

**Franklin Township School**  
P.O. Box 368  
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**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**

Christopher Piparo, President	Kenneth Weiss, Vice President
George Burdick	Kimberly Lundgren
Christine Crielly	Robert Masino
Colleen Ewing	Terry Schultz
James Foran	

All regular Board of Education Meetings begin at 7:30 P.M.

Regular Session

September 12	September 26
October 10	October 24
November 14	-----
December 12	-----
January 9	January 23
February 13	February 27
March 12	March 26
April 2	April 23

May and June meeting dates will be determined at the annual organization meeting in April 2012.

## AFFIRMATIVE ACTION OFFICER

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



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On behalf of the Franklin Township Board of Education, Welcome to the 2011-12 School Year.

From the day the letters began to arrive in late summer with class assignments - until that first day back on the bus – our children show an excitement and enthusiasm that is energizing. It's with that same sense of excitement, enthusiasm and even a little anticipation, that we start the new school year with fresh goals and a look to the future.

Education in our state, and across the country, continues to change – reflecting and largely being shaped by the environment around us. Here in Franklin, as in other districts, we have had to adjust our educational program relative to current economic realities. But at the core of our program is a cadre of highly skilled and experienced teaching staff and administration that have demonstrated their commitment to our district and most importantly our children. Through challenging times and situations, they maintain a focus on what's important and have maintained our tradition of excellence. