

# ***Franklin Township School***



## **Parent/Student Handbook 2024-2025**

## ***MISSION STATEMENT***

The mission of the Franklin Township School, in partnership with the entire community, is to educate all students to the fullest extent of their individual capabilities, to foster a desire for excellence and prepare students to succeed in future educational endeavors, in order to become responsible, respectful members in a democratic society.

## ***Board of Education***

James Giordano, President

Allison Luciano, Vice President

Colleen Cummins

Craig Metz

Shana Frondorf

Brett Palmer

Caroline Licwinko

All regular Board of Education Meetings begin at 6:30 P.M.

Board Meeting dates are listed on the website [www.ftschoool.org](http://www.ftschoool.org).

## ***Affirmative Action Office***

The Franklin Township School District has a policy for non-discrimination and equal opportunity for all. Any concerns should be addressed to the Superintendent office:

Dr. Nicholas Diaz

Email: [ndiaz@ftschool.org](mailto:ndiaz@ftschool.org)

Telephone number: 908-735-7929 x 1169

1. The school district, charter school, or renaissance school project has conducted a comprehensive needs assessment of its equality and equity needs at each school within the district, charter school or renaissance school project, if applicable. The Comprehensive Plan is designed to meet the assessed equality and equity needs at each site, if applicable.
2. The local Board has authorized the submission of the Comprehensive Equity Plan, and will support full implementation of the plan on September 1, 2016 upon approval by the New Jersey State Department of Education.
3. The school district, charter school or renaissance school project will achieve and maintain compliance with all applicable laws, codes and regulations governing equity in education including, but not limited to: N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.S.C.6A:7; Titles VI and VII of Civil Rights Acts of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act (I.D.E.A.) of 1997.



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## • **INTRODUCTION** •

Franklin Township School District is a Pre-kindergarten through eighth grade school with an enrollment of approximately 290 students. Pre-kindergarten through third grade are led by one teacher while grades fourth and fifth grade employ a team teaching approach for the content areas. Students in grades 6, 7 and 8 are departmental programs and are taught by content focused (social studies, math, science, language arts/literacy) teachers. Support for students identified with varying academic needs including Child Study Team, Interventionists and a Gifted & Talented Enrichment Program are available.

All students participate in S.T.E.A.M., Health/Physical Education, Spanish, and Art classes. Throughout the school year assemblies, curriculum based field trips, academic competitions and distance learning experiences further support the students' learning. Additionally, co-curricular activities are available to all students including sports, art, music, and theater presentations.

Our invitation is open and you are welcome to schedule an appointment to visit with us. **All visitors must report to the Main Office to sign in the school office upon arrival and when departing.** Visitors will be issued badges so they are clearly identified to all staff members and students. These badges need to be worn at all times and returned to the Main Office when leaving.

Teachers are available from 8:15 to 8:35 A.M., by appointment, to provide extra help to students, to provide the opportunity to make up assessments, and to meet with parents or guardians.

## • STAFF DIRECTORY •

Title	Staff Member	Phone/Voicemail	Email Address
Superintendent	Nicholas Diaz	Ext. 1169	ndiaz@ftschool.org
Principal	Lindsay Gooditis	Ext. 1168	lgooditis@ftschool.org
Business Administrator	Mark Kramer	Ext. 1167	mkramer@ftschool.org
Child Study Team Supervisor	Laura Marchese	Ext. 1165	lmarchese@ftschool.org
Curriculum Supervisor	Laura LoPiccolo	Ext. 7703	llopiccolo@ftschool.org
Executive Secretary	Phyllis Altieri	Ext. 1170	paltieri@ftschool.org
School Secretary	Margret Thompson	Ext. 1102	secretary@ftschool.org
Bookkeeper	Kim Schuler	Ext. 1166	kschuler@ftschool.org
Special Services/BA Secretary	Crystal Gonzalez	Ext. 1615	cstsecretary@ftschool.org
Shared Special Service Secretary	Courtney Maccini	Ext. 1161	cmaccini@ftschool.org
School Nurse	Ann Teitelbaum	Ext. 1103	ftsnurse@ftschool.org
Technology Coordinator	Laura Sretenovic	Ext. 1232	lsretenovic@ftschool.org
Speech/Language Specialist (Leave)	Sarah Kania	Ext. 7706	skania@ftschool.org
Speech/Language Specialist	Melody Groben	Ext. 7705	mgroben@ftschool.org
Social Worker	Frances Spann	Ext. 1615	fspann@ftschool.org
LDTC	Millie Wingler	Ext. 1162	mwingler@ftschool.org
OT	Robert Dearey	Ext. 1161	rdearey@ftschool.org
PT	Mary Kate Willing	Ext. 1161	mwilling@ftschool.org
BCBA	Justine Mora	Ext. 1161	jmora@ftschool.org
School Psychologist	Elizabeth Getty	Ext. 1163	egetty@ftschool.org
ESL/ML Teacher	Genevieve Lengyen	Ext. 7711	glengyen@ftschool.org
Multiple Disabled Rm Teacher	Lillian Bickhardt	Ext. 1301	lbickhardt@ftschool.org
Resource Center Teacher (Leave)	Shannon Mahoney	Ext. 1401	smahoney@ftschool.org
Resource Center Teacher	Chelsea Hill	Ext. 7710	jhattauer@ftschool.org
Resource Center Teacher	Jennifer St. Laurent	Ext. 1506	jstlaurent@ftschool.org
Resource Center Teacher	Katherine Matassa	Ext. 1617	kmatassa@ftschool.org
Gifted and Talented Teacher	Kristen Andreychak	Ext. 1157	kandreychak@ftschool.org
Math Interventionist	Tiffany Simone	Ext. 7708	tsimone@ftschool.org
Interventionist	Trina Lahman	Ext. 1702	tlahman@ftschool.org
Interventionist	Joan Colognato	Ext. 7707	jcolognato@ftschool.org
Guidance	Austin Van-Spanje	Ext. 1160	avanspanje@ftschool.org
Preschool Teacher	Harmony Stryker	Ext. 1601	hstryker@ftschool.org
Preschool Teacher	Karen Schultz	Ext. 1403	kschultz@ftschool.org
Preschool PIC/PERS/CPIS	Meaghan Shedlock	Ext. 7711	mshedlock@ftschool.org
Kindergarten Teacher	Danielle Sullivan	Ext. 1302	dsullivan@ftschool.org
Kindergarten Teacher	Karen Brokaw	Ext. 1101	kbrokaw@ftschool.org
1st Grade Teacher	Jaclyn Nombre	Ext. 1107	jnombre@ftschool.org
1st Grade Teacher	Jenna Baranek	Ext. 1104	jbaranek@ftschool.org
2nd Grade Teacher	Amelia Lamonde	Ext. 1410	alamonde@ftschool.org
2nd Grade Teacher	Jordan Ramos	Ext. 1108	jramos@ftschool.org
3rd Grade Teacher	Susan Rainaldi	Ext. 1406	srainaldi@ftschool.org
3rd Grade Teacher	Ross Leebaw	Ext. 1408	rleeabaw@ftschool.org
4th Grade Teacher	Jon Huber	Ext. 1105	jhuber@ftschool.org
4th Grade Teacher	Sara Fortunato	Ext. 1405	sfortunato@ftschool.org
5th Grade Teacher	Alyssa Zollinger	Ext. 1409	azollinger@ftschool.org
5th/6th Grade Teacher	David Giantisco	Ext. 1402	dgiantisco@ftschool.org 6/7/8
6/7/8 Grade ELA Teacher	Karen Caccavale	Ext. 1502	kcaccavale@ftschool.org
6/7/8 Grade Math Teacher	Courtney Panerali	Ext. 1411	cpanerali@ftschool.org
6/7/8 Grade Math Teacher	Kristin Aranjó	Ext. 1404	karanjo@ftschool.org
6/7/8 Grade Social Studies Teacher	Kate Paquette	Ext. 1504	kpaquette@ftschool.org
6/7/8 Grade Science Teacher	Jason Lembo	Ext. 1503	jlembo@ftschool.org
Computer/STEAM Teacher	Elisabeth Alexander	Ext. 1501	ealexander@ftschool.org

Art Teacher  
Phys Ed & Athletic Director  
Music Teacher

Patrick Smith  
Hunter Timko  
Emily Kastner

Ext. 1505  
Ext. 1155  
Ext. 1130

psmith@ftschoool.org  
htimko@ftschoool.org  
ekastner@ftschoool.org

## **•ACTIVITIES: ATTENDANCE/CONDUCT•**

### Permission notes

If a child needs to come to school early or to remain after school for a school-related activity, the student must have a note signed by a parent/guardian giving permission for that day. If the activity will be ongoing, one note stating the period of time will be sufficient. Students may NOT remain at school and wait for an event to begin such as a sporting event or concert later in the day. If the event is not immediately after the school day ends, the student must leave school property and return later in the day for that scheduled event.

### Pick up time

Parents/guardians are asked to be aware of the designated pick up time for different activities and to pick up their children on time. It is unfair for teachers or parents supervising activities to have to wait with students whose parents/guardians are late. Proper ID is required when picking up your child.

### Attendance requirement

In order for a child to attend any after-school activity or program (including dances), he/she must be in attendance during the school day for at least **4** hours.

### Non-approved activities

A student **may not** stay after school to play on the school property, and a parent/guardian should not write a note giving a student permission to do so. All students must go directly home on their assigned bus, or picked up at parent pick up, unless they have permission to stay for approved school activities.

### Parental Supervision

Students in grades PK-5 who are attending an after-school or evening event at the school as a spectator (sports event, music concert, science fair, special program, etc.) must be accompanied by a parent/guardian or other adult. The responsible adults are expected to supervise their students' behavior at these events.

