

Parent / Student Handbook

2017-2018



FRANK ANTONIDES SCHOOL

West Long Branch School District

135 Locust Avenue
West Long Branch, New Jersey 07764

BOARD OF EDUCATION

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BUSINESS ADMINISTRATOR

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PRINCIPALS

Dr. Michael Fiorillo (FAS)
James Erhardt (BME)

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Scott Marvel

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Principal's Message

“Excellence is the unlimited ability to improve the quality of what you have to offer. “

Rick Pitino

Dear Parents / Guardians and Students ,

On behalf of the staff at Frank Antonides School, I am excited to welcome you to the 2017-2018 school year. As I enter my fourth year as principal here I find myself more enthusiastic entering this year than I have any year previously. In part that is due to the excitement of a new year and the renewal that comes with having two months to plan for the challenges ahead. It is also in part to the completion of our construction project. The look and feel of the updated building is certainly exciting. However, these factors are just a small part of my enthusiasm. The majority of my excitement comes in thinking about all we accomplished last year and knowing, without question, that this year will be an even better year at FAS. This year will have a lot to live up to considering just a few of last years highlights:

- The return of the 8th Grade Class trip to Washington DC.
- The 7th Grade Trip to Philadelphia, 6th Grade trip to the Ground for Sculpture, and the 5th Grade trip to Sandy Hook.
- Our “Pre-Algebra Probability Carnival,” a "Math Carnival" hosted by our 7th grade for BME
- Successful Fall, Winter, and Spring sports seasons, highlighted by the Girls Basketball and Softball Teams trips to the playoffs.
- The return Tri-District 8th Grade Dance with Monmouth Beach, Oceanport and FAS.
- The return of Career Day for 7th and 8th grade students with several presenters from multiple fields.
- Our Student Council attended the State Student Council Awards Ceremony at Six Flags in May.
- As a school we held our 1st FAS 3-D Printing Challenge
- In the Spring of last year staff had "Tech Tuesday Lunch and Learn" with staff volunteering their lunch to help teach other teachers about the latest in educational technology.
- Last year both Coding (computer programming) and Robotics ran for the second year and Robotics II and TV / Video production ran for the first time as we continue to grow our course offerings.

- Our TV/Video Production students even got to go to Monmouth University to work at Monmouth TV studio.
- We had numerous clubs, including the Spanish Club and Student Council, dedicated their time to volunteering and collecting items for charities all over the state.

For a look back at all the great happenings at FAS last year and to stay consistent with updates about FAS be sure to follow us on social media:

Twitter - @fas_principal

Facebook - Frank Antonides School

Instagram - frankantonides_school

YouTube - Frank Antonides School

(https://www.youtube.com/channel/UC3_V-aoDC1c0neiHowBJMmw)

“Excellence is the gradual result of always striving to do better. “

Pat Riley

As proud as I am to look back, I am more eager to look forward. As I have stated time and time again, good is not enough. Your children deserve better than good. The dedicated staff at FAS strives for better than good. As a community we strive for excellence and our schools should be no different. So our continued challenge here at FAS is to continue to move from good to great. As always, we understand the important role our entire community plays in educating our children, and we look forward to the continued strong partnership with our parents and guardians.

- **5th-8th Science, Social Studies, Math, and English Language Arts curricula realigned to the New Jersey Student Learning Standards** - These new curricula will implemented in the fall.
- **myOn / Study Island** - we will make more frequent use of these tools in the upcoming year to benchmark student growth and pinpoint areas of strength and weakness relative to standards.
- **Intervention & Referral Services(I&RS) / Response to Intervention(RTI)** - Our I&RS procedure will be completely revamped to integrate a RTI model of student services.

- **Basic Skills Interventions** - Our BSI staff will be providing significantly less push-in / ICS supports and will be providing increased pull-out. This will allow greater time for individual skill remediation .

A few other “housekeeping” items to keep in mind:

- **Parent Handbook** - This form is located on our website. Please review with you child and return the attached sign-off sheet. Also included in the handbook is the Photograph / video consent form. If you **do not** want to have your child’s name, picture, or achievements published or sent to the media please complete that form as well.
- **Referendum** - Asbestos abatement has been completed. Air conditioning is functional in all of the FAS classrooms with the exception of the gym (to be completed in the fall). The new more energy efficient heating system is in place and ready for the cooler temperatures New floors have been laid, new classroom and hallway doors have been installed, and the new intercom, clock, and fire alarm systems have been installed. Also, our two new science labs are completely functional and ready for students. In addition the gym floor has been completely re-done and the existing pillars have been wrapped in protective padding (separate from the referendum project).

I am excited and hopeful for the start of the new year and I look forward to seeing everyone in September.

Sincerely,

Dr. Michael Fiorillo

SCHOOL BOARD MEETINGS

The West Long Branch Board of Education regular meetings and information can be found on the [district website](#). Executive sessions, which are not open to the public, are scheduled as needed and according to the Sunshine Law.

SCHOOL CALENDAR

The 2017-2018 school calendar can be accessed on the [district website](#).



CONTACT INFORMATION

SCHOOLS

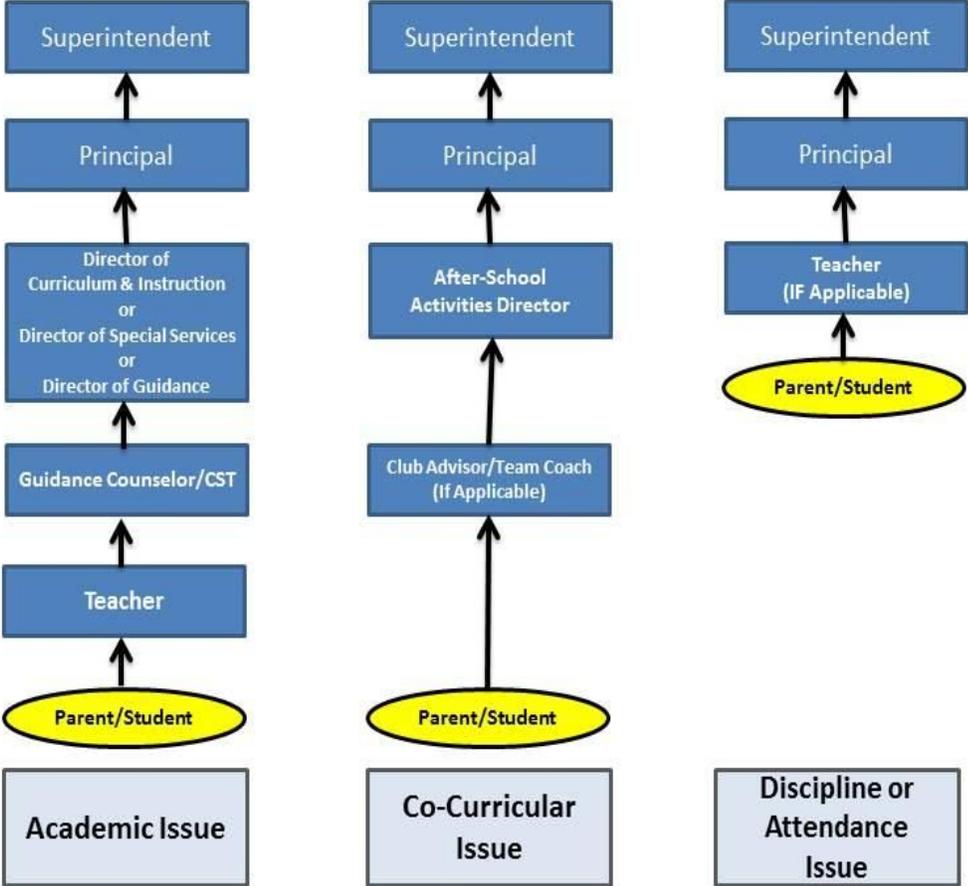
Frank Antonides School Principal	Mr. Michael Fiorillo	222-5900 Ext 1152
Secretary to the Principal	Mrs. Yolanda DiStefano	222-5900 Ext 1151

