it home.
- 2nd offense, same as above but the parent must pick it up from the office.

DISTRICT-WIDE

STUDENT CODE OF CONDUCT

The district's main concern is the education and safety of the children. For any school to be successful, it is imperative that all children have a stake in that success. In order to insure that this takes place, all students must obey the rules and regulations that have been established by the Board of Education, Administration, and teachers. Each teacher will also provide

specific discipline guidelines for their classroom, which include behavioral expectations, consequences, and rewards. The school also has a set of rules that are to be followed. The school wide rules incorporate the district slogan: What we say and do affects both me and you. The rules incorporate safety, responsibility, and respect.

ASSEMBLY RULES

Be Safe:

1. Follow the teachers' directions upon entering and leaving to remain safe.

Be Responsible:

1. Respond and show appreciation with manners. (Appropriate questions, interaction with the guest, and applause.)

Be Respectful:

1. Respect the presenter and classmates around you. (Use ears and eyes only.)

CAFETERIA RULES

Display SMILES posters in cafeteria. The rules follow the acronym.

- S- Stay seated at assigned seat until excused. Eat and drink at your seat.
- M- Make sure you are kind and respectful to others at all times.
- I- Inside voices must be used in the cafeteria.
- L- Leave the cafeteria only when excused or given permission.
- E- Everyday, clean up your own lunch space (table and floor.)
- S- Share smiles, not food, tickets, or money.

PLAYGROUND RULES

Be Safe:

1. Use equipment in safe ways.
2. Keep hands, feet, and objects to yourself.
3. Play safe games (no tackle football or dodge ball, etc.)
4. Stay within the boundaries.

Be Responsible:

1. Include others in organized play.
2. Share equipment, take turns.
3. Inform supervisory aides of problems as soon as they happen.

Be Respectful:

1. Respect the supervisory aides.
2. Line-up the first time the whistle is blown.
3. Respect playground environment by picking up after yourself (trash and equipment.)

HALLWAY RULES

Be Safe:

1. Walk in a straight, single-file line.
2. Keep hands, feet, and objects to yourself.

Be Responsible:

1. Report hallway problems/incidents to your next teacher.

Be Respectful:

1. Be quiet.
2. Walk to the right close to the wall.
3. Do not touch things on the wall.
4. Follow the directions of all school staff members.

BATHROOM RULES

Be Safe:

1. Use the bathroom fixtures properly.
2. Do not take any items into the bathroom with you.

Be Responsible:

1. The bathroom visit should not exceed five minutes.
2. Flush toilet, wash hands, and put the paper towels in the trashcan.
3. Use bathroom passes. (5th and 6th grade students will have special passes that track bathroom visits.)
4. Report any problems in the bathroom to the teacher immediately.

Be Respectful:

1. Respect the privacy of others.
2. Respect the bathroom environment by keeping it clean.

STUDENT DISCIPLINE

The East Greenwich School District offers its students a wide range of educational programs. An essential ingredient of these educational programs is the concept of student discipline. Proper discipline with respect to children is a shared responsibility – it involves a mutually supportive working relationship between the home, the school, and the community at large. As in the instructional process, student discipline takes into account the uniqueness of the individual. Disciplinary action strives to initiate a favorable change in student behavior. The ultimate goal of all action shall be to develop self-discipline on the part of the individual. The promotion of a student's self-image and self-esteem will be instrumental in achieving this goal. Consequently, disciplinary action shall always attempt to meet the following criteria:

1. An explanation will be provided detailing what behavior is considered non-acceptable.

2. The disciplinary action will be fair to the individual in view of the nature of the offense.
3. The disciplinary action will be fair to all other students involved.
4. Notice will be given to parents/guardians detailing the offense and disciplinary action. The notice will also indicate what consequences to expect if the undesirable behavior is not corrected.

DISCIPLINE PROCEDURES

The disciplinary procedures for misconduct are as follows:

Level One: Minor infrequent misbehavior, which interferes with learning or the orderly operation of the school. Level One infractions and the consequences are handled by the teachers/staff members. The consequences are the same for all infractions and are listed in order beginning with first occurrence and consequences increase as occurrences increase.

Unacceptable Behaviors

Breaking hallway rules
Gum chewing
Wearing hats
Not following classroom rules
Breaking cafeteria/recess rules

Breaking bathroom rules

Breaking assembly rules
Forging a note/signature
Lying/cheating
Use of electronic device

Possible Consequences

Warning
Verbal reprimand
Telephone call to parent
Special assignment
Withdrawal of classroom privileges
Recess or after-school detention

1st offense-confiscate, send to office and students takes it home
2nd offense-confiscate, send to office parent must pick it up.