### School Events and Activities

Only students in grades 6-8 may attend school events unaccompanied by a parent/guardian. All 6-8 grade students who are not participating in the event must have a note signed by their parent/guardian giving them permission to stay for the event. Students may not leave the designated area of the event until the time that their parent/guardian is picking them up. Parents/guardians must pick students up by the end of the event. Students must behave appropriately and exhibit good citizenship at all events.

Consequences depending on the frequency or severity of the incident for inappropriate behavior at events will prohibit further participation without parent supervision or result in the contacting of local authorities, if deemed necessary by the school representative or administration.

#### Conduct at Concerts and Special Events

All children (students and younger siblings) are expected to remain seated for the duration of the concert or event. They are encouraged to exhibit proper behavior out of respect for the students who are participating in the event.

#### Classroom Activities

The school requests that younger siblings **not** attend classroom activities/parties held during school hours. Classroom parties are allowable with the stipulation that snacks are nutritious and sensitive to student allergies. Parties/birthday celebrations are not allowed in the lunchroom.

### **•ATTENDANCE POLICY•**

Please see **Pupil Code of Conduct** for additional details. ([Policy # 5113](#))

#### Attendance

Regular attendance and punctuality are important for a student from the first day of school. Pupils who do not enter their homeroom class at the required time in the morning are considered late or tardy. A student will be recorded as late or tardy when he/she arrives in their Homeroom class after 8:40 a.m. Homeroom is from 8:40-8:50 a.m. If a student is in school for less than four (4) hours during any day, he/she is recorded as absent for the full day.

On the day a student returns to school after an absence, a note is required stating the reason for the absence. A doctor's note is required after extended or frequent absences for illness. All absences should be reported to the main office as well as the nurse to ensure accurate attendance record keeping. Report your student using one of the three methods below:

1. Call the absence line (908) 735-7929 option 2
2. Email both attendance officers; [secretary@fcschool.org](mailto:secretary@fcschool.org) and [fcsnurse@fcschool.org](mailto:fcsnurse@fcschool.org)
3. via Genesis Parent Portal (*instructions listed below*):
  - a. Sign in to the [Genesis Parent Portal](#).
  - b. Click the **Notify Attendance Office** link (on **Summary** tab under *This Week*).
  - c. Select **Absent** from the *Student will be* dropdown box.
  - d. Click the **checkbox** next to your absent child(ren).
  - e. Type a **brief reason** for the absence.
  - f. Click the **Submit to Office** button.



The school strongly believes that all activities during the school day, from 8:40 a.m. - 3:20 p.m. are important. Therefore, medical or dental appointments are encouraged to be made after school hours. The office and homeroom teacher should be informed in advance. The school does NOT approve of students being signed out before dismissal at 3:20 p.m. because of valuable loss of instructional time.

#### Excessive Absence from School

It is important that students attend school on a regular basis. The educational program offered by the district is predicated upon daily pupil attendance. Therefore, an unexcused absence of Ten (10) or more days will result in a letter informing parents of this and requesting support for improved attendance. Five unexcused tardies will be counted as an unexcused absence. If the absenteeism rate continues, the administration and parents will have a conference to discuss this matter. Further absences may result in municipal court involvement as per the laws of this state. (see page 39 – Tardiness)

### **•ANTI-BIG BROTHER ACT•**

Personnel in each school district should be aware that New Jersey Statutes Annotated (N.J.S.A.) 18A:36-39 (P.L. 2013, c. 44) requires notification to students about the usage of certain electronic devices effective July 1, 2013. The statute requires that:

*A school district or charter school that furnishes a student with a laptop computer, cellular telephone, or another electronic device shall provide the student with written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the electronic device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. The notification shall also include a statement that the school district or charter school shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent or guardian of the student shall acknowledge receipt of the notification. The school district or charter school shall retain the acknowledgement as long as the student retains the use of the electronic device.*

*A school district or charter school failing to provide the notification required by this section shall be subject to a fine of \$250 per student, per incident.*

## **•INTERVENTIONIST•**

The Franklin Township School District provides basic skills instruction in reading, writing, and math skills. Student selection is based upon a combination of criteria including standardized state test results, reading levels, final grades, and teacher/administrator recommendation. Parents who are in disagreement with the student's assignment to the program may contact the Principal to initiate an appeal process. All appellate decisions rendered by the Superintendent are final.

## **•BEHAVIORAL SCHOOL EXPECTATIONS & STANDARDS•**

Please see Behavioral [Policy 5131](#)

## **•BUS POLICIES/ RULES•**

1. Students must sit only in their assigned bus seats traveling to-and-from school. The kindergarten pupils will sit in the front, and then first grade pupils, ending with older students seated near the back of the bus.
2. Students will not get on or off the bus at any stop **except their assigned stop**.
3. Students must ride their assigned bus after school unless they have prior written permission from a parent/guardian not to ride the bus home.
4. Students are under the authority and protection of the school district from the time they step onto the bus in the morning until they step off of the bus at the end of the day. Therefore, all school/student conduct rules are in effect while students are riding the bus. In addition, the following bus rules have been designed for the safety of all the children riding to and from school. Emergency bus evacuation drills are conducted during each school year as an additional safety measure.
5. Students are under the authority of the bus driver while riding on the school bus, and therefore, they must show appropriate respect and listen to, and follow, all directions that the driver gives.
6. Students should never board the bus if the driver is not on board, and should never attempt to board or leave the bus while it is in motion.
7. Students should board the bus and go to their seats in an orderly manner, being respectful of other students, as they make their way down the aisle.
8. Students should occupy the seats assigned to them by the bus driver or the school and stay in those seats for the entire ride.

9. Students should fasten their seat belts as soon as they get into their seats and wear them for the entire ride.
10. Students should not extend heads, arms, hands, or any other part of their bodies through the bus windows. Students may not open any windows without the prior approval of the driver.
11. Students should talk in conversational voices, as shouting and yelling can be distracting to the driver.
12. Students should not talk to the driver while the bus is in motion, except in an emergency.
13. Students should not eat, drink, or chew gum on the bus.
14. Students should not throw anything inside of the bus or out the window of the bus.
15. Students have the responsibility to keep the bus clean. The floor should be clear of papers and other debris, and the upholstery and interior finish should be kept in good condition.

When a student does not follow the bus rules, the driver may give a warning and/or move the student to the front of the bus for a period of time. If the misbehavior continues, the driver will fill out a bus incident report and submit it to the Principal. The Principal will issue an appropriate consequence. For any bus infraction, the Code of Conduct ([Policy # 5131](#)) will be followed.

### **•BUS SAFETY•**

Parents/guardians should review the correct procedures for crossing in front of the school bus with their child.

- When the bus is at a complete stop, the red lights are flashing, the crossing gate and the stop sign are extended.
- Before crossing the street in front of the bus, students must make sure the bus driver allows them to cross.
- Only after receiving a nod of "yes", thumbs up, or hand gesture should the student proceed across the street.
- Please ask your child to be certain he/she has made eye contact and received permission from the bus driver to cross in front of the bus.
- It may take time for the bus driver to ascertain that it is safe for your child to cross the street.
- Please instruct your child to be patient and careful.

The bus driver will go over the hand and head gestures used with the students

## Franklin Township School - 2024/25 School Calendar

August 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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

T-2

December 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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				

S-15 T-15

April 2025						
Su	Mo	Tu	We	Th	Fr	Sa
		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			

S-16 T-16

August 28, 2024 – New Teachers Only  
 August 29-30, 2024- Staff Only – In-service  
 September 2, 2024- School closed – Labor Day  
 September 3, 2024- First Day for Students  
 September 18 & 19, 2024 – Back to School Night  
 October 3, 2024 – School closed- Rosh Hoshanah  
 October 14, 2024 – Staff Only – In-service  
 October 24 & 25, 2024 – School closed- Conferences  
 November 7-8, 2024 – NJEA Convention

September 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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					

S-20 T-20

January 2025						
Su	Mo	Tu	We	Th	Fr	Sa
			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	

S-21 T-21

May 2025						
Su	Mo	Tu	We	Th	Fr	Sa
				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

S-21 T-21

November 27, 2024- Early Dismissal  
 November 28-29, 2024- School closed-Thanksgiving  
 December 11, 2024 – Early Dismissal, In-Service  
 December 20, 2024- Early Dismissal - Winter Recess  
 December 22-January 1, 2025- School Closed – Winter Recess  
 January 20, 2025- School Closed –MLK Jr. Day  
 January 31, 2025 – Early Dismissal, In-Service

October 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		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		

S-19 T-22

February 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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	

S-19 T-19

June 2025						
Su	Mo	Tu	We	Th	Fr	Sa
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					

S-15 T-15

S = 184 T = 189

February 14, 2025- Early Dismissal  
 February 17, 2025- School Closed – President's Day  
 February 26, 2025 – Early Dismissal – In-Service  
 April 17, 2024 –Early Dismissal –Spring Recess  
 April 18-25, 2024 –School Closed –Spring Recess  
 May 23, 2024- Early Dismissal – Memorial Day  
 May 26, 2024 – School Closed – Memorial Day  
 June 19, 2024 – Early Dismissal  
 June 20, 2024- Early Dismissal - Last Day of School

November 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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

S – 17 T – 17

March 2025						
Su	Mo	Tu	We	Th	Fr	Sa
						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					

S-21 T-21

\*Includes four emergency closing days. If not used, they will be given as vacation days on Friday, May 23, and dates to be announced. In the event of inclement weather, the Board will revise this calendar to include make-up days, beyond the four emergency closing days, in this order: Presidents' Day; 5 days at Spring Recess beginning Friday, April 25 and working backwards and ending on Monday; weekends; and then extension of the school year thru June 30. Again, all emergency closing days will be made up to ensure 186 staff days and 180 student days.

Board Approved: February 20, 2024

## **•CELL PHONES / ELECTRONIC DEVICES•**

**NO PERSONAL CELL PHONE OR ELECTRONIC DEVICE IS PERMITTED** to be in use by any student during the school day. This includes any electronic device with features such as text, messaging, games, camera features, or any similar capabilities. The use of a cell phone or personal electronic device is a violation of this policy. If a child or parent has an urgent message to relay, calls should be made via the school office.

A student's main focus should be on learning. Therefore, students are not allowed to possess or operate **any** personal electronic devices in school or on school property, unless previously approved for emergency purposes or instructional use by the Superintendent or Principal. The school is not responsible for any lost or stolen electronics devices under any circumstances.

The use of a cell phone during drills, lock downs and other emergencies may hamper emergency communication and may warrant suspension. Any violations of the cell phone policy will lead to the phone being confiscated. Photographs, videos, and any other camera features used or taken of other students is strictly prohibited. For any cell phone infraction, the Code of Conduct ([Policy # 5131](#)) will be followed.

## **•CHILD STUDY TEAM•**

Prior to a referral to the Child Study Team, attempts should be made to support students having difficulty within the class. These supports may include special instructional strategies and involvement of the Intervention and Referral Services Committee, guidance counselor, basic skills improvement instructor, administrators, and/or child study team members functioning in a consultative manner. Any determination about the need for a full Child Study Team evaluation will be made following a meeting and consultation among parents, teachers, and the Child Study Team.

The Child Study Team evaluates and determines the eligibility of students for special education and related services; coordinates the development of various aspects of the individualized educational programs; delivers related services to educationally disabled students; provides preventive and support services to nondisabled students; and provides services to the general education programs regarding techniques, materials, and programs for students experiencing learning difficulties. Written parental consent is required for a student to be initially evaluated by the Child Study Team. Parents are encouraged to participate in all phases of their child's evaluation and program development process.

Following the evaluation process, students who are classified as eligible to receive special education services become the responsibility of the Child Study Team with the classroom teachers. Each start of the school year, teachers will receive information regarding students in their class who are classified and the services they are to receive. Each classified student is assigned a case manager. Each student classified by the Child Study Team has an

Individual Educational Program (IEP) outlining the student's special program, specific goals and objectives in areas of weakness, and specific instructional strategies to be employed. The IEP is updated annually or sooner, if necessary. Child Study Team members, teachers, and parents work collaboratively to address the special educational needs of classified students.

If you think your child may have a disability that affects his/her learning you are encouraged to speak with your child's teacher and/or contact a member of the Child Study Team.

## **•COMMUNICATIONS•**

The importance of a cooperative working relationship and clear lines of communication between parents/guardians and the school are essential in the educational process. Within this cooperative relationship, parents/guardians have the right to know how their children are progressing in school. All parents/guardians are welcome to a Back to School Night each year. This evening is held at the beginning of the school year each September and all parents/guardians are given advance notice. This event affords the parents/guardians a chance to meet their child's teacher and visit their child's classroom, but not to discuss their individual children.

Parent conferences are planned with the child's teacher and school staff in October. A time slot is arranged with each parent/guardian so the teacher may discuss the child's program and progress.

### Genesis

Genesis is Franklin Township School District's student information system. As parent/guardian, you have access to the [GENESIS PARENT PORTAL](#) to do the following:

- Fill out beginning-of-the-year forms and agreements online.
- View your student's class schedule and teachers.
- View your student's graded assignments and report cards.
- Report your student absent and view attendance records.

Upon registering a new student, parents will receive an email from [genesis@ftschoool.org](mailto:genesis@ftschoool.org) with a username and password. If you do not receive an email, or have any trouble signing in and using the Genesis Parent Portal, please email the Technology Coordinator at [techsupport@ftschoool.org](mailto:techsupport@ftschoool.org).

Students in grades 6-8 also have access to the GENESIS STUDENT PORTAL to view their assignments and grades. For more information on how to use Genesis, go to the [school website](#) (under *Parents-Students* → *Genesis*).

### Chain of Command for Parent Concerns

Communication between the parent/guardian and school is always encouraged. If a parent/guardian has a concern or question, the appropriate line of communication is to SPEAK WITH THE CHILD'S TEACHER FIRST. Parents/guardians are also encouraged to contact the guidance counselor and/or the Principal, when appropriate. If the problem persists, the parent/guardian should contact the Principal. The role of school board members is confined to policy making; therefore, issues concerning students should be addressed through school personnel and not board of education members.

### **•DELAYED OPENING•**

Delayed openings may occur during the school year. Inclement weather may be a reason for a delayed opening. On these days there will be no early drop off for any reason.

### **•DRESS CODE•**

Students at Franklin Township School are to uphold standards of appropriate dress. The way students come dressed for school often influences their behavior and attitude during the day. School attire should be neat, clean, and reflect an appearance of modesty. Safety must also be taken into consideration regarding footwear and accessories. Policy 5511 can be found [here](#).

Students who come to school dressed in violation of the Dress Code will be given an opportunity to adjust, cover up, or change into more appropriate clothing. If they do not have a change of clothes, they must wear clothing provided by the administration for the remainder of the day or until they are picked up by a parent/guardian. Hats, caps, etc. will be confiscated. Repeated violations of the Dress Codes will result in appropriate corrective discipline action, such as loss of school privileges, detention, in school suspension, or other consequences. **Please see Pupil Code of Conduct for consequences. [Policy 5131](#).**



## **•DRUG, ALCOHOL, AND TOBACCO USE•**

It is the policy of the Board of Education to treat the matter of drug, tobacco, or alcohol abuse as a serious problem that must not be treated lightly. Tobacco is considered an illegal drug for minors (under 21 years of age).

The unlawful possession and use of alcohol and illicit drugs is wrong and harmful.

"If a student is found to have been in possession of, under the influence of, in the act of selling, or in any other way providing narcotics, other illegal drugs, or alcohol, in a school building, on school grounds, on the school bus, or at any time when he/she is accountable to the school for his/her conduct, the circumstances of the case will be reported to the appropriate law enforcement authorities and the parent or guardian, and the student will be suspended for not more than 5 days by the Superintendent.

The incident will be reported and reviewed with the Board of Education. The sale or providing of narcotics, other illegal drugs or alcohol by students is regarded as a particularly grave matter by the Board, requiring immediate action. A student apprehended by law enforcement authorities and charged with the possession, use, or the sale of, or otherwise providing narcotics, other illegal drugs or alcohol while off school property, or at times when the student is not directly accountable to the school system for his/her conduct, will be permitted to continue attending classes unless the presence of the student, as determined by the Administration, is to be detrimental to the other students or to the administration of the school system, in which event the student shall be suspended and the incident reported and reviewed with the Board of Education. After the case has been decided by the appropriate legal agency or other legal authorities, the Board will determine what action might be required to serve the best interests of the students of the school system and the particular student involved. The Board will take into careful account the recommendation of the court authorities in arriving at its decision.

According to state law, if a faculty member suspects that a student is under the influence of drugs or alcohol, they must report this immediately to an administrator and the administrator, in turn, must arrange for that student to be tested for possible substance abuse.

The district provides an annual Respect Week and Drug Awareness presentation. Parents, who, for reasons of conscience or religion, or object to certain portions of the program, may have their children excused from these program portions, by submitting a written request to the Superintendent/Principal.

**Please see Drug, Alcohol, and Tobacco [policy 5131.6](#) on our website.**



### **•EARLY ALERT•**

The Franklin Township School requires parents/guardians to call the school attendance voicemail if their child/children are going to be absent from school. Please call before 9:00 a.m. If a call is not received, the student will be considered an “unconfirmed absentee.” Alternate telephone numbers listed on the emergency form will **NOT** be called if a parent/guardian cannot be reached at home or work. After two attempts to contact the parent/guardian, the school will report the “unconfirmed absentee” to the Franklin Township Police Department.

### **•EARLY ARRIVALS•**

The school will provide early drop off service at 8:35 a.m. Parents/guardians who need to drop off their child at 8:35 A.M. rather than having them ride the bus, must use the drop off entrance. Students will not be permitted to enter the building before 8:35 a.m., unless prior appointments with a teacher or staff member have been made. Parents who require a student to be dropped- off prior to 8:35 a.m. may arrange for before care through the YMCA, information can be found on our [website](#).

### **•EARLY DISMISSAL (PICKUP)•**

Any child who must be dismissed during school hours should be picked up in the front office. A parent/guardian should send a note to the office stating the need for an early dismissal. When the parent arrives at school, he/she should report to the office and sign the Parent/Student Sign Out sheet. The student will then be called to the office. Parents who want children released early must sign out before 3:10 p.m. or wait at parent pick up at 3:20 p.m.

Parents/guardians who pick up their child at the end of the day must follow these procedures:

Parents/guardians must write a note stating who will pick up the child. If a parent/guardian wishes to pick up his/her child every day one note will suffice, otherwise, notes must be sent in for each pick up. Please do not call the front office or send last minute emails at the end of the day to change your child’s dismissal procedure. Parent pick up time will start at 3:20 p.m.

We ask everyone to be very cautious when driving at arrival and dismissal since we have a great number of pedestrians and cars moving about the parking lot during these times.

## **•EMERGENCY CLOSINGS AND DELAYS•**

When it is necessary to close school for the entire day, dismiss early, delay the opening of school, due to inclement weather conditions, or in case of an emergency, our automated dialing service, School Messenger, will relay the school message, and the appropriate announcement will be posted on our website, [www.ftschoool.org](http://www.ftschoool.org).

Should it become necessary to close school prior to the regular dismissal time, the school personnel will make every attempt to notify parents/guardians through the telephone calling system. Parents/guardians are advised to review with their children what they are to do in the event of an early closing.

A delayed opening will be a two-hour postponement to the start of the day (10:40 a.m. instead of 8:40 a.m.). There is no early drop off, clubs, or tutoring available on a delayed opening.

**The cafeteria will be open on early dismissal days and delayed opening days.**

## **•ENTRANCE REQUIREMENTS - PRESCHOOL, KINDERGARTEN, FIRST GRADE•**

Children reaching the age of three (3) or four (4) years on or before October 1st of that school year are eligible for entrance to preschool.

Children reaching the age of five (5) on or before October 1<sup>st</sup> are eligible for entrance to kindergarten. ([BOE Policy 5111](#))

A child is eligible for entrance into first grade at the age of six (6) on or before October 1<sup>st</sup> or if he/she applies for entrance and has completed the kindergarten program of this district or kindergarten program elsewhere and has been recommended by the teacher for advancement to the first grade. The administration will determine grade placement.

## **•FACILITIES USE•**

Our school facilities are available to non-profit organizations after school hours and during weekends. Use of Facilities applications for building use can be obtained from the office or on our [website](#). The facility is used frequently and full submission of the Use of Facilities Form and certificate of insurance is required before securing the dates. Additionally, school functions take precedence for building use.

All groups must obey the no parking areas. Only vehicles with handicapped permits are allowed to park in the handicapped parking spaces. No parking is permitted in the fire lanes. The police will ticket cars illegally parked on school grounds.

## •FIELD TRIPS•

When the school or a particular class schedules a field trip, each student's parent/guardian must complete a field trip form and return it to the school. All students are expected to attend the field trips as they support the instructional programs.

No medication will be dispensed on a class trip unless:

- 1) The parent/guardian is in attendance on the field trip and dispenses the medication to their own child/children.
- 2) The school nurse accompanies the group and is charged with dispensing any medication.

## •GENESIS – PARENT PORTAL•

The Genesis [Parent Portal](#) provides parents/guardians with information about student grades, attendance, required forms and other related information.

All families receive a Genesis Parent Access Account when their child is first registered with our district. At that time an email would have been sent to the email address provided during registration asking the recipient to login and reset their password.

Before you are able to access your child's schedule and/or teacher assignment, you must complete the required Back to School Forms via your Genesis Parent Access Account. Should you have any questions regarding access please contact our technology coordinator at [techsupport@fhschool.org](mailto:techsupport@fhschool.org).

## •GRADING SCALE•

### Grades 3-8

The following grading scale is used to equate letter grades to numerical scores for grades 3-8.

A.....93-100 A-....90-92	<b>Excellent</b>
B+.....87-89 B.....83-86 B-..... 80-82	<b>Very Good</b>
C+.....77-79 C.....73-76 C-.....70-72	<b>Satisfactory</b>
D+.....67-69 D.....64-66	<b>Needs Improvement</b>
F.....Below 64	<b>Failing</b>

- I.....Students have one school day for each day of absence to make up missed work.  
If any work is not completed two weeks (10 school days) after the marking period ends, a zero will be added into the other grades in that subject area for that marking period for an average.

### **Grades K-2**

Grades K-2 use the following scale for subjects and specials. Kindergarten students receive report cards for the first time in January.

- 4** – Exceeds standards: Student consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards
- 3** – Meets Grade Level Standards: Student grasps and applies key concepts, processes, and skills. Meets standards
- 2** – Approaching standards: Student is beginning to grasp and apply key concepts, processes, and skills. Approaching standards
- 1** – Needs support: Student is not grasping key concepts, processes, and essential skills.  
Area of concern

**N/A** – Not assessed at this time

**C** (Consistently) - Student demonstrates attribute/skill consistently

**D** (Developing) - Student demonstrates attribute/skill some of the time

**N** (Needs Improvement) - Student is experiencing difficulty with attribute/skill

**N/A** - Not Assessed at this time

### **•GUIDANCE•**

Group guidance programs, as well as individual counseling, are available to all students. Group programs include assisting the child in social adjustments, study skills, and constructive school citizenship. In order for students to be supported, it is important that parents/guardians collaborate with the school team in order to provide assistance to the student. Parents/guardians are encouraged to reach out to the child's teacher, counselor or principal.

## **•GUIDELINES FROM HEALTH AND FAMILY LIFE PROGRAM•**

In accordance with the requirements of the New Jersey Department of Education, and recognizing the responsibility that the school district has toward its students, an approved program of health and family life education is currently provided.

The basic content of the health curriculum includes units of family life education in Grades 2, 5, 7 and 8 only. Grade level parent letters will be sent home prior to instruction for those grade levels only. Curricular revisions, textbooks, and supplementary materials shall follow regular Board of Education policies and procedures. Parents, who, for reasons of conscience, or religion, or object to certain portions of the program, may have their children excused from these program portions, by submitting a written request to the Physical Education teacher or the Curriculum Supervisor.

## **•HARASSMENT/INTIMIDATION/BULLYING (HIB)•**

The Board of Education prohibits acts of harassment, intimidation or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, are conducts that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, iPad or pager (see [policy # 5131.1](#) for more details regarding pupil and staff expectations)

Pupils are encouraged to support other pupils who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to pupils who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the guidance counselor.

Consequences and appropriate remedial action for a pupils or staff member who commits one or more acts of harassment, intimidation, or bullying may range from behavioral interventions to suspension or expulsion of pupils, as set forth in the Board's approved [Code of Pupil Conduct](#) pursuant to N.J.A.C. 6A:16-7.1.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the Board's approved [Code of Pupil Conduct](#) and N.J.A.C. 6A:16-7.

The Franklin Township School District prohibits bullying in any form. Students, staff, and parents who have been subjected to or have witnessed bullying should immediately report bullying incidents. The FTS HIB reporting [form](#) may be accessed on the website. Once a report of bullying has been made, the incident will be investigated by the proper school personnel.

## **•HEALTH ISSUES•**

Parents/guardians are strongly encouraged to communicate with the school nurse to share all information regarding their child's medical concerns and issues.

### Immunizations:

The Franklin Township Board of Education is required to follow the New Jersey Department of Health and Senior Services (DHSS) vaccine mandates as per the administrative rules N.J.A.C. 8:57-4. To access N.J.A.C. 8:57-4 Chapter 12 *Immunization for Pupils in School* which provides information on all vaccination requirements go to:

<http://www.nj.gov/health/cd/chap14.pdf>. An immunization guidance grid is also available on-line at <http://nj.gov/health/forms/imm-7.pdf>. Please see the nurse's website at [www.fts.school.org](http://www.fts.school.org) under staff for further information, forms, and updates.

### Health Screening:

Each year, the school nurse screens every pupil. This screening includes checking eyes and ears and recording height, weight and blood pressure. Inspecting the hair and scalp for pediculosis (head lice) will be done by the school nurse for a student with a suspected case of pediculosis. Please refer to the Communicable Disease Chart on page 30.

Scoliosis (curvature of the spine) screenings will take place each year for children age 10 and above. Letters to parents are sent to notify parents/guardians when this will occur and parent/guardians who prefer their child **not** be screened for scoliosis, must indicate on the letter and return it to the health office prior to screening dates.

The State of New Jersey mandates that the schools recommend students in 3<sup>rd</sup> and 7<sup>th</sup> grades have physicals (N.J.A.C. 6A:16-2.2). This is to be completed by their family physicians.

Accidents or Sudden Illness:

The school attempts to provide an environment in which children are safe from accidents and unnecessary exposure to preventable diseases. If an accident or sudden illness occurs, first aid will be administered and parents/guardians will be notified. If the situation is urgent, and parents/guardians cannot be contacted, emergency medical transport will be notified to transport the child to the local hospital. In non-urgent cases, it will be the parent/guardian's responsibility to come to school for the child and have treatment rendered, as they see fit. If the parent/guardian cannot be located, the emergency number on your Emergency Form will be called.

A parent/guardian should not send their child to school if he/she does not feel well. The child must be free of fever for a full 24 hours before returning to school. The child must be without vomiting or diarrhea for 24 hours prior to returning to school. Following certain communicable diseases, a definite period of absence from school is required. Please refer to the communicable disease chart located below. Please note that conjunctivitis (pink eye) and pediculosis (head lice) both require **re-admittance to school through the health office by the school nurse**. In the case of conjunctivitis, a child is not readmitted until inflammation is resolved. In the case of pediculosis the child must return through the health office with the parent for hair and scalp re-inspection. **Do not return your child to school by bus for re-admittance.**

Medication: The following guidelines for the administration of medications in school are followed. **Unless ordered by the physician to carry medicine (i.e. inhaler, epi-pen), a student cannot carry medication(s) with them on the bus or in school. The parent/guardian must bring the medication(s) into the health office.**

The following directives are adhered to for administering medications to the student during the school day:

1. Prescription and over-the-counter medications require a written order from the private physician detailing the diagnosis or type of illness involved, name of drug, dosage, and desired time of administration to be on file in the Health Office.
2. All medications (accompanied by the physician's written order) should be brought to the Health Office, by the parent, in the original container, appropriately labeled by the pharmacy. All medications must be picked up by a parent/guardian at the end of the school year.
3. New Jersey Chapter 308 P.L. 1993 permits the self-administration of prescribed medication by a school pupil for asthma or other potentially life-threatening illnesses. In order for a student to be able to self-medicate, parents or guardians must sign an authorization and provide a written certification from the physician of the pupil. The child's physician must certify, in writing, that the child has asthma or another life-threatening illness, and that the child has been instructed in and is capable of proper administration of the medication. Permission is effective for the school year and must be

renewed each subsequent school year thereafter. These authorization papers, if needed, can be obtained from the School Nurse.

4. Any student who wears an ace bandage, splint or support for an injured part of the body during school hours must present to the Health Office a physician's written explanation for the use of the appliance. This notice must also contain information as to the student's ability to participate in physical education class, recess, and in school-sponsored sports while using the support.

5. Non-prescription or over the counter medicine **that has been prescribed by the school physician** is maintained in the Health Office. This will be given to students only, if a written letter of permission from the parent/guardian is on file with the nurse. A call to the parent/guardian regarding the administration of the above will follow if warranted.

6. The Certified School Health Nurse, the substitute nurse, or the parent/guardian are the only individuals authorized to administer medication in school.

7. The School Nurse keeps records and documentation of medication administration for each individual student.

Class Trips: The School Nurse is scheduled to be in the school every day. No medication will be dispensed on a class trip unless:

1. The parent/guardian is in attendance on the field trip and dispenses the medication to their own child/children.

**OR**

2. The school nurse accompanies the group and is charged with dispensing any medications.

Physical Education Excuses: **If a child is to be excused from physical education for an extended period of time (i.e. more than three consecutive periods), a doctor's note is required.** To be excused for only one or two classes, a written note from home is sufficient. If a child is excused from physical education class, he/she may **NOT** participate in recess activities or sports. During recess, the child may read a book in a quiet location.

### Communicable Disease Chart

Prevention of the spread of communicable diseases in school calls for cooperation between parents and school officials. The best way to control a disease in school is to "KEEP IT OUT". The first step in the control of communicable diseases is the knowledge as to when and where these diseases are occurring. For this purpose please notify the school of any communicable diseases.

Disease	Incubation	Exclusion from School	Restrictions of Family Members & Others Exposed to the Disease
*			
Chicken Pox	10-12 days	7 days after rash appears	None



• German Measles (Rubella)	10-12 days	If all lesions are dry 3 days after rash appears	No exposure to pregnant women
Mumps	10-12 days	7 days or until swelling subsides	None
• Impetigo	Unknown Probably 12-24 hrs.	24 hrs. after therapy begun by family doctor & fever subsides**	None
Conjunctivitis	Unknown	Until inflammation is resolved** (24 hrs. after therapy)	None
Measles (Rubeola) •	7-14 days	7 days after rash appears	None
Poliomyelitis	3-14 days	7 days or duration of fever (which ever lasts longer)	None
Ringworm	Unknown	7 days after treatment is begun by family doctor	None
Scalp or exposed area	Unknown	Until treatment is begun by family	None
Covered areas			
Scarlet Fever	1-7 days	24 hrs. after beginning antibiotics therapy and fever subsides**	Throat cultures for family contacts who have symptoms
• Sore Throat			
Scabies	4-6 weeks	Until treatment by family doctor**	None, look for itching and rash
Pediculosis		Treatment as recommended by family doctor. Readmit through Health Office	None, look for (Head Lice/ itching
Pertussis	7-10 days	Until received 5 of the 14 days of Prescribed treatment	Addition to standard precautions/droplets precautions are recommended 5 days after initial therapy

**Doctor's note may be required for returning to school.**

## **•HOMEBOUND INSTRUCTION•**

If an illness or an accident requires a prolonged absence from classes and the confined student is able to proceed with studies, the school will provide homebound instruction. Please call the Child Study Team or principal to arrange for this instruction.

## **•HOMEWORK – GRADES K-5•**

Homework is a valuable and necessary component in the learning process. The goal in assigning homework is not only to provide students reinforcement and enrichment, but also to develop specific student proficiencies. Students should be able to:

- thoroughly complete every assignment in a defined amount of time,
- integrate writing as a key skill in all academic areas,
- use known information to apply, interpret, and explain thinking processes,
- identify appropriate tools necessary to complete assigned tasks.

In developing these proficiencies, students should strive toward quality and accountability. The following expectations are necessary to develop optimum homework habits. Students are encouraged to:

- seek a quiet work area
- follow all directions
- thoroughly complete assignments
- write responses in complete sentences unless otherwise directed by the teacher
- exhibit neatness and accuracy
- encourage someone at home to check assignment for neatness, accuracy, and completion
- return assignment by due date
- seek help from the teacher when questions arise

In the primary grades students begin, according to their age and ability, to experience the concept of being responsible for school related activities at home. Homework will be assigned on a regular basis.

In the intermediate grades (3, 4, 5) this responsibility should increase accordingly. It is expected for the students to complete homework assignments, school related projects, and the like, each evening. Students in grades 3, 4, 5 will gradually increase time spent on homework.

## **•HOMEWORK GRADES 6-8•**

Homework is an opportunity to extend the learning process by reinforcing concepts and skills learned during the day in the classroom. Students will be assigned homework on a regular basis in all classes. Each student is responsible for the timely completion of all assignments. Homework will be checked for completion and quality of work. Because daily homework is usually assigned as immediate reinforcement for the current lesson, it is important that a student complete the assignment on the day that it is assigned. Often homework assignments are reviewed the next day in class. A student who has not completed the assignment is not

prepared to participate in this class activity, and the validity of the assignment is compromised. Chronic inconsistencies in completing homework will result in parent contact and will be posted in Genesis. If emergency situations arise, they will be appraised on an individual basis. (See: Work Missed While Absent)

A student who is absent from school is responsible for getting the homework assignment(s) missed and turning them in to the teacher on the designated date. A student will be given one day for each day absent to complete an assignment.

## **•Honor Roll•**

***High Honor Roll and Honor Roll are distinctions awarded to students in Grades 3-8.***

The following criteria are used to determine honors status:

***High Honor Roll Requirements Grades 3, 4, and 5***

- All A's in Academic Subjects
- All A's in \*Specials

***Honor Roll Requirements Grade 3, 4, and 5***

- Three A's in Academic Subjects
- B's in all other Academic subjects - no C's
- A's and B's in \*Specials - no C's

***High Honor Roll Requirements Grades 6-8***

- All A's in Academic Subjects
- All A's in all \*Specials

***Honor Roll Requirements Grades 6-8***

- Three A's in Academic Subjects
- All A's and B's in all other Academic Subjects and \*Specials - no C's

Special Areas are Health/Physical Education, Music, Art, and STEAM.

Academic subjects include English Language Arts, Mathematics, Science and Social Studies.

## **•LOCKERS•**

**Lockers are the property of Franklin Township School and are subject to a search at any time by a school administrator.**

Each student in grades 7 and 8 are assigned a locker for the storage of school supplies, equipment, and clothing. It is the student's responsibility to keep the lockers locked at all times and to safeguard his/her combination. Each student should maintain an orderly locker and remove irrelevant material.

The school is not responsible for any personal items that are brought into the school. Each student is expected to keep his/her locker in good, usable condition. Students will be assessed for any damage to their lockers, nothing should be taped to or painted on the inside or outside of the lockers.

Students may use their lockers at designated times: during homeroom; before and after lunch; after recess; at the end of the day.

### **•LOSS/DAMAGE OF SCHOOL PROPERTY•**

In accordance with law, students who cause damage to school property shall be subject to disciplinary measures. The Board authorizes the imposition of fines for the loss, damage or defacement of textbooks and reserves the right to withhold a report card or diploma from any student whose payment of such fine is in arrears. In the state of New Jersey, parents are responsible for damages or loss caused by their children.

### **•LUNCHROOM PROGRAM/BREAKFAST PROGRAM•**

Our P.O.S. (Point of Sales) is a computerized system that enables the school to monitor balances and credits of pre-purchased lunches. It will also provide parents the ability to notify the cafeteria staff of special diets and food allergies.

Monthly menus and information concerning the breakfast and lunch programs will be on the [website](#). Children may choose to bring their lunch to school. The cafeteria will be open on early dismissals or delayed openings.

### **•MONEY LENDING/BORROWING•**

Students are not permitted to borrow or loan money to each other for any reason. In the event a child does not have lunch or a positive balance in the P.O.S. The student may charge one day's lunch with the cafeteria staff. Account balances must be paid in full by the last day of school.

## •NATIONAL JUNIOR HONOR SOCIETY•

### Selection Procedure:

Section 1. The NJHS consists of second semester 6<sup>th</sup> and 7<sup>th</sup> grade students. To be eligible for membership the candidate must be a member of one of those two classes. After the second marking period, a 6<sup>th</sup> or 7<sup>th</sup> grade student who meets the GPA requirement may be invited to submit an Application for Membership, which goes before the Faculty Committee. A student who does not meet the scholastic requirements during the 6<sup>th</sup> grade year may be considered the following year if the student attains the required GPA in 7<sup>th</sup> grade. The candidate shall submit an Application for Membership and provide all supplemental documentation to the Chapter Advisor(s) by the date established on the application. The candidate must have a cumulative scholastic average of 90% or higher. Candidates may not have a subject grade below 85% in any subject listed on his/her report card. Candidates shall then be evaluated on the basis of service, character, leadership, and citizenship:

Servicewillingness to work for the benefit of those in need without monetary compensation or recognition	
Character	showing courtesy and respect for others
Leadership	taking the initiative in class and in school activities, exemplifying a positive attitude, delegating responsibilities.....
Citizenship	striving daily to make the right choices and following school rules

Section 3. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to student notification, the Chapter Advisor(s) shall review with the principal the results of the Faculty Council's deliberations.

Section 4. A description of the selection procedure shall be published in an official school publication that is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of the NJHS.

Section 5. The National Council and the NASSP shall not review the judgment of the Faculty Council or Superintendent/Principal regarding selection of individual members to local chapters.

### Non-Selection Appeal Process:

A parent or student who wishes to appeal a selection decision must submit a written request for an appeal to the Faculty Council for review. A hearing will be scheduled, in which case the appeal will be heard orally. A final decision will be rendered within 7 school days. Decisions made by the Faculty Council may be appealed to the Superintendent/Principal. Upon the Superintendent's decision, no further appeal is available. The National Council and NASSP shall not review the judgment of the Faculty Council.

### Dismissal/Discipline:

Section 1. Each member is responsible for acting in a way representative of the National Junior Honor Society. This involves excellence and consistency in scholarship, an honorable character, and a desire to display leadership qualities and perform service. ***School Code of Conduct Rules take precedence.***

Section 2. Members who fall below the *academic* standards, which are the basis for their selection, shall be promptly warned in writing by the chapter advisor(s) and given a reasonable amount of time to correct the deficiency. If a member's cumulative GPA for all semesters at FTS Middle School falls below 90, he or she will be given a written warning and one marking period (nine weeks) for making improvement. If the cumulative GPA remains below 90 at the end of the warning marking period, the student will be subject to further disciplinary action by the Faculty Council, which may include consideration of dismissal from the chapter.

Section 2A - If a member earns a grade below an 85 during a marking period, he or she will be given a written warning and one marking period (nine weeks) for making improvement. If the grade remains below 85 at the end of the warning marking period, the student will be subject to further disciplinary action by the Faculty Council, which will include dismissal from the chapter.

Section 3 - Service: If a student does not complete the required 2 service hours each nine weeks, he or she will be placed on probation for the next quarter. If the service hours are not completed (This includes the required 2 hours, plus the hours not completed the previous nine weeks), the Faculty Council will meet to discuss dismissal. Students must also turn in the completed Community Service form for each marking period. Students will have one week after the due date to return the completed form before being placed on probation.

Section 4. When a member accumulates three written warnings within the same school year, he/she will be required to appear before the Faculty Council, which possesses the authority for immediate dismissal. Once a member has been dismissed or resigns from the NJHS, the national rules state that he/she may never be considered for NJHS membership again. In the case of violation of school rules, e.g. a write-up, or civil laws a member does not, necessarily, have to be warned **and will** be dismissed and membership will be void.

Section 5. The Faculty Council and the Chapter Advisor(s) shall agree upon all written warnings. The disciplinary systems of written warnings will consist of the following:

- a. Absence from a scheduled meeting or activity without a legitimate excuse---One (1) written warning. Two absences from scheduled meetings or activities---Second (2<sup>nd</sup>) written warning and/or referral to the Faculty Council for possible dismissal.
- b. Disciplinary infractions while a member are a serious matter. One disciplinary violation will cause a member immediate suspension for 6 weeks. A second disciplinary violation will result in permanent dismissal and ineligibility for further membership.
- c. Conviction of a civil offense in the community – mandatory appearance before the Faculty Council and possible dismissal.
- d. Participating in any way in a cheating incident in any class or activity – mandatory appearance before the Faculty Council and possible dismissal.

Section 6. The Faculty Council, at the request of the advisor(s) or administration and Executive Board members, will consider any disciplinary instance and action, which has not been specifically mentioned here.

Section 7. The National Council and the NASSP shall hear no appeals in dismissal cases.

Dissemination of Information:

This Selection Criteria and Procedures shall be posted on the district website, along with Chapter Bylaws. In addition, National Junior Honor Society Criteria shall be included in the Parent/Student Handbook.

**•PARENT TEACHER ASSOCIATION•**

Franklin Township School has a dynamic Parent Teacher Association. Due to the extraordinary support of the members, the PTA provides many services and programs that improve the educational aspects of the school. All parents/guardians are encouraged to participate in the P.T.A. For meeting dates and additional information see their website at <https://ftslions.givebacks.com/w/>

**•PARKING•**

When visiting the school, please use the parking lot located on the right-hand side of the school. There are five spaces designated for handicapped parking located on the left- hand side of the school. Please do not park in handicapped spaces unless you have a permit. Please obey all traffic signs located on school property. Please do not violate any “DO NOT ENTER” signs.

For large events, the back field will be utilized for parking. An email will be sent out when to utilize the back field for parking. Cones will be displayed and directions will be provided for each large event.

**•PERSONAL ITEMS•**

Toys, games, and other non-electronic personal items, including breath freshener drops and sprays, which may cause a distraction, are not permitted in school unless requested by a teacher for a special activity. If a student brings any such item to school, the item will be held by the teacher and returned to the parent/guardian.

The school is not responsible for student’s personal items brought to school without the school’s permission.

Please see page 13 for the district’s policy on personal cell phones and electronic devices.

## **•PHOTOGRAPHY CONSENT•**

The photography consent form is needed in order to publish your child's photo/image and personally identifiable information on the district and/or school's web site. The form is available in the [Parent Portal](#), please refer to Genesis Parent Portal on page 14 of the handbook.

## **•PROJECT CHILD FIND•**

If you have a child under 5 years of age who may be having a delay in developmental milestones, please contact the Child Study Team to obtain information regarding resources and an Early Intervention Program.

## **•PUPIL ASSISTANCE PROGRAM•** (INTERVENTION & REFERRAL SERVICES)

If your child is experiencing difficulty in either academic or social/behavioral areas, the Intervention and Referral Services, I&RS, may be utilized to provide assistance and recommend interventions that should enable a student to meet with success in school. This committee consists of the guidance counselor, a Child Study Team member, the teacher of the student having difficulty, and other members of the professional staff. After reviewing the concerns, recommendations will be made by the committee that could affect the student's program. Parents will be notified and invited to meet with the committee about any instructional changes that are recommended by the committee. Parents should contact the Guidance Counselor or Principal with any questions concerning I&RS.

## **•PUPIL RECORDS•**

A single, central file is compiled for each pupil's cumulative records and will be maintained in the school's general office or, in the case of classified pupils assigned to a school or program outside the district, in the office of the Child Study Team. Confidential Child Study Team (CST) records of all children classified as educationally disabled are housed in the CST office. Health records are housed in the nurse's office of the school. Records of students receiving speech/language therapy are housed in the speech room. If any record regarding a pupil is required to be kept outside those places, a notation of its existence and location must be kept in the central file.

School districts must maintain the confidentiality of information in a child's educational record. However, the public school maintaining the child's education records must assume parent/guardian authority to inspect/review their child's records unless the school has been legally notified in writing that their rights have been terminated. Parents/guardians have the right to request in writing to see their child's records:

- With prior notice to the school office
- Before any IEP (for classified students) meeting or hearing



The district will provide parents/guardians with copies of the records containing information requested. Failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records. Parents/guardians have the right to ask for and receive an explanation and interpretation of their child's school records.

- Secretarial and clerical employees will have limited access to pupil records. Pupil records in a computerized system shall be securely maintained in the appropriate office.

- The pupil's record is subject to challenge by parents/guardians, if it is irrelevant, inaccurate, does not protect the privacy or other rights of the pupil, or is otherwise improper. The parent/guardian may seek to expunge inaccurate, irrelevant or otherwise improper information from the record, or insert additional data as well as reasonable comments to the meaning and/or accuracy of the record.

- Mandated pupil records of currently enrolled pupils, other than a record of a pupil's name, date of birth, sex, address, telephone number, grade, attendance record, classes attended, grade level completed, year completed, name of parents/guardians, and citizenship status, may be destroyed after the information is no longer necessary to provide educational services to the pupil. Upon transfer, all disciplinary records are sent to the new district, along with academic records.

### **•REPORT CARDS•**

Marking Period 1 Report Cards online: November 19, 2024

Marking Period 2 Report Cards online: February 5, 2025

Marking Period 3 Report Cards online: April 9, 2025

Marking Period 4 Report Cards online: June 20, 2025

**\*Dates are subject to change due to any adjustments to the school calendar.**

Report cards are posted online in Genesis. Genesis Parent Portal will be unavailable from the end of the marking period until report cards are published. If you have any questions regarding your child's progress, please contact the teacher for a conference. If your child is experiencing a problem, you are urged to contact the teacher immediately.

### **•RESOURCE CENTER-SPECIAL EDUCATION•**

According to current New Jersey Department of Education guidelines, only students who are classified as students with a disability and whose Individual Education Programs stipulate resource center instruction can utilize the resource center. There are special guidelines that restrict the numbers of students who can attend the resource center at any one time. In class support is also provided, where indicated, by either certificated staff or a paraprofessional. Resource center teachers can provide replacement or support instruction in the resource center or in the regular class where they plan lessons together with mainstream teachers. In class support is also provided where indicated by either certificated staff or paraprofessional.

Resource center teachers teach through the strengths of their students and remediate weaknesses using creative instructional strategies and, in some cases, special materials. Child Study Team members, resource center teachers, special education instructional aides, classroom teachers, and parents need to work closely together to meet the special educational needs of classified students.

**•SCHOOL HOURS•**

Grades K-8 Parent Drop Off .....8: 35 a.m.  
Grades K-8 School Day.....8:40 a.m. to 3:20 p.m.  
Preschool Full Day Program.....8:40 a.m. to 3:20 p.m.

\*Please note: an appointment with a teacher or staff member is required to enter the school.

**•SCHOOL INSURANCE•**

At the beginning of the school year, information and an insurance form is provided to all families. Parents will be asked to fill it out and return it to school if applicable. Insurance is optional. Parents should follow instructions carefully.

All children participating in interscholastic sports must have insurance coverage, either school insurance or family insurance. This will need to be provided on the permission slip for the particular sport.

**•SELLING IN SCHOOL•**

The offering for sale of any items (including food) or personal property by students is forbidden. Also, students should not bring items to school with the intent of bartering during lunch or any time during the school day. If a student is engaging in this behavior, parents/guardians will be contacted.

**•SPEECH/LANGUAGE SERVICES•**

The Speech/Language Specialists provides small group and/or individual instruction and or consultation to students who have been identified as eligible for speech/language services. Students in our lower primary grades will be screened periodically for potential articulation challenges. The MTSS (Multi-Tiered System of Support) will be used to identify and work with students who qualify for services. This is a general education service. Parental/guardian permission will be sought prior to initiating any correction program.