ADMINISTRATIVE OFFICES

Superintendent of Schools	Mr. Thomas G. Farrell	222-5900 Ext 1305
Administrative Assistant to Superintendent	Mrs. Susan Grimm	222-5900 Ext 1302
School Business Administrator/Board Sec.	Ms. Corey Lowell	222-5900 Ext 1304
Assistant Business Administrator	Mr. Brian McCarthy	222-5900 Ext 1301
Accounts Payable	Mrs. Lovonne Fitzpatrick	222-5900 Ext 1306
Director of Special Education	Ms. Lolita Yacona	222-5086 Ext 1257
Secretary – Child Study Team	Mrs. Kathi Campanella	222-5086 Ext 1256
Regional Director of Curriculum	Dr. Jeanette Baubbles	222-9300 Ext 2180
School Nurse	Mrs. Patricia Falco, R.N.	222-6500 Ext 1223
Coordinator of Technology	Mr. Scott Marvel	222-5900 Ext 1307
School Counselor	Mrs. Melissa Murphy	222-6500 Ext 1238
School Psychologist	Mr. Roger Gibert	222-5086 Ext 1255
School Social Worker	Mrs. Lori Engelken	222-5086 Ext 1258
Learning Disabilities Teacher-Consultant	Mrs. Laura Duffy	222-5086 Ext 1263
Affirmative Action Officer	Mr. James Erhardt	222-5900 Ext 1252
Payroll	Mrs. Donna Applegate	222-5900 Ext 1303
Transportation Supervisor	Mrs Wendy Bonett	222-9300 Ext 2360



“Chain of Command”



DISTRICT WEBSITE (www.wlbschools.com)

Our website showcases the educational programs and exciting activities in Frank Antonides. The “Virtual Backpack” includes all the flyers that “should” be coming home in backpacks with students. The Spartan Sports section provides a convenient resource for schedules, records, physical forms, guidelines, tryouts, and locations of away competitions. The website also provides access to individual teacher websites. Teacher websites are updated on a monthly basis.



FRANK ANTONIDES SCHOOL HOURS

- 7:35 a.m.** Teachers arrive
- 7:45 a.m.** Students arrive
- 7:55 a.m.** AM Homeroom begins
- 2:25 p.m.** Students dismiss (Fridays and days preceding a holiday – Teachers depart)
- 2:25-2:55 p.m.** Teachers remain after students depart

Students who do not take the bus should not arrive at the school before 7:50 a.m. unless otherwise scheduled by a teacher. The school office is open from 7:30 a.m. to 3:30 p.m. September through June.

EMERGENCY SCHOOL CLOSING

The Superintendent will decide any changes of the regular school day schedule due to snow or other serious conditions, which are considered a danger to staff and students. Special announcements will be broadcast over the following:

- Radio: THE POINT (94.3) FM
- TV: NEWS 12 NEW JERSEY (Comcast – Ch. 62)
- Telephone: (732) 222-5900
- Websites: www.News12.com
www.wlbschools.com
@FAS_Principal (Twitter)
Frankantonides_school (Instagram)
Frank Antonides School (Facebook)

ACADEMIC POLICIES AND INFORMATION

Teachers

<p>8th Grade Cagliostro Social Studies Caruso Math Donohue Science Beyers ELA</p>	<p>5th Grade Yonezuka Math Hess ELA Scherr Science / Social Studies</p>
<p>7th Grade Doherty Social Studies Sinkhorn Math Siwec Science Sandoz ELA</p>	<p>Sp. Ed. / Resource / Basic Skills Castagno Castellano Caurterucci Kollinger Plofker Turner Schleichert Shine Scott Tvrdik</p>
<p>6th Grade Dalia ELA Maiorella Science Mitchell Math Cammorano Social Studies</p>	<p>Multi-grade Andreasi Art Bocco Health / PE Clymer Music Gironda ELL Heslin Technology / Coding McNicholas Spanish Murphy Guidance / SAC Petrone Health / PE Serrano-Cammarano Spanish Straley AT / Robotics</p>

GRADING CRITERIA

Categorical Weighting

- Homework - 10%
- Class work - 10%
- Quizzes / Performance Tasks* - 30% (35% MP1)
- Tests / Performance Tasks* - 40% (45% MP1)
- Quarterly Assessment - 10% (n/a MP1)
 - **Cumulative**
 - **Essay / Writing Component**
 - **Reading / Word Problem Component**
 - **Multiple Choice**
 - **Skill Questions**
 - **Content Questions**

Late Work

- Will be accepted with a grade per day policy and / or built into the rubric

Extra-credit

- As grades are intended to be a report of what students know relative to standards students should not receive extra-credit as it artificially inflates grades.

REASSESSMENT POLICY

- Retakes are intended for summative assessments (tests, major projects).
- All retakes must be completed within 7 days of the original assignment
- Students who are caught cheating, refuse an assessment, or mark random answers (as determined by the teacher and principal) are not eligible for retakes.
- Students must satisfy any remediation (ex. tutoring, study guides, reflection form) required by the teacher before sitting for the retake.
- As a general rule retakes cannot take place during class time. Students must arrange a time with their teacher (ex. lunch, after/ before school). Teachers have discretion to give retakes in class for extenuating circumstances.
- Teachers may set a limit on retakes for a specific assessment.
- Students may not retake an assessment on which they received a **70 or better**

- The students final assessment grade will be an average of all of the grades for that assessment (Not inclusive of classes where students choose when to assess).
- Alternate assignments may be required at the teacher's discretion, provided they cover the same content / standards (ex. presentation, formal essay)
- The retake must cover the same concepts, content, and standards but it does not have to be the same assessment

GRADE LEGEND

93-100 A Outstanding
 84-92 B Above Average
 75-83 C Average
 70-74 D Poor
 Below 70 F Failing

SPECIAL SUBJECTS

O Outstanding
 S Satisfactory
 N Needs Improvement

7th and 8th GRADE MATHEMATICS

Students in 7th and 8th grade will be placed in mathematics courses based upon their ability levels. A multiple measures criteria will be utilized to evaluate students for placement into the honors level courses.

7th Grade Pre-Algebra Criteria

- Students' Final Math and ELA Grade
- Students' PARCC scores
- Placement Test Grade
- Teacher Recommendation

8th Grade Algebra

- Students' Final Math / ELA Grade
- Students' PARCC scores
- Placement Test Grade
- Teacher Recommendation

ACADEMICALLY TALENTED (AT)

The New Jersey State Department of Education mandates that each school district develop a program that addresses the needs of the gifted and talented students. The West Long Branch Public Schools have designed an AT program for grades 3-8 to meet this requirement. Students will be invited to participate in the program based on internal assessments, student report card grades, and teacher recommendations.