Level Two: Misbehavior whose frequency or seriousness disrupts the learning climate and interferes with the orderly operation of the school. Level two infractions are reported to the

principal/administrator by a teacher and or staff member and the consequences are given by the administrator. All Level Two offenses include parent contact by telephone and or a personal conference, and written notice of the detention. The consequences are the same for the infractions and increase with the number of occurrences.

Unacceptable Behaviors

Repeated Level One offenses

Disrespectful behavior to others by teasing insulting, offensive remarks.
Intentional hitting, kicking, pushing, biting, tripping, spitting.

Throwing objects

Leaving designated area
Refusing to follow the directions of staff
Abusing school property or property of others
Name calling that targets a student’s race, gender, disability, religion, sexual orientation, or ethnic prejudice.

Uncooperative with a substitute

Cutting a teacher’s detention

Cutting an administrative detention

Misuse of computer (See Internet use policy)

Possible Consequences

Appropriate Level One consequence

Recess detention

After-school detention

After-school detentions

Loss of extracurricular privileges

Restriction from school activities

In-school suspension

Written note of apology

Written assignment

Level Three: Misbehavior which is serious enough to endanger the health, safety or property of others, or the behavior violates Board Policy, or violates the law. Level three infractions are reported to the principal/administrator by a teacher and or staff member and the consequences are given by the administrator. All Level Three offenses include parent contact by telephone and or a personal conference, and written notice of the detention/suspension. Most of the time the consequence for the behavior listed will be at least one day suspension with some offenses warranting more suspensions. The consequences for repeating the same consequences increase in the number of suspensions.

Unacceptable Behaviors

Repeated level two offenses

Fighting

Assaulting a staff member

Verbal threat

Stealing

Trespassing

Extortion

Carrying or bringing a weapon other than a firearm. (Weapon = any item that may be used with intent to do harm.)

Bringing or carrying a firearm to school.

Use, possession, or distribution of drugs, alcohol, or tobacco.
Tampering with fire alarm or false alarms, such as calling 911.

Other criminal acts

Consequences

Appropriate level two offenses

1st offense, 1 day external suspension

2nd offense, 2 days (and so on)

3-day external suspension and threat assessment/may also warrant board or police action

External suspension and threat assessment and further action depending on the nature of threat

Return and or reparation, detentions

Detention

External suspension

Suspension and follow board policy.

Immediate removal and suspension.

Police notification/board policy

Suspension and follow board policy

Suspension, police report

Police notification/Board policy

***Bullying issues, see and follow bullying policy.

All penalties may be revised by the principal as circumstances warrant.

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

File Code: 5145.41

The East Greenwich Board of Education prohibits acts of harassment, intimidation, or 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.

Definition of Language

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

- a. 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,
- b. by any other distinguishing characteristic; and
- c. 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
- d. 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.

Description of Behavior

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. Such standards should produce 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 staff to use disciplinary situations as opportunities to help students learn to assume and accept 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 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 of 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 infraction of these rules.

The chief school administrator 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:

- a. Describe student responsibilities, including the requirements for student 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;
- b. Address appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.
- c. Explain student rights; and
- d. Identify disciplinary sanctions and due process.

Consequences and/or Remedial Actions

In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factor: the development 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 suspen-

sion or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. (See School-wide Discipline and Student Code of Conduct).

Procedures for Reporting, Investigating and Response

At each school, the principal or 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 discipline 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. (See District Reporting Form).

The principal and/or the principal's designee is responsible for determining whether an alleged act constitutes a violation of this policy. In doing so, the principal and/or the principal's designee shall conduct a prompt 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 at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual level is appropriate, the administrator should consider the nature of circumstances of the act, the level of harm, the nature of the behavior, past incidences or past 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 certified 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.

Consequences for Retaliation

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 of False Accusation

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. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as 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.

Notice of Policy

The goal of this policy is to foster a safe and disciplined environment that is conducive to learning, where individuals treat one another with civility and respect. To accomplish this goal, the policy must be widely disseminated to inform everyone in the school and community of its provisions. A range of options is available to districts for publicizing the policy, including posting the policy in public buildings or in publications, utilization of the audio visual media, mailing copies, requiring all employees, students and parents to sign a written statement indicating that they have received and read the policy and agree to abide by the provisions of this policy and reviewing the policy at public meetings. While multiple methods for publicizing the policy can increase the chances of public awareness,

support and compliance, school districts are encouraged to use the strategies that fit their unique situations.