## •SPORTS•

### (INTERSCHOLASTIC)

All participants in any interscholastic sport must have:

- ☐ Permission slip/state mandated health forms signed (ie: concussion, cardiac, opioid, health history forms)
  - ☐ A physical examination by student's physician
  - ☐ Proof of insurance coverage
  - ☐ Payment of fee, paid in full by day of first practice
- Student names must be submitted to the school nurse prior to any practice or games. All the above requirements must be fulfilled before the child participates. There are to be no exceptions.
  - Any injury occurring during a practice or a game is to be reported to the school nurse as soon as possible. First Aid kits are to be present at all practices or games. The Athletic Director will distribute these and brief coaches on their use.
  - When games or practices are over, the teacher in charge is to make sure all children have been dismissed and picked up and all equipment and doors secured. Students are not to return to their rooms unless accompanied by the teacher.
  - In order for a student to be eligible to try out for any interscholastic sport, he/she must have a satisfactory academic standing and behavior record.
  - In addition, the student athlete must sign a contract that states continued participation in the athletic program requires satisfactory academic performance and citizenship. Teachers are to notify the parent and then the Athletic Director as soon as it is felt that a student is violating the spirit and intent of the contract.
  - If a student is not in attendance for at least ½ day during the school day, he/she will not be able to participate in the after-school practice, game or event.

All decisions relative to the Sports program and student participation are at the discretion of the Athletic Director. Decisions rendered by the Athletic Director may be appealed through the following procedures:

- A written request for a meeting with the Principal. If the parent/guardian is not satisfied with the Principal's decision, the parent/guardian may appeal to the Superintendent through a written request.
- The Superintendent shall consider the matter and render a decision. This decision shall be considered final.

### **•SPORTS TEAMS ELIGIBILITY•**

Sports team participants must hold medical insurance.

In order for a student to be eligible to participate or try out for any interscholastic sport, he/she must meet the academic and behavioral criteria outlined in the athletic contract and handbook.

1. Prior to any sports season, prospective participants must be in good academic standing to play for a team. This means that students have maintained a passing grade in each class (averaged in each class) during all marking periods. Additionally, each student must maintain a passing grade in all classes during the course of the athletic season they are participating in. Therefore, it is expected that all classroom assignments must be submitted on time.
2. The student athlete must also conform to the FTS code of conduct in all classes and on the bus, and he/she must represent Franklin Township in a positive way.
3. All students must keep their behavioral record clear of any Level III or higher disciplinary violations prior to and during the athletic season. Failure to meet this standard will prohibit the student from participating in a team, or have the student removed from the team if the Level 3 infraction occurs during the season. Students who are prevented from participating in a sport, or are removed from a team due to their behavioral or academic record, may participate in another season later in the year if their behavioral record remains free of any Level III or higher infractions (since last infraction) and are in good academic standing at the time the student's next season begins.
4. Any detention/suspensions received during the season will result in ineligibility to play or attend a practice, game, or team event that is in or out of season until the day after the detention/suspension has been served.
5. If, at any time during the season, the student athlete fails to comply with the above standards, the following procedures will be used:

Step 1: In the case of a failing grade or behavioral infraction, the student will be given an immediate warning, and the parent will be informed. The student's teacher will inform the Athletic Director of the action taken.

Step 2: If the student's academic and behavioral performance does not improve within two weeks (10 school days) of the initial violation, or if another infraction occurs, the student will be placed on probation for two weeks (10 school days). Probation status means the student does not practice, nor participate in any games.

Step 3: If the academic or behavioral record of the student fails to reach the required academic and behavioral criteria for sports participation at the end of this two (2) week period (10 school days), or if another infraction occurs, the student will be dismissed from the team.

# Athletic Contract

## Franklin Township School

Dear Student Athletes and Parents:

As you know, Franklin Township School offers several interscholastic athletic programs for our boys and girls. It is necessary for the students who compete on each of our teams to understand the importance of academic performance, good citizenship, and appropriate school behavior as a prerequisite for continued participation in the program.

Each year we ask our student athletes and their parents to read the requirements for participation listed below and to acknowledge that they have read and understand each of these conditions. Being a member of a school athletic team here at Franklin Township School requires a measure of responsibility and commitment. We need parental support in seeking the highest standards of performance for our children on and off the playing field.

Please read the conditions, sign this letter, and return it to the school office as soon as possible. Students selected for our teams will not be permitted to participate until this letter is returned to school.

\*\*\*\*\*

In order to participate in the Franklin Township School interscholastic athletic program, a student must:

- Hold and maintain a passing grade (averaged between all marking periods) in each subject, with no "F" grade in any subject during the entire sport's season.
- Submit all homework, term projects, and reports on time and be up to date with long-range assignments. All classroom assignments must be submitted on time during the season.
- Cannot be absent from an entire school day on the day of any practice or game.
- Any detentions/suspensions received during the sports season will result in ineligibility to play or attend team practices, games, or events until the day after detention/suspension has been served.
- If the student is earning a failing grade in any subject, or receives a behavior infraction during the course of the sports season, the student will first be given a warning and the parents will be notified by the teacher and/or Athletic Director.
- If the student is not earning a passing grade after two weeks (10 school days) of the initial violation, or if a second behavior infraction occurs, the student will be prohibited from participating in any sports activities for a two (2) week period (No practice; no participation at the game for 10 school days).
- \* If the academic or behavioral record of the student fails to reach the required academic and behavioral criteria for sports participation at the end of this two (2) week period, or if another infraction occurs, the student will be dismissed from the team.
- Prior to and during the athletic season, all students must hold and maintain a behavioral record that is clear of any Level III or higher disciplinary violations. Failure to meet this standard will prohibit the student from participating in any team, or have the student removed from the team if the Level III infraction occurs during the season.

All decisions relative to the sports program and student participation are at the discretion of the Athletic Director. Decisions rendered by the Athletic Director may be appealed to the Principal and Superintendent. Appellant decisions rendered by the Superintendent shall be considered as final.

\*\*\*\*\*

The home and school are partners in education. You have heard this statement many times before from all of us here at Franklin Township School. We hope that you will contact us during the year if we can be of assistance to you or answer your questions. We look forward to seeing you at the athletic events.

Sincerely,

Dr. Nicholas Diaz, Superintendent

Mr. Hunter Timko, Athletic Director

We have read and understand the requirements for participation in the interscholastic athletic program at Franklin Township School. Also, parents agree to promptly pick up the student after practices and games.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian

## **• Student Council Criteria and Code of Conduct •**

### **Behavior**

- Any student who has received any level behavior infraction prior to running for Student Council is deemed ineligible to run for that school year.
- Any current Council member that receives **1 point may be given a warning** by the Advisor.
  - If the member receives another **point**, they **may be placed on probation for 10 days**.
  - If the same member receives **any more points**, they **may be under review of a Faculty Council** to decide if a full marking period probation or removal action will be taken.
  - If the student is deemed eligible to remain on the Council by the Faculty Council and incurs another infraction of any level, they may be removed from the Council and deemed ineligible for the remainder of the school year.
- The policy states: “Any student who attains 1 point will lose the following privileges AND attend 3 counseling sessions with the School Counselor:
  - In-school Activities (such as, but not limited to, concerts, pep rallies, clubs etc.) ● Assemblies
  - Watching after school activities\*These privileges will be reinstated after the three counseling sessions are completed.”
- Any current Council member that incurs **1 point** may be **placed on probation for 10 days. If said student incurs another point during probation, they may be asked to appear before the Faculty Council.** The Council may decide if further probation, of a full marking period, or removal from Student Council for the remainder of the school year is necessary.
  - If the student incurs **any points after the probation period, a Faculty Council will decide if the student will remain on the Council** or be removed for the year.
- The school [policy](#) states: “Any student who attains 16-20 points will lose the following privileges (in addition to those listed above) AND attend 5 counseling sessions with the School Counselor:
  - Dances
  - Parties
  - Participating in Extracurricular / After School Activities
  - Field Trips (Non-instructional)\*These privileges will be reinstated after the five counseling sessions are completed.
- Any current Council member that receives **2 or more points** may be asked to appear before the Faculty Council to decide if immediate removal from the Student Council and ineligibility for the remainder of the school year is necessary.

**Grades**

- If any student receives an “F” on their report card, they may be deemed ineligible and removed from Student Council.
- If a student receives more than one “D” on their report card, they may be suspended from Student Council for one marking period.
  - If the student does not pull their grade up by the end of suspension, they may be deemed ineligible and removed from Student Council for the remainder of the school year.

**Attendance**

- If a student has 3 unexcused absences from meetings in one marking period, the student may be deemed ineligible and removed from Student Council for the remainder of the school year.
- If a student has 2 consecutive unexcused absences from meetings, they may be deemed ineligible and removed from Student Council for the remainder of the school year.

**Officers**

No tolerance Rule:

1. One detention, the student may be removed from Student Council.
2. One “D” or below on the report card, the student may be removed from Student Council.
3. One unexcused absence from meetings, the student may be removed from Student Council.

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I acknowledge my understanding of the Student Council Code of Conduct infractions and their consequences.

STUDENT ACKNOWLEDGEMENT \_\_\_\_\_(name) Date: \_\_\_\_\_

PARENT/GUARDIAN ACKNOWLEDGEMENT \_\_\_\_\_(name) Date: \_\_\_\_\_

## **•STUDENT AND PARENT RIGHTS•**

The Board of Education has established procedures for addressing grievances or problems raised by students or parents/guardians and for the protection of individual rights. Parents/guardians should contact the Superintendent regarding these procedures.