HOMEWORK

Homework is assigned by teachers based on their understanding of students' needs in mastering the subject related material or skill. The amount of homework assigned generally increases as the student progresses through school. Grade level teachers will confer to coordinate the homework load. The following homework times are suggested to teachers:

Grade 5	not to exceed 50 minutes
Grade 6	not to exceed 60 minutes
Grade 7	not to exceed 70 minutes
Grade 8	not to exceed 80 minutes

Students going on vacation will **not** be provided with assignments in advance. However, students will be allowed to make up the work upon their return to school.

HONOR ROLL

Students in grades seven and eight are entitled to receive two honor roll designations.

High Honors - A student must attain an average of 95% or higher in the following subjects:

Language Arts Literacy	Science
Mathematics	Social Studies

A grade of 83% or less in any of the above subjects, or an "Unsatisfactory" or "B" in any special area class precludes high honors status.

Honors – A student must attain an average of 90% or higher in the above subjects. A grade of 83% or less in any of the subjects, or an “Unsatisfactory” or “B” in any special area class precludes honors status.

MARKING PERIOD DATES

First Marking Period September 7, 2017 -- November 4, 2017 (45 days)

Second Marking Period November 15, 2017 – January 26, 2018 (44 days)

Third Marking Period January 29, 2018 – April 12, 2018 (45 days)

Fourth Marking Period April 13, 2018 – June 14, 2018 (44 days)

NATIONAL JUNIOR HONOR SOCIETY

The Frank Antonides School is a proud chapter member of the National Junior Honor Society, granted through a charter application in 2002. The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students.

Leadership is based on the student’s participation in two or more community or school activities, or election to an office. To meet the service requirement, the student must have been active in three or more service projects in the school and community and logged at least 40 hours of service. Citizenship is measured by the student’s participation in civic-related organizations and/or activities. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty.

In March of each year, students in 6th through 8th grade who have met a cumulative grade point average of 90 or above will receive a letter offering them the opportunity to apply to the Honor Society. This is a rigorous process and five

staff members on the faculty council will review the applications. The Induction will be held at the end of May for those members who are selected.

PERMANENT RECORDS

The main office retains a permanent record file for every child in the school district. Upon request, parents/guardians may review their child's permanent record file by contacting the Frank Antonides School main office.

STANDARDIZED TESTING

Students in grades 5 through 8 will take the PARCC (Partnership for Assessment of Readiness for College and Career) in the spring. PARCC will be administered once for the 15-16 school year. NJASK Science will be given on one day for students in grade 8. Results of these tests are recorded in each child's permanent record folder. Parent(s)/guardian(s) retain the right to view the records. The records, in accordance with the law, must be available to the New Jersey Division of Child Protection and Permanency (DCP & P).

I&RS

The Intervention and Referral Services is one of many resources used by the school to intervene with student problems. The Team process is a collaborative school effort between district personnel and parent(s)/guardian(s) to intervene when a student has been identified as making minimal academic and/or social/emotional progress in the regular education setting. The team develops and monitors interventions created by the team to assist the student. This process is an ongoing attempt to identify, evaluate, and find solutions to problems within the student's academic setting.

504 PLANS

The building Principal is designated as the 504 officer. A 504 Plan can be developed and implemented to ensure that a child with a disability (identified under Section 504 of the Rehabilitation Act of 1973) receives accommodations in the school setting. The 504 team generally consists of the student's parent(s)/guardian(s), teachers, and 504 officer.

ARRIVAL/DISMISSAL INFORMATION

ATTENDANCE AND ABSENCES

If a child is absent for any reason, please call the Frank Antonides School main office at (732) 222-5900 Ext. 1150. Please state the child's name, grade, homeroom teacher, and reason for the absence. Upon the child's return, please send a note explaining the reason for the absence. **Please note: notes from parents do not excuse a student absence. Students returning from an absence must submit medical/dental documentation to the Office to have the absences considered excused.**

Absence Excuses (Non-Cumulative)

Acceptable reasons for absences or tardiness to school include:

1. Serious illness: A licensed medical practitioner must sign a note verifying the illness.
2. Medical or dental appointments, which cannot be scheduled outside school hours. A licensed medical practitioner must sign a note verifying an appointment.
3. Home instruction.
4. Death in the family.
5. Religious holidays as defined by the Commissioner of Education.

The school reserves the right to verify the authenticity and content of any medical note, court subpoena, parent note, etc.

A cumulative (unexcused) absence is generally defined as any reason not listed above such as not feeling well, baby-sitting for younger children, shopping, missing the school bus, vacations, working, oversleeping, faulty private transportation, completing reports/term papers at home or at local libraries. It should be noted that even though an absence is legal, it still counts as an absence from school/class on a student's official attendance record. Students shall not be considered absent while participating in school sponsored activities, such as field trips, athletic events, or if suspended from school.

Students whose absences deemed excessive may face the following remediation:

- Letter(s) from the school documenting attendance concerns

- Phone all(s) from school or district administration further documenting concerns and discussing a plan to improve attendance
- Student attendance contracts
- Required parent meeting
- Saturday Detention
- Formal truancy complaint with the West Long Police Department
- Retention of the current grade level

If a child is absent due to a communicable disease or infection, please notify the school nurse as soon as possible. If the absence is for an extended period of time due to an illness, a doctor's statement should be sent to the school.

Parent(s)/guardian(s) are encouraged to schedule vacations that coincide with the school calendar. Students will be responsible for all missed assignments and class work. Students going on vacation will **not** be provided with assignments in advance. However, students will be allowed to make up the work upon their return to school.

No pupil who is absent from school due to a religious holiday will be deprived from any reward of eligibility or opportunity to compete for any award because of such absence. Absence due to a religious holiday will be recorded as an excused absence upon receipt of a parent/guardian note.

RELIGIOUS HOLIDAYS

"On February 16, 2011, the State Board of Education adopted a resolution regarding the list of religious holidays permitting pupil absence from school for the 2014-2015 school year. The list can be found on the department's website listed below.

- ✓ <http://www.state.nj.us/education/genfo/holidays.htm>

EARLY DISMISSAL

A written notice to the Principal is required for any parent(s)/guardian(s) who needs to have a child excused early from the school day. For the safety of the student's, parent(s)/guardian(s) are not permitted to go to the classroom to pick up students for early dismissal.

DROP OFF AND PICK UP

No one will be able to use the school driveways during drop off (7:50 a.m. - 8:05 a.m.) and pick up (2:20 p.m. - 2:35 p.m.) times. The driveway is reserved for buses only. The Locust Avenue side parking lot will be available during the drop off and pick up times, but will be closed at 8:15 a.m. daily for recess and physical education activities. At other times, parent(s)/guardian(s) are welcome to park in visitor labeled spots in the front parking lot of Frank Antonides School.

TARDINESS

If a student is late for school, arriving after 7:55 a.m., they need to report to the main office to obtain a late slip. Additionally, the student must have a note from a parent/guardian explaining the reason for being late. Excessive tardiness affects school performance, especially since classes begin immediately. **Therefore, students will be assigned detention for excessive tardiness.**

Parent(s)/guardian(s) who do not comply with the compulsory attendance laws are subject to the penalties prescribed by law.

CHILD STUDY TEAM

The Child Study Team (CST) is available to all students and parent(s)/guardian(s). The team is made up of a Learning Disabilities Teacher Consultant, School Psychologist, Social Worker, and Speech Therapist. The CST plans and arranges for services and programs that will meet the unique needs of certain students. The Speech Therapist can be reached at (732) 222-5900 ext. 1237. Ms. Lolly Yacona, the Director of Special Services, along with the rest of the CST can be reached at (732) 222-5900 ext. 1257.

CLUBS AND EXTRA-CURRICULAR ACTIVITIES

Academic Challenge (formerly S.I.T.E.) – Students in grades 5 through 8 will have the opportunity to compete in a the school science fair, Spelling B, and Geography B.

Art Club I – Art Club 1 is a 7th and 8th grade service organization whose activities include: assistance with district wide visual art displays, creation of sets, props, decorations, and signs for school events, assistance with Art Club II, participation in direction of arts and crafts activities for PTA Fun Nights, and other service projects which present themselves throughout the school year.

Art Club II – Art Club II (Art-After-Hours) is open to all students in grades 5 through 8. This club provides extra time students need to continue their interests in media being used in art class.

Band – Band is open to students in grades 5 through 8. Students start in 5th grade with beginner lessons one day per week, which last approximately 20 minutes. If students continue, they join band in grade 5 and meet once a week for an entire period. Band teaches students an appreciation of playing a musical instrument and exposes them to playing various music styles. In addition, it teaches students how to work together cooperatively in a team setting. The majority of rehearsals take place one day per week at 7:20 a.m.

Choral Connections – Choral Connections is open to students in grades 5 through 8. However, there is an audition to determine which students are eligible to participate in this extra-curricular activity. Choral Connections teaches students how to match pitches with their voice, sing simple scales, and develop a pleasant singing voice. In addition, it exposes students to various styles of choral music as well as teaches proper breathing, diction, and tonality. The majority of rehearsals take place one time per week at 7:20 a.m.

Computer Club – Students in grades 5 through 8 meet twice a month to work on research, pictures, games, SMART Board activities, and the publication of greeting cards.

Drama Club – Drama Club is available for students in grades 6 through 8. Students participate in a production, which involves several rehearsals after school. Parent(s)/guardian(s), community members, and students from Monmouth University may collaborate in providing artwork and costumes.

Environmental Club – Students in grades 5 through 6 meet regularly a month to work on environmental projects that will enhance the West Long Branch community.

Intramurals – Intramural Sport Program, also known as Open Gym, is a program designed to bring students from different classes and grade levels (grades 5 through 6) together after school to participate in various sports, which enhance the status of their physical and social well being.

Partners-in-Reading Book Club – Students in grades 4 through 6 meet once a month to discuss selected books of the month. During meetings, students are paired off with reading partners to discuss books, work on arts and crafts projects, conduct science experiments, solve math puzzles, engage in SMART Board activities, and enjoy refreshments.

Maker Club - Maker Club emphasizes learning-through-doing in a social environment. Projects created by the Maker Club include engineering-oriented pursuits, robotics, 3-D printing, as well as more traditional activities such as traditional arts and crafts. There is a strong focus on using and learning practical skills and applying them to new designs.

Media Studies (Newspaper) – Students in grades 5 through 8 write articles in four published issues of the school newspaper. Students design and edit the format of each newsletter.

National Junior Honor Society – Students in grades 6 through 8 who have met a cumulative grade point average of 90 or above are eligible to apply to the Honor Society. The purpose of the National Junior Honor Society is to create enthusiasm for scholarship, stimulate a desire to render service, to promote leadership, to develop character, and to encourage good citizenship in the students.

Odyssey of the Mind – Odyssey of the Mind is an international educational program open to students in grades K through 8. Students are given the opportunity to solve problems that range from building mechanical devices to presenting their own interpretation of literary classics.

Spanish Club – Spanish Club is an organization consisting of 6th through 8th graders that explores the richness of Spanish culture through discussions, music, movies, and food. The club celebrates Hispanic holidays such as Navidad and Cinco de Mayo, and also engages in community service projects throughout the school year.

Sports – Our sport teams are very competitive in all of the local school leagues. The middle school offers nine teams: soccer, basketball, softball, baseball, cheerleading, field hockey and cross-country. Only students in grades six through eight are eligible to try-out for sports. Those students who participate in team sports must maintain a good academic and disciplinary standing.

STEM - STEM Club (Science, Technology, Engineering, and Math) is open to students in grades 6-8. Students will be given the opportunity to engage in a variety of hands on experiments and projects that are related to science and foster hands on problem solving and critical thinking skills.

Student Council – Students in grades 5 through 8 help share ideas, interests, and concerns with the teachers and Principal. They help raise funds for school wide projects, work at special events, and serve as a positive role model for other students. A school wide election process determines which students serve on the student council.

Yearbook Club – Students in grades 5 through 8 work as editors who take digital pictures and design individual yearbook pages. The book is produced using an online program in which students can work from computers to edit pages.

DRUG ABUSE RESISTANCE EDUCATION (D.A.R.E.)

The Borough Council appoints the D.A.R.E. police officer for the school. The officer has special training to meet with the students and implement a D.A.R.E. curriculum. The program is offered for all fifth grade students.

SPORT PHYSICALS

A physical examination is required in order for a student in grades 6 through 8 to try-out for a sports team. This physical examination must be submitted on the new state mandated Athletic Pre-Participation Physical Evaluation Form and must not have expired by the start of try-outs. A physical is only valid for 364 days. Please do not submit an expired physical. Forms may be found on the school nurse website.

HEALTH SERVICES

MEDICATION IN SCHOOL

No student is allowed to bring medicine of any kind into school. Medicine brought to school by a parent(s)/guardian(s) will be kept in the nurse's office. Certain students have permission to carry and use an inhaler. This information, however, must be recorded in the nurse's office. Parent(s)/guardian(s) reserve the right to administer medication during the school day. If this is not possible, and it has been established that medication prescribed by a physician must be given during school hours, a form must be signed by the parent(s)/guardian(s) and the family physician giving permission for the nurse to do so.

Aspirin is considered a medication and must be approved for use in school by the school nurse. All medication must be in the original container and labeled with the student's name, doctor's name, type of medication, and the time of administration. These procedures apply to ANY drug, including over the counter medications such as nose or eye drops, cough syrup/drops, or vitamins. No student is to carry medicine at any time. Medicines will be maintained in a locked cabinet and will be administered as prescribed.

NURSE

To contact the school nurse, please call (732) 222-5900 ext. 1223. The school nurse maintains all of the student's health and immunization records and directs the action taken for sick or injured students. The school nurse will weigh, measure, and conduct vision and hearing examinations for each child during the school year. Scoliosis examinations are completed on children ten years of age and older if not done by a private physician. The school dentist provides visual dental exams. If a student is in need of a follow-up visit to a doctor, a referral will be made to parent(s)/guardian(s) in writing.

If a student becomes ill during school hours, they will be sent to the Health Office. If it becomes necessary to send the student home, the parent(s)/guardian(s) will be contacted. Students will only be released to the parent(s)/guardian(s), unless written permission is provided to indicate otherwise. The names listed on the student's emergency card constitute this written permission. Therefore, it is extremely important that the card is kept up to date at all times. Please note that a relative does not automatically have permission to take a student from the school. Students, when feeling ill, may **not** call their parent(s)/guardian(s) to pick them up at school. The nurse is the **only** person in the school that can send a student home due to illness.

A student returning to school following an absence must bring a note listing the dates and the reasons for the absence. This note is due the day the student returns to school.

PHYSICAL EXAMINATION

The State of New Jersey recommends that students entering grade 4 should have a physical examination. Students in grade 4 through 6 are also allowed to participate in intramural sports. In order to play, a physical examination must be done and the report given to the school nurse.

LOST AND FOUND

Lost and found items will be placed in designated containers in the cafeteria. These items, if not claimed, will be given to a charitable organization at the end of each marking period.

Valuable items or items that have a sentimental value should not be worn or brought to school.

MEDIA CENTER

The West Long Branch School District has a professional media specialist and library of reference books and reading materials to satisfy the diverse personal interests of the students as well as to enhance classroom instruction. Computers with Internet access are also available in the Media Center. Students are encouraged to borrow books from the Media Center. Students are responsible for any lost or damaged materials or books. Unpaid charges must be paid before report cards are issued.

STUDENT ASSISTANCE PROGRAM

The administration, faculty, and parent(s)/guardians of the West Long Branch School District are continually striving to meet the needs of the students within the district through a comprehensive school-counseling program. The Student Assistance Program is designed to develop resiliency and life skills for all students within the district. This is a comprehensive, multi-disciplinary approach to prevention, intervention, and support services, which will be integrated with other school based services and programs. These programs include: Prevention Education, Peer Leadership, Character Education, Conflict Mediation, Bullying Prevention, Affirmative Action, Empathy Education, Identification of Learning Styles, Career Education, Asset Development, Classroom Prevention Curriculum, Parent/Guardian Educational Workshops, Community Mobilization, Service Learning, Critical Incident and Crisis Response.

The program has many support services within it. A child may self-refer, a staff member may refer a child, or a parent(s)/guardian(s) may refer a child to participate in the additional programs available. All children will be given access to the general program services. If there is an identified need for additional services, those children selected will participate on an as needed basis. Parental involvement is vital and a major component of the program.

Parent(s)/guardian(s) are able to determine when their child is in distress. Observation of a marked change in behavior is often a clue. When such behavior is of concern, parent(s)/guardian(s) should feel free to contact the Special Services Department and/or Ms. Murphy, the district's school counselor. Please contact Ms. Murphy with any questions or concerns at (732) 222-5080

Ext. 1238. The school website provides information regarding the Student Assistance Program and the services available for children in grades K-8.

TELEPHONE USAGE

In the case of an emergency, students can use the office telephone to call home. Phone calls for non-emergency situations will be allowed at the discretion of the staff. Students may not use the office phone to make alternate transportation arrangements. Students will not be permitted to use the classroom phones to make a phone call home.

Cell phones will not be permitted to be carried on a student during the school day (7:55 am – 2:25 pm). If a student has a cell phone out or on their person during the school day, the phone will be confiscated. After the first time, a warning will be issued and the student will be asked to put phone and in his/her locker. The second incident will result in confiscation of the phone and will be returned to the student at the conclusion of the school day. For further incidents of cell phone misuse, the phone will be confiscated and a parent/guardian will have to come to school to retrieve the device from the Principal. **Use of cell phones to take pictures of and/ or video of fights and /or students / staff against their wishes can be grounds for suspension.**

DROPPING OFF ITEMS TO SCHOOL

In order to enhance the security of our building during school hours, all parents/guardians dropping off items for a student will be required to announce their intention using the intercom, and place the materials in the designated container. The container will be emptied regularly and materials will be distributed to the students as necessary.

SCHOOL BUSING

Free courtesy bus transportation is offered in West Long Branch to those students who live more than a mile from the school. Buses do not enter a “cul de sac” nor provide door-to-door service. The routes are established to enable the buses to travel the roads in the safest manner and to serve the largest number of students in the least amount of time.

BUS SAFETY

The transportation regulations and the policies adopted by the Board of Education must be followed. This is for the safety of all students who ride the school bus. All students will participate in bus evacuation drills each year as required by New Jersey law.

School Bus Safety is the responsibility of each student. Here are some recommendations that ensure a safe bus ride:

- Be at the bus stop on time
- Do not ask the driver to stop at places that have not been designated
- Cooperate with the bus driver. Food and beverages are not permitted on the bus
- Practice good behavior while waiting for and riding on the school bus
- Understand the rules concerning bus behavior
- Do not attempt to carry a large project, backpack, or pet on the school bus.

No student is allowed to change buses. The bus driver will not allow anyone on the bus that has not been assigned to that bus. The Principal can place a student on a different bus if an emergency arises.

SCHOOL BUS BEHAVIOR

Students are expected to be on time in the morning to meet the bus. Proper behavior on the bus is mandatory. Students are responsible for any damage caused to the bus or seats. Students are to ride their assigned bus only. If a seatbelt is available, students must have the seatbelt fastened.

The driver or the Principal may assign seats on the school bus whenever they believe an assigned seat is needed.

The driver will not accept the following behavior:

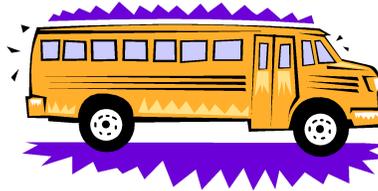
1. Loud or boisterous talking
2. Distracting activities
3. Pushing, shoving, or fighting
4. Profanity
5. Movement of the seat when the bus is in motion
6. Failure to obey the bus driver
7. Throwing objects

Students are not permitted to ride on a bus other than their assigned bus.

The aforementioned behaviors will be reported to the Principal for disciplinary action.

If a student cannot be transported in a safe manner, or their behavior endangers the safety of others, **the Principal has the right to deny that student bus privileges. Should this happen, the student's parent(s)/guardian(s) shall arrange for any needed transportation to and from school for the length of time that the student's privileges are denied.**

If a student's behavior is not improved after a period of exclusion, the Principal may report to the Superintendent requesting the permanent exclusion of the student from the bus transportation program.



SCHOOL SAFETY

FIRE DRILLS, LOCK DOWNS, AND EVACUATIONS

Annually, the administration from the West Long Branch School District meets with the administration from the West Long Branch Police Department, Homeland Security, and area emergency services to review the procedures for emergencies. Specific guidelines for lockdown drills and evacuation drills are reviewed and recorded in the School Safety and Security Plan and the Memorandum of Agreement.

Parent(s)/guardian(s) can expect their children to have two fire drills monthly and one or two lockdown and evacuation drills during the school year. These drills are co-planned by the West Long Branch School District administration and the emergency services personnel. The drills will vary according to the scenario presented. The objectives for these drills are: (1) To gather information for the emergency services (2) To practice the appropriate behaviors for staff and students and (3) To make adjustments as determined. The plans for the drills are secure information.

Parent(s)/guardians should be comforted to know that the school administration and the emergency services frequently collaborate on safety and security issues and exercises. If there is a true emergency, the district and the police will notify parent(s)/guardian(s) of the actions they should take.

SCHOOL VISITORS

All visitors, including parent(s)/guardian(s), must report to the Frank Antonides School security desk or main office prior to visiting any part of the school building. All visitors will be given a pass to display.

CODE OF STUDENT CONDUCT

Philosophy

Discipline may be the most misunderstood aspect of school life; however, it is a part that is absolutely necessary if students are to achieve success. The school attempts to guide students in a positive approach that adds to their learning process. Students and parents together with faculty and staff help lay the foundation for the school's strong character. The faculty and staff will create a positive atmosphere by modeling the behaviors and attitudes that they expect from the students. We believe that each child is unique and should be treated with respect and be taught to respect others. It is also our belief that the students are to be responsible for their own actions and for their school experience. The ultimate goal of Frank Antonides is to develop self-discipline and self-respect in our students.

EXPECTATIONS OF STUDENT CONDUCT

1. Students are to demonstrate respect for self, for others, and their natural and physical environments.
2. Students are to take responsibility for their own behavior and learning both in school and at all school-related activities.
3. Students are expected to follow the standards for dress, hallway conduct, classroom conduct, lunch/recess, bus behavior and use of electronic devices which are established for safety reasons and to create an atmosphere that will encourage student learning.
4. Students are to use the computer and Internet responsibly and appropriately.

Disciplinary Code

While the Frank Antonides School places emphasis on student responsibilities, it is necessary to specify certain behaviors and their consequences. Consequences for violating the disciplinary code are progressive in nature. Repeated violations or pattern of inappropriate conduct will result in greater consequences.

The school recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences is impossible. Thus, the absence of a specifically listed behavior will not prevent the administration from imposing consequences, including expulsion as warranted. Moreover, the principal or his/her designee has the discretion to suspend students' privileges including a student's participation in extra-curricular activities and/or athletics. Examples include, but are not limited to, lunch/ recess with their class, athletic events, practices, meetings, concerts, field trips, assemblies, class meetings, and graduation.

Every effort will be made to treat students fairly while maintaining an orderly environment conducive to teaching and learning. The following offenses are cause for assignment to central detention, Saturday detention, in-school suspension, out-of-school suspension, expulsion, financial reimbursement for damages caused by a student, and / or reimbursements of expenses incurred in removing a student from an out-of-district school function. The police will be contacted when appropriate.

1. The use, sale, distribution, possession, or being under the influence of, narcotics, dangerous drugs, controlled substances, alcoholic beverages, or tobacco (including "e-cigarettes")
2. Destruction or defacing of school property.
3. Stealing/theft.
4. Forgery.
5. Threatening or attacking other students and/or school personnel (this includes "cyber-bullying" and/or threats through other technology).
6. Damage to any school personnel's property.
7. Carrying weapons.

8. Willful and continued disobedience.
9. Disruptive conduct.
10. Vulgarity or profanity.
11. Teasing
12. Leaving school without permission during the school day.
13. Failure to report to the office upon request.
14. Truancy.
15. Chronic tardiness to school and classes.
16. Fighting.
17. Failure to adhere to the dress code.
18. Use of cell phones or other electronics during the school day.
19. School transportation violations.

DISCIPLINE STRATEGIES

Teachers have a variety of strategies available to deal with disciplinary situations and will make decisions based on individual student needs. Teachers will treat each student with courtesy, respect, and with understanding. At any point in which an administrator feels it is appropriate, he/she has the authority to become involved in disciplinary situations. One or more members of the administrative team may be called upon to enforce the West Long Branch Public Schools' Code of Conduct. According to New Jersey State law, corporal punishment is strictly forbidden.

Teachers will develop, share, and post classroom rules during the initial days of school each year. Students will review them periodically for reinforcement.

Ordinarily, Parents/Guardians are to receive notice, by either a detention slip or telephone call, one school day in advance when an after-school or Saturday detention is assigned. After-school Central detentions will be held on Tuesdays and Thursdays until 3:00 p.m. Saturday Detentions will be served on Saturdays from 8a.m. to 10a.m. Students who miss a after-school or Saturday detention will be scheduled a second after-school or Saturday detention. Students who fail to serve those detentions will be placed in in-school suspension. ***Students must attend an after-school and or Saturday detention regardless of their extra-curricular or after-school commitments. Upon completion of the detention, the student may be required to leave school grounds and not participate in any school-sponsored activities, depending on the severity of the offense.***

It is the responsibility of the individual student and parent/guardian to make all necessary arrangements to meet the obligations of the after-school or Saturday detention. An administrator or teacher may contact the parent/guardian to see if

this notice can be waived and the detention held the same day. After-school and Saturday detention is to be served on the day(s) assigned unless a medical appointment or religious obligation is scheduled. Parents/Guardians must notify an administrator if a delay is requested for these reasons.

SUSPENSION

Causes for Suspension or Expulsion: Conduct that shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

1. Continued and willful disobedience (failure to comply with school rules).
2. Open defiance of the authority of any teacher or person having authority over him/her.
3. Conduct of such character as to constitute continuing danger to the physical well-being of other pupils or school personnel.
4. Taking pictures, attempting to take pictures, or taking videos with cell phone or any electronic device.
5. Taking, or attempting to take, personal property or money from another pupil or from his/her presence, by means of force or fear.
6. Willfully causing or attempting to cause damage to school property.
7. Participation in an unauthorized occupancy or by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Academy Administrator or other person then in charge of such building or facility -18A:37-2.
8. Fighting in, around the school building, or on school grounds will result in loss of privileges.
9. Gambling (playing dice) in or around the school building or on school grounds.
10. Visiting another school during school hours without written permission from authorities of that school.
11. Being on another school buildings grounds without permission before, during or after school.

12. Possessing, selling, using, dispensing alcoholic beverages, narcotics, legend drugs, marijuana or any other controlled dangerous substance as defined by the laws of the State of New Jersey in the school building or on school grounds.
13. Disrupting or inciting to disrupt the educational atmosphere of the school.
14. Threatening or harassing another student or any school personnel.
15. Carrying an item that might reasonably be construed as a device that could cause bodily harm to another person or persons.
16. Assaulting a pupil, teacher or any person employed by the Board of Education.
17. Severe or chronic repetition of offenses, i.e., truancy, repeated tardiness, repeated class cutting.
18. Initiating a false alarm and/or a bomb threat.
19. Improper behavior in In-School Suspension.
20. Failure to complete more than two assignments while in In-School Suspension or failure to report to an assigned In-School Suspension.
21. Any violation of law.

DRESS CODE

Proper attire should not present a danger to the health and safety of the staff and student body. Proper attire should not cause an interference with school order or create disruption. The administration retains the right to enforce regulations concerning hair or clothing in the interest of safety and to permit full participation in any teaching situation.

The following articles of clothing detract from the educational program:

- Articles of clothing that are markedly soiled with grease, paint, or dirt
- Articles of clothing that display indecent writing, pictures or slogans, or advertise alcohol, drugs and/or tobacco
- Articles of clothing that could cause damage to other students or property, such as chain belts, cleats, and pins
- Articles of clothing that are excessively ragged and that may be extreme in brevity, length, tightness, and transparency
- Articles of clothing that expose bare midriff, bra straps, underwear, or excessive cleavage
- Tank top shirts
- Hats
- Short-shorts and bathing suits
- Shoes with wheels

DRUG POLICY

The West Long Branch Board of Education has established a policy, in accordance with the law, regarding student possession, use and/or sale of drugs while on school property. **Students found to be in possession of a drug, using a drug, or selling drugs while on school property will be suspended and will not be allowed to return to school until cleared by a doctor. Students may be subject to expulsion according on the severity of the offense.**

Any student on school grounds or attending a school-sponsored event is under the jurisdiction of the school. Therefore, if a child is found to be under the influence of any alcohol or narcotic, they will be considered to be a user of and in possession of such narcotics or alcohol. It should be noted that the alcohol or narcotic may or may not have been consumed while on school premises.