Establishment of Bullying Prevention Programs

Statutory Provisions

Pursuant to N.J.S.A.: 37-17(5)c, information regarding the district's policy against harassment, intimidation, and bullying shall be incorporated into a school's employee training program.

Pursuant to N.J.S.A.: 37-17(5)(a), the district and its schools are encouraged to establish bullying prevention programs, and other initiative involving school, staff, students, administrators, volunteers, parents, law enforcement and community members.

Pursuant to N.J.S.A.: 37-17(5)(b), the school district is encouraged to, and if funds are appropriated for these purposes, are required to:

1. provide training on the school district's harassment, intimidation and bullying policies to school employees and volunteers who have significant contact with students; and
2. develop a process for discussing the school district's harassment, intimidation and bullying policies with students.

CAFETERIA

Under the direction of the cafeteria manager, a balanced Type A lunch is served every school day for **\$2.50** for pupils, **\$3.25** for adults. Prices are subject to change. Pupils may pay daily or purchase tickets for lunch or milk. The cost for milk only is **\$.40** per carton. Free lunch is again available for those who qualify. Forms will be sent home in September.

The school does not have a lunch charge system. Occasionally, if pupils lose or forget money, they may borrow from the cafeteria manager for that day, **but must repay it the next school day**. They may not borrow again until it is paid.

Please encourage your children to eat the hot lunch at school. Many times they may like the way a food is prepared at school, even though they may not like it at home. Then again, this is a good way to introduce them to new foods you may never prepare. Eating habits and tastes are developed early; if you have a beginner or first grader who is a fussy eater, now is the time for training. Be positive in your approach.

In case of food allergies, parents are responsible for screening the menus. The school cannot be responsible for checking what each child eats at lunch.

If you have any questions, please call the school and ask for the cafeteria manager.

LOST AND FOUND

Many times pupils lose items of clothing or other objects, and fail to report the loss in the office. If you notice that something is missing, call the school. A check will be made in the Lost and Found Department.

PARTIES AT SCHOOL

Parties during class time are discouraged, except for specific occasions planned by the teachers, as follows:

Halloween - Party and parade for Kindergarten, Beginners, Grades 1 and 2; Small snack and parade for Grades 3-6.

Holiday parties are permitted.

Check with your child's teacher before planning individual birthday parties. These are permitted for kindergarten, grade 1 and grade 2. Party remembrances during the instructional day for teachers' retirement, marriage, or other special occasions are not encouraged. However, permission may be granted by the administrator upon request from room parents, who will have the responsibility to organize the party.

SELLING IN SCHOOL

Pupils are not permitted to sell any merchandise (candy, etc.) in the school or on school grounds.

USE OF TELEPHONE

To discourage cell phone use, students have access to classroom and school office phones, with permission from the teacher.

COUNSELOR

The District provides the services of a Full-Time Elementary Counselor to diagnose students' concerns and to work with the students, teachers, and parents to address these concerns. Parents are invited to discuss with the Counselor, any special or unusual situations concerning their children.

INTERVENTION & REFERRAL SERVICE (I&RS)

In our continuing efforts to serve the needs of all children, Jeffrey Clark and Samuel Mickle have instituted an Intervention & Referral Service at each school. The Intervention & Referral Service (I&RS) plays an important role in the school.

The Intervention & Referral Service (I&RS) is a school-based, problem-solving group composed of professionals, which includes teachers, an administrator, a counselor, and other school staff. I&RS assists teachers with intervention strategies for meeting the learning needs and interests of students. I&RS seeks creative ways to maximize the use of available school resources so those children succeed in school. Being presented to I&RS is not the same as being referred to the Child Study Team.

If, in the future, your child would need the services of I&RS, you will be notified by your child's teacher and also be invited to attend the meeting.

CHILD STUDY TEAM

The Child Study Team, whose services in every school district are required by New Jersey State law, consists of specialists trained to diagnose educational problems and prescribe possible solutions. Working with children, teachers, and parents, these specially prepared educators often prevent a minor difficulty from becoming a major handicap. Parents are invited to discuss with the team, any unique or unusual situations concerning their children that may need special attention. The Child Study Team Supervisor is available at the Samuel Mickle Building, 423-0678.