## **•TARDINESS•**

It is very important to begin the school day on time. Timeliness teaches the necessary life skills to be responsible and organized. The first ten minutes of the day is designed as an organizational period to prepare for the day's schedule and to be welcomed by the classroom community. When a child arrives after 8:40 A.M., he/she is truly at a disadvantage in preparing to begin the day. If a child arrives after 8:40 A.M., he/she is considered late and must obtain a pass from the office. Five unexcused tardies will be counted as an unexcused absence. It may be required that the parents meet with the school administration to discuss excess tardiness. Please see Pupil Code of Conduct ([Policy # 5131](#)).

## **•TECHNOLOGY•**

The Board of Education has an approved Technology [Policy #6142.10](#) and an approved School-owned Student Device [Policy #3514.1](#), sent to all parents with a contract. In addition, students have access to a Google account through which they may send homework and other documents to teachers. Communication through non-school or outside email accounts by students on Board of Education owned equipment is prohibited.

## **•TRANSFERRING TO ANOTHER SCHOOL•**

Other school districts will require certain information from us before allowing your child to enter their school. When planning to transfer to another school, parents/guardians should contact the school to request transfer cards at least three days in advance of leaving.

## **•TRANSPORTATION GUIDELINES•**

Transportation for Franklin Township students is provided from home-to-school and school-to-home. In designing the routes, students' bus assignments and bus stop locations will be based on home location, safety, time on the bus, current enrollment, school board policy, administrative code, and school law.

Students will be picked up and dropped off at their assigned bus stop locations. It is the responsibility of the parents/guardian to arrange for supervision of students to and from home to the bus stop location, and upon entering and exiting the school bus.

To request a change in bus assignment, a written request must be sent to the School Business Administrator. The School Business Administrator will use the following guidelines in reviewing individual requests:

- Consideration will be given to a permanent 5-day change of stop on the originally assigned route.
- The change of stop must be an existing stop on that route.



- The School Business Administrator will meet to review requests in a timely manner and reserves the right to waive any of the above guidelines for emergency and/or extraordinary situations.
- Delayed openings 2 hours will delay bus pick up accordingly.

**Elementary children must be met by a parent/designee at their assigned bus stop on arrival home each day.** If a parent or designated adult is not present when the bus arrives, the driver will bring the elementary child back to school and the parent will then be required to pick the child up from the school office. **If you would like to give consent for your child to be dropped off without an adult present, you must email the principal.** If you have any questions in regard to transportation, please call the main office.

### **•VACATIONS•**

Vacations during the school year are disruptive to the educational process. However, we realize there may be a need for parents/guardians to have students miss school. Students must make up all missed assignments, work will not be sent with students on vacation.

### **•VISITORS•**

A visitor is anyone other than an enrolled pupil or a current staff member employed by the school. **ALL VISITORS ARE REQUIRED TO HAVE AN APPOINTMENT IN ORDER TO ENTER THE SCHOOL.** Visitors should report to the school's main office with a valid photo ID to sign in and receive a visitor's pass. Visitors need to return the visitor's pass at the conclusion of their visit. Visitors who have appointments with an administrative staff member or who need to use the office facilities should advise secretaries of their business and await confirmation. Former students are not permitted to visit classrooms while school is in session.

We value the teacher/student contact time and strive to minimize all interruptions. Therefore, we ask that visitors not consult with the teaching staff without an appointment. Teachers welcome parental/guardian input and are more than willing to meet with parents/guardians for prearranged conferences.

### **•WEAPONS AND SCHOOL POLICY•**

Please see Pupil Code of Conduct ([Policy # 5131](#)) for consequences.

The state of New Jersey has a zero tolerance for any kind of weapons in school (guns, knives, razorblades, etc.). Even toy weapons have resulted in creating incidents in many schools, including our own. Therefore, please be aware that students are not allowed to bring any type of weapon to school including toys and models. If a student has permission from the teacher to use a toy gun, knife, sword, etc. as part of a project, skit, or costume, he/she may make facsimile (from cardboard, poster board, etc.). This item, however, must be transported to and from school by a parent/guardian and left in the front office when not being used in the classroom. Any violation of this policy will result in a consequence for the student.

### **•WORK MISSED WHILE ABSENT•**

Students are responsible for all class work, homework, and tests missed because of absence. In order to get credit for these assignments, it is the students' responsibility:

- To get the missed assignments from the teacher or a classmate
- To complete the assignments and submit by the due date (Students will be given one school day for each day of excused absence to complete assignments).
- To arrange with the teacher to make up any missed tests. Tests must be made up within 5 school days after the student returns to school.

For extended absences (2 or more days), parents/guardians may request assignments to be sent home. Parents should leave a message in the Teacher's Voice Mailbox or email the teacher by 9:30 A.M. the day before they want the assignments sent home. If parents/guardians do not call by that time, teachers may be unable to get the assignments ready to send home that day.

Parents/guardians should leave a detailed message about how the work will get home at the end of the day. (For example: send the work to the office; send the work home with a classmate; send the work home with a sibling). If possible, parents/guardians should approximate the number of days the child may be out of school.

Dear Franklin Township Parents, Guardians, and Students,

On January 5, 2011, Governor Chris Christie signed a new law concerning Harassment, Intimidation and Bullying (HIB) in school settings. On May 22, 2017, in response, the Franklin Township School Board revised the HIB policy. It outlines specific facets of the school's HIB program, whereas, all students are held accountable and school staff is expected to be even more diligent in identifying potentially harmful behaviors.

On the first day of school each class will review the expectations of students while in school, on the bus and at school sponsored events. We will discuss the responsibilities of older students using electronic means of communication, mainly on social networking sites.

As a school we will continue to reinforce the idea of positive behavior and will strive to promote social emotional learning. We look forward to your support in this endeavor. Please review the definition below with your child(ren) and review the policy #5131.1 on our website, where specific reactions to incidents are outlined. Also take notice of what is listed below as NOT being bullying behavior.

The definition of HIB is as follows: 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 by a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.

In addition to the above: a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; has the effect of insulting or demeaning any student or group of students; creates a hostile educational environment for the student; interferes with a student's education by severely or pervasively causing physical or emotional harm to the student.

### **What Bullying is Not**

The following behaviors (some of which can be inappropriate and need to be addressed) in and of itself are not always considered bullying:

- Arguments/Conflict
- Not liking someone
- Refusing to be friends with someone
- Minor Teasing
- Making others play things a certain way (being bossy)
- Expressing unpleasant thoughts or feelings regarding others
- Rivalry

## •ATTENDANCE POLICY•

Regular attendance and punctuality are important for a student from the first day of school. Pupils who do not enter their homeroom class at the required time in the morning are considered late or tardy. A student will be recorded as late or tardy when he/she arrives in the homeroom after 8:40 a.m. If a student is in school for less than 4 hours during any day, he/she is recorded as absent for the full day. (6A:32-8.3)

Regular attendance by all students in the Public Schools of New Jersey is a well-established, long standing State Policy (N.J.S.A. 18A—38:25, 26) that has been repeatedly upheld by the courts of the state as well as by the Supreme Court of the United States. A pupil must be in attendance for 162 or more school days to be considered to have successfully completed the instructional program requirements of the grade/course to which she/he is assigned and to be eligible for promotion to the next grade. ([FTS Board Policy 5113](#))

### **Truancy**

The board will report to appropriate authorities infractions of the law regarding the attendance of pupils.

### **Excused Absences**

The board considers the following as cause for excused absence ([FTS Board Policy 5113](#)):

- A. Disabling illness
- B. Recovery from accident
- C. Required court attendance
- D. Death in the family

E. Religious observance--In accordance with statute, a pupil absent for religious observance of a day recognized by the commissioner of education or this board of education shall be charged with an excused absence, shall not be deprived of an award nor eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.

On the day when a student returns to school after an absence, he/she is required to bring a note signed by a parent/guardian stating the reason for the absence or tardiness and specific dates of absence or tardiness. Extended (three days or more) chronic absences for illnesses require a written note from a doctor.

The school strongly believes that all activities during the school day, from 8: 35 a.m. - 3:20 p.m., are important. Therefore, medical or dental appointments should not be made during the school day except for extensive or emergency care. The office and homeroom teacher should be informed in advance. The school does not approve of parents/guardians signing out students prior to 3:20 p.m. for any other reason. Outside tutoring sessions must be scheduled after the school hours.

**Late or Tardy to School**

If a student arrives late or tardy to homeroom, the discipline code will be followed. The second (2nd) incident of lateness or tardiness will result in a parent conference and other school consequences. Five unexcused tardies will be counted as an unexcused absence.

**Excessive Unexcused Absence from School**

It is important that students attend school on a regular basis. The educational program offered by the district is predicated upon daily pupil attendance. Therefore, an unexcused absence of Ten (10) or more days absenteeism rate will result in a letter informing parents/guardians of the number of absences. The administration will require a conference with the parents/guardians to discuss the matter. Further absences may result in municipal court involvement as per the laws of this state, and, in extreme cases, absenteeism may warrant retention in the current grade. Unexcused absences may incur disciplinary violations and behavior consequences.

<b>Days Absent</b>	<b>Action Taken</b>
10-14	Letter sent home from Administration
15-19	2nd letter sent; a meeting with Administration
20+	Student may be retained unless extenuating circumstances exist (see board policy 5113)

## ***Annual Integrated Pest Management Notice***

### **School Year 2024-2025**

Dear Parents, Guardians, Staff Members:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Franklin Township School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Franklin Township School is:

James Schwar

P.O. Box 368

Quakertown, NJ 08868

908-735-7929 x 1171

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS)(when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of the school pest management plan Franklin Township School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register 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 the 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 list of pesticides that is in use or has been used in the past 12 months on school property are: None