The West Long Branch Board of Education recognizes its responsibility to ensure continuing cooperation between school, staff, and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. To that end, the Board of Education will cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. All district policies regarding substance abuse are available to parent(s)/guardian(s) by calling the Principal. Please refer to the Board of Education's Drug Policy, which can be supplied by request.

A staff member is compelled by law to report any child suspected of being under the influence of a substance. The school is compelled to send that child for drug testing immediately. Students sent out of school for drug testing may not return to school until cleared by a doctor.

SUBSTITUTE TEACHERS

A qualified substitute teacher will assume all duties in a teacher's absence. All students are expected to cooperate and complete the work left by the classroom teacher and/or assigned by the substitute teacher. When a child is uncooperative or disruptive, the student is subject to disciplinary procedures.



HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The district's HIB program is part of each academic program regarding all pupils. No one (including pupils, staff members, vendors, volunteers, or visitors) shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

The new anti-bullying law (effective September 2011) is designed to strengthen standards for preventing, reporting, investigating, and responding to incidents of bullying. Additionally, the West Long Branch Board of Education has established a policy preventing HIB.

The new HIB definition states, "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either 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 (handicap) disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function (or), on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a.) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
(or)
- b.) Has the effect of insulting or demeaning any student or groups of students (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- c.) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student."

A school safety team has been formed to “develop, foster, and maintain a positive school climate” during the school year. The team meets periodically during the school year and consists of an anti-bullying coordinator (Principal), anti-bullying specialist (School Counselor), teacher, and parent representatives. Students should immediately report any bullying behavior to a staff member. Bullying behavior can also be reported via the anti-bully hotline at (732) 222-5900 ext. 1900. A prompt investigation will follow the report of bullying behavior.

INAPPROPRIATE BEHAVIOR

The use of profane, abusive, vulgar language and/or gestures will not be tolerated. Students who believe they must resort to profanity at school will be removed from the classroom or playground. The continued use of profanity will be a sufficient reason for a school suspension. Students will not use any racial and/or ethnic slurs. Students will not engage in any act of sexual harassment of a physical or verbal nature. Such acts listed above will result in serious disciplinary action. Any student who exhibits unacceptable behavior can be removed from a team or club.

There is no room at the school to safely store skateboards, rollerblades, or motorized scooters. Shoes with wheels in the soles will not be permitted.

Balloons, gifts, flowers, and other personal items are **not** to be sent to the school. If parent(s)/guardian(s), relatives, or friends send items of this nature to the school, they will not be delivered to the student. Parent(s)/guardian(s) will be called, after school hours, to come to the school office to pick up such items.

Students are not permitted to use school time to distribute invitations to social gatherings, unless everyone in the class has been invited.

Bikes are considered to be personal property and should be treated with respect. The bike rack is for the purpose of parking a bike in a safe manner. A chain bike lock must secure bikes left in the bike rack. The school is not responsible for lost or damaged bikes. Bikes must be walked until off school grounds. Students who ride their bikes to school should lock their bikes at the bike rack and walk immediately to the school entrance.

Hats are **not** to be worn in the school building unless they are being used in a special program or for a special reason (Example: Student Council Hat Day). Religious observation with a head covering is exempt.

HALLWAY CONDUCT

In the hallway, students will:

- pass through the hallways quietly
- be considerate of others
- proceed directly to class
- walk, not run, push, or shove
- keep hallways clear by walking to the right
- use proper trash receptacles
- keep moving so the hallway does not become blocked or congested.

LUNCH/CAFETERIA RULES AND PROCEDURES

Lunch should be a pleasant experience for both the students who eat in the cafeteria and the staff who work in and monitor the cafeteria. Quiet conversation will be permitted. Students should note that boisterous and loud behavior will not be tolerated. Failure of an individual to abide by the rules will result in disciplinary action being taken.

For safety considerations, students will be seated by homeroom during lunch period. However, there is no seat assignment within the homeroom table. Students are permitted to leave their seats only to purchase food, discard garbage, or request to use the restroom. Horseplay, throwing of food, or tampering with the food of others will result in a detention. Any student who cannot behave appropriately during the lunch period will be assigned a seat.

While outside, students may not participate in any activity which may cause injury to others or themselves. No food will be taken out of the cafeteria at any time. Students are to respect cafeteria monitors at all times. Lunch monitors are to receive the same degree of respect that is given to any adult in the school.

SEXUAL HARASSMENT

The Board of Education shall maintain an academic environment that is free from sexual harassment. Sexual harassment shall consist of unwanted and unwelcome sexual advances, requests for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by a staff member to a pupil, by a pupil to another pupil, or by any pupil to a staff member.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints, initiate a

thorough investigation, and will protect the rights of both the pupil making the complaint and the alleged harasser.

District policy on Affirmative Action is available to interested parties by calling the school Principal.

VANDALISM AND LOST/DAMAGED SCHOOL SUPPLIES

Students will be issued school-owned supplies and equipment. Each student is responsible for the return of books and other supplies in a reasonable condition. If books, calculators, locks, furniture, or other supplies are damaged or lost, the student must pay the fair price to repair the damages and/or the replacement of damaged or lost items.

Students must not mark furniture, walls, ceilings, floors, or equipment. No one is to tamper with the fire alarms, fire extinguishers, or any electronic system. Anyone who willfully destroys school property through vandalism, arson, fooling around, or who creates a hazard to the safety of other students and/or staff members will face suspension and be referred to the proper law enforcement agency.

WEAPONS IN SCHOOL

No student will have in their possession a weapon on the school grounds, in the school, on the school bus, or when involved in a school activity. Weapons are defined, but not limited to, firearms (guns), ammunition, explosives including firecrackers, any knife, and any other dangerous objects of no reasonable use to the student at school. Students possessing such weapons may be suspended or expelled. The Principal is required to report all such incidents to the West Long Branch Police Department. All violence reports, DYFS interactions, and weapon incidents will be reported to the West Long Branch Police Department according to the Memorandum of Agreement. School staff members who find a student with a dangerous object will require the student to surrender the object and, if necessary, may use force to disarm the student in compliance with school law (NJSA 18A: 6-1).



CELL PHONE/ELECTRONIC DEVICE USAGE

Cell phones will not be permitted to be carried on a student during the school day (7:55 am – 2:25 pm). Cell phones should be placed in the students lockers prior to homeroom and not taken out until the end of the day. If a student

has a cell phone out or on their person during the school day, the phone will be confiscated. After the first time, a warning will be issued and the student will be asked to put phone and in his/her locker. The second incident will result in confiscation of the phone and will be returned to the student at the conclusion of the school day. For further incidents of cell phone misuse, the phone will be confiscated and a parent/guardian will have to come to school to retrieve the device from the Principal. **Use of cell phones to take pictures of and/ or video of fights and /or students / staff against their wishes can be grounds for suspension.**

In addition to cell phones, usage of iPods, MP3 players, walkmans, headsets, cameras, PlayStations, pagers, beepers, laser pointers, and other electronic devices not part of the instructional program will **not** be allowed in school. If a student has an electronic device out during the school day, the apparatus will be confiscated and returned to the parent(s)/guardian(s). Subsequent violations will result in disciplinary action being taken against the student.