Pre-School Handicapped: If you are concerned that your pre-school child (ages 3-5) may have a developmental delay, please contact the Child Study Team at 423-0678 to obtain further information. Your child may be eligible for pre-school handicapped services.

CHILD CUSTODY

To protect children, and prevent them from being taken from school by anyone other than the authorized parent or guardian, the school must have a copy of any custody papers issued by the court or a copy of the custody agreement drawn by the attorney for the child's parents.

Without these legal documents, the school is obligated to permit either parent to take the child.

If this is a matter that concerns you, please contact the school at once.

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL & CLASSROOM PRACTICES

The East Greenwich Township Board of Education acknowledges its legal responsibility to ensure all pupils in the public schools of East Greenwich equal education opportunity, regardless of race, color, creed, religion, gender, ancestry, national origin, or social or economic status. Through the Affirmative Action Team, the Board will develop plans to review and modify, if determined to be neces-

sary, school and classroom programs. Copies of the Affirmative Action Plan, Grievance Procedures, and Sexual Harassment Policy are available, upon request, from the Affirmative Action Officer, Joseph P. Conroy, 423-0412, or Alternate Affirmative Action Officer, Valerie Carmody, 423-2958.

SCHOOL VOLUNTEERS

When parents volunteer, both families and schools reap the benefits. Studies have concluded that volunteers express greater confidence in schools where they have the opportunity to participate regularly. In addition, assisting in school events and activities communicates to a child "I care about what you do there."

Library Volunteers: People are needed to assist the librarian in a number of ways in the library, including clerical work, cataloging, and typing. If you are interested, please call Mrs. Horvay, 423-0412, who is chairperson of the library volunteers.

Classroom Helpers: Volunteers work under the direct supervision of the classroom teacher. Duties would include but not be limited to: assembling of bulletin boards, duplication of work sheets, assistance in assembling class books, assistance with special projects, and other duties designed by the teacher.

Parent Resource: Perhaps you would be willing to share your special skills and/or talents with a classroom as a guest speaker or presenter.

Wild Site Volunteers: The Wild Site is located on the Samuel Mickle School grounds, behind the school. Parents and community members are welcomed to participate in a committee that oversees the upkeep and use of the Wild Site. If you are interested in serving on this committee, please call the school office, 423-0412.

RESPONSIBILITIES OF FIELD TRIP CHAPERONE(S)

On April 28, 2004, the Board of Education took action adopting the Responsibilities for Field Trip Chaperones.

Listed below are the responsibilities for individuals who wish to be eligible as a Field Trip Chaperones. Please review and sign on the line provided at the bottom of this form.

Yes____ No____

1. Arrive at school and the designated area(s) during the trip on time.
2. Strictly adhere to the teacher(s) instructions and directives.
3. Supervise and direct assigned students during the field trip activities.
4. Appropriate language should be used at all times.
5. Chaperones should not discuss other students or staff members during the trip.
6. Use of cell phones is discouraged and should only be used in case of emergency.
7. Distributing medications to students during the trip (i.e. Aspirin, Excedrin, Tums, etc.) is prohibited.
8. Chaperones should attempt to regulate student behavior at all times during the trip to ensure that such behavior is safe and appropriate.
9. Discipline shall not be administered to any student by anyone other than the teacher.
10. Chaperones are not to touch or grab any student.
11. Significant or persistent student misbehavior should be reported immediately or as soon as practical to the teacher(s) for appropriate action.
12. Chaperone's attire (dress code) should be suitable for the trip's activities and for your role as chaperone (supervisor) of the students.

13. Student siblings may not attend district field trips.
14. Smoking during the field trips is restricted.
15. The use of alcoholic beverages by chaperones prior to, or at anytime during the trip is strictly prohibited.
16. Have you ever been convicted of a crime?

I have read the responsibilities of Field Trip Chaperones. If selected as a chaperone, I agree to abide by the conditions set forth.

Signature _____ Date _____

Signature _____ Date _____

SCHOOL VISITORS

Any person entering the school must report to the office first. A parent who wishes to see a teacher is asked to make arrangements in advance. This is necessary to avoid interruption of lessons, as instructional time is limited. Do not call teachers at home unless requested to do so.

September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 WORK SESSION SCHOOL BOARD MTG.	3	4	5
6	7 SCHOOL CLOSED— LABOR DAY	8 TEACHERS’ IN-SERVICE	9 SCHOOL OPENS EARLY DISMISSAL	10 FULL SCHOOL DAY SESSION MARKET DAY PICK-UP	11 FULL SCHOOL DAY SESSION	12
13	14 MICKLE NEW STUDENT PARENT ORIENTATION 7:00 P.M.-CAFETERIA	15 HOME & SCHOOL MTG.-7:00 P.M.— CLARK LIBRARY	16 SCHOOL BOARD MEETING	17 5TH GRADE BAND PARENT MTG.- 7:00 P.M.-CAF.	18 MICKLE INDIVIDUAL PICTURES	19
20	21	22	23	24	25	26
27	28	29 CLARK INDIVIDUAL PICTURES	30 BACK TO SCHOOL NIGHT 6:30 P.M. EARLY DISMISSAL			

October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7 WORK SESSION SCHOOL BOARD MTG	8 C.A.P. PARENT PROGRAM— CLARK 6:00 P.M. MARKET DAY PICK-UP	9	10
11	12 SCHOOL CLOSED COLUMBUS DAY	13 BOOK FAIR BEGINS	14	15	16	17
18	19 BOOK FAIR ENDS— 4:00-7:00 P.M.	20	21 SCHOOL BOARD MEETING	22	23	24
25	26 RED RIBBON WEEK	27	28	29	30 HALLOWEEN PARADE: JEFFREY CLARK 1:00-1:30 P.M. SAMUEL MICKLE 1:45-2:15 P.M.	31

November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 MARKET DAY PICK-UP	4 SCHOOL CLOSED COUNTY IN-SERVICE WORK SESSION	5 SCHOOL CLOSED NJE CONVENTION	6 SCHOOL CLOSED NJE CONVENTION	7
8	9	10	11	12 FIRST MARKING PERIOD ENDS	13	14 HOME & SCHOOL CRAFT FAIR
15	16 HOME & SCHOOL MTG.—7:00 P.M. - MICKLE LGI PARENT VISITATION DAY 9:00-11:15 & 1:10-2:30	17	18 SCHOOL BOARD MEETING	19 REPORT CARDS DISTRIBUTED	20	21
22	23	24	25 EARLY DISMISSAL	26 SCHOOL CLOSED THANKSGIVING HOLIDAY	27 SCHOOL CLOSED THANKSGIVING HOLIDAY	28
29	30					

December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		EARLY DISMISSAL PARENT CONFERENCES—EVENING	1 EARLY DISMISSAL PARENT CONFERENCES—EVENING WORK SESSION SCHOOL BOARD MTG.	2 EARLY DISMISSAL PARENT CONFERENCES—AFTERNOON TREE LIGHTING CEREMONY—7:00 P.M. CLARK MARKET DAY PICK-UP	3 EARLY DISMISSAL PARENT CONFERENCES—AFTERNOON	4 EARLY DISMISSAL PARENT CONFERENCES—AFTERNOON	5
6	7	8	9	10	11	12	
13	14	15	16 MICKLE WINTER CONCERT FOR CLARK STUDENTS SCHOOL BOARD MEETING	17 MICKLE WINTER CONCERT—7:00 P.M.	18 CLARK WINTER PROGRAM—1:00 P.M.	19	
20	21	22	23 EARLY DISMISSAL	24 SCHOOL CLOSED WINTER BREAK	25 SCHOOL CLOSED WINTER BREAK	26	
27	28 SCHOOL CLOSED WINTER BREAK	29 SCHOOL CLOSED WINTER BREAK	30 SCHOOL CLOSED WINTER BREAK	31 SCHOOL CLOSED WINTER BREAK			

January 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 SCHOOL CLOSED WINTER BREAK	2
3	4 SCHOOL RE-OPENS	5	6 WORK SESSION SCHOOL BOARD MTG.	7	8	9
10	11	12	13	14 MARKET DAY PICK-UP	15	16
17	18 SCHOOL CLOSED MARTIN LUTHER KING	19 HOME & SCHOOL MTG.—7:00 P.M. CLARK LIBRARY	20 SCHOOL BOARD MEETING	21	22	23
24	25	26	27 SECOND MARKING PERIOD ENDS	28 FINGERPRINTING PROGRAM	29 FINGERPRINTING PROGRAM	30
31						