TECHNOLOGY / CHROMEBOOK ACCEPTABLE USE

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the Tech Office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.
- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.

- Do not expose your Chromebook to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

Screen Care

- The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.
- Never pick up or carry a Chromebook by the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).

Using Your Chromebook At School

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules may be accessible using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher.

Managing Your Files and Saving Your Work

Students may save documents to their Google Drive, or they may save to an external memory device such as an SD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained on proper file management procedures.

Legal Propriety

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the network administrator if you are in compliance with the law.
- Plagiarism is a violation of the West Long Branch discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape or labels that are not the property of West Long Branch School District. Students may add appropriate themes, music, photos and videos to their Chromebook. Personalized media are subject to inspection and must follow the West Long Branch acceptable use policy.

Software on Chromebooks

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times. All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted. From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Virus protection is unnecessary on the Chromebook due to the unique nature of its design. Students are unable to install additional software on their Chromebook other than what has been approved by the West Long Branch School District.

Inspection

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school

Protecting and Storing Your Chromebook

Chromebook Identification: Chromebooks are labeled with an asset tag indicating the assigned student and serial number. Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook

When students are not using their Chromebook, the Chromebook must always be in a safe and secure location. When not needed for class they should be stored in student lockers with the lock securely fastened or on a docking cart. Nothing should be placed on top of the Chromebook, when stored in the locker or under a desk. At the end of each day there will be time allocated for proper storage of devices. At this time all students must return their Chromebooks to the carts in their homerooms. Under no circumstances should students take their Chromebooks out of the building.

Chromebooks Left in Unsupervised/Unsecured Areas

Under no circumstances should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, hallways, bathrooms, or any other entity that is not securely locked or in which there is not supervision. Unsupervised Chromebooks will be confiscated by staff and taken to the Principal's Office. Disciplinary action may be taken for leaving a Chromebook in an unsupervised location.

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS

The West Long Branch School District provides access for students and staff to state-of-the-art computer technology. All users must share the responsibility for seeing that our technology facilities are used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and therefore, all users must agree that they will comply with these guidelines. Whenever it is necessary for a student to be granted a district user account, required signatures must first be obtained on this document. When using the network:

1. I agree to use the network for only lawful and school-related or school-appropriate purposes.
2. I will contact only sites on the Internet that are considered by staff or administration to be appropriate for educational content.
3. I will respect the integrity of the networks; I agree that the computer systems are set up by the system administrator and are not to be altered in any way.
4. I will display appropriate conduct if I send electronic communications and I will respect the rights and privacy of others:
 - Messages sent to anyone in the district will be signed with first and last name
 - Only appropriate language that is not abusive, profane, or offensive will be used for all electronic communication
 - I will refrain from sending unsolicited messages or excessive, repetitive messages meant to disable another's account
 - I will refrain from sending games, chain letters, or other large files through email which are not teacher approved materials.
5. I will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
6. I will adhere to printing, file saving and email distribution guidelines as directed by staff.
7. I will access, save, or use only "school-appropriate" language, pictures, text, or any other data on/from the internet.
8. I will protect any password I am granted, in order to maintain the security of the network.
9. I will respect the documents, files, and intellectual property of others;

10. I will use the equipment with care;
11. I will report equipment or software problems to a staff member;
12. I will remember to keep all food and liquids out of the computer area;

When using Chromebooks

1. All users of the West Long Branch network and equipment must comply at all times with the district's Acceptable Use Policy (see above)
2. Devices are available for student use and remain the property of Shore Regional.
3. All users are accountable to all school, district, local, state, and federal laws.
4. All use of devices and network must support education.
5. All files stored on Shore Regional equipment or the network are property of the district and may be subject to review and monitoring.
6. The term "equipment" or "technology" refers to devices, batteries, power cord/chargers and cases. Each piece of equipment is issued as an educational resource. The conditions surrounding this equipment can be equated to those of a textbook.
7. Students are expected to keep the devices in good condition. Failure to do so will result in bills for repair or replacement of the device.
8. Students are expected to report any damage to their device as soon as possible. This means no later than the next school day.
9. Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
10. Students are expected to notify a staff member immediately if they come across information, images, or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
11. Students may only log in under their assigned username. Students may not share their password with other students.
12. Students are encouraged not to loan device components to other students. Students who do so are responsible for any loss of components.
13. Any failure to comply may result in disciplinary action. The West Long Branch School District may remove a user's access to the network without notice at any time if the user is engaged in any unauthorized activity.

14. The West Long Branch School District reserves the right to confiscate the property at any time. Students must treat their device with care and never leave it in an unsecured location.. Students must promptly report any problems with their Chromebook to the Technology Office.
15. Students may not remove or interfere with the serial number and other identification tags. Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
16. Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
17. Students are not allowed to log on to gaming websites or otherwise access sites that have not been approved by their teachers.
18. Students may not engaging in “chatting” or other electronic communication that is not authorized by their classroom teacher.
19. Attempts to bypass school security filters (such as using proxy sites) are not allowed and constitute a violation of the AUP.

New Jersey’s Anti-Big Brother Act

The electronic device provided by the West Long Branch School District may record or collect information on a student’s activity or a student’s use of the device. The West Long Branch School District will not use any of these electronic capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student.

Privacy and Safety

- Do not go into any chat rooms other than those set up by your teacher or mandated in other education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.

- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district’s Acceptable Use Policy.

- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility

WEST LONG BRANCH PUBLIC SCHOOLS



Parent / Guardian Sign Off Sheet

I have read the Frank Antonides Parent /Student Handbook and have reviewed the policies contained in it with my child (children).

Additionally, I understand that if my child (children) violates any of technology acceptable use guidelines, their computer and network privileges may be suspended, and other discipline and/or appropriate legal action may be taken against them. I also understand that damage to the school's' technology will result in bills for repair or replacement of the device.

Parent or Guardian Signature: _____

Date: _____

(Please submit this sign off sheet to your child's homeroom teacher by Friday, September 15, 2017)

FRANK ANTONIDES SCHOOL
135 Locust Avenue
West Long Branch, New Jersey 07764-1698

(732) 222-5900 · Fax (732) 222-8154

Dr. Michael Fiorillo, Principal

Dear Parents and Guardians,

During the year, the West Long Branch School District likes to publicize the extraordinary achievements of our students. This includes photographing, filming, or videotaping your child at school or school-related activities. In addition, this could include the release of your child's picture to the media or posting information on the district's website. Please be advised that **under no circumstance will we use your child's first and last name.**

We understand that you may not want to have your child's name, picture, or achievements published or sent to the media. **Please complete and return the attached if you do not want to allow the school to photograph, video, or film your child.**

Sincerely yours,

Michael Fiorillo
Principal

**CONSENT AND RELEASE FORM
PHOTOGRAPHING, FILMING, OR VIDEOTAPING A MINOR
STUDENT**

STUDENT'S NAME: _____

GRADE: _____

_____ I do not wish my child to be photographed, filmed or videotaped at school or school-related activities.

PRINT NAME OF PARENT/GUARDIAN

DATE

SIGNATURE OF PARENT/GUARDIAN

DATE