February 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 WORK SESSION SCHOOL BOARD MTG. REPORT CARDS DISTRIBUTED	4	5	6
7	8	9	10	11 MARKET DAY PICK-UP	12 SCHOOL CLOSED PRESIDENTS' WEEKEND	13
14	15 SCHOOL CLOSED PRESIDENTS' WEEKEND	16	17 SCHOOL BOARD MEETING	18 D.A.R.E. GRADUATION— 7:00 P.M.	19	20
21	22	23	24	25	26	27
28						

March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		READ ACROSS AMERICA	WORK SESSION SCHOOL BOARD MTG.			
7	8	9	10	11	12	13
			MICKLE CLASS PICTURES	BAND & STAFF PICTURES MARKET DAY PICK-UP	CLARK CLASS PICTURES	
14	15	16	17	18	19	20
		HOME & SCHOOL MTG.—7:00 P.M.				
21	22	23	24	25	26	27
			SCHOOL BOARD MEETING		MUSIC IN OUR SCHOOLS— SAMUEL MICKLE	
28	29	30	31			

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				SCHOOL CLOSED SPRING BREAK	SCHOOL CLOSED SPRING BREAK	
4	5	6	7	8	9	10
	SCHOOL CLOSED SPRING BREAK	BEGINNERS REGISTRATION— 1:00-2:30 THIRD MARKING PERIOD ENDS	BEGINNERS REGISTRATION— 1:00-2:30 WORK SESSION SCHOOL BOARD MTG.	BEGINNERS REGISTRATION— 1:00-2:30	BEGINNERS REGISTRATION— 1:00-2:30	
11	12	13	14	15	16	17
	BEGINNERS REGISTRATION— 1:00-2:30	BEGINNERS REGISTRATION—1:00-2:30 CLARK-ORIENTATION FOR NEW BEGINNER PARENTS 7:00 P.M. REPORT CARDS DISTRIBUTED		MARKET DAY PICK-UP		
18	19	20	21	22	23	24
			EARLY DISMISSAL PARENT CONFERENCES- EVENING	SCHOOL CLOSED TEACHER IN-SERVICE	EARLY DISMISSAL PARENT CONFERENCES- AFTERNOON	
25	26	27	28	29	30	
			SCHOOL BOARD MEETING			

May 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 ASK TESTING—GR. 5/6 GATES MCGINITIE & TERRA NOVA TEST WK GR. 1 & 2	4 ASK TESTING—GR. 5/6 GATES MCGINITIE & TERRA NOVA TEST WK GR. 1 & 2	5 ASK TESTING—GR. 5/6 GATES MCGINITIE & TERRA NOVA TEST WK GR. 1 & 2	6 ASK TESTING—GR. 5/6 GATES MCGINITIE & TERRA NOVA TEST WK GR. 1 & 2	7 SCHOOL CLOSED TEACHER IN-SERVICE	8
9	10 ASK TESTING—GR. 3/4 TERRA NOVA TEST- GR. 2	11 ASK TESTING—GR. 3/4 TERRA NOVA TEST- GR. 2 BEGINNER EVALUATIONS	12 ASK TESTING—GR. 3/4 TERRA NOVA TEST- GR. 2 BEGINNER	13 ASK TESTING—GR. 3/4 MARKET DAY PICK- UP	14 ASK TESTING—GR. 3/4 KINGSWAY FIELD DAY	15
16	17 ASK TESTING MAKE-UP	18 ASK TESTING MAKE-UP HOME & SCHOOL MTG.- 7:00 P.M.-CLARK LIBRARY	19 ASK TESTING MAKE-UP CLARK FIELD DAY MICKLE LITERACY	20 ASK TESTING MAKE-UP	21 ASK TESTING MAKE-UP CLARK FIELD DAY RAIN DATE	22
23	24 CLARK STRINGED PROGRAM-	25	26 MICKLE INSTRUMENTAL CONCERT-9:30 A.M. CLARK STUDENTS	27 MICKLE INSTRUMENTAL CONCERT- 7:00 P.M. AT CLARK	28	29
30	31 SCHOOL CLOSED MEMORIAL DAY					

June 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	5TH GRADE MUSICAL— CLARK STUDENTS	2	5TH GRADE MUSICAL— 7:00 P.M.	3	4	5
6	7	8	9	10	FOURTH MARKING PERIOD ENDS MARKET DAY PICK-UP MICKLE FIELD DAY	11	12	
13	14	15	16	17	LAST DAY OF SCHOOL EARLY DISMISSAL REPORT CARDS DISTRIBUTED	18	19	
20	21	22	23	24	25	26		
27	28	29	30					

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8 SUMMER PROGRAM ENDS	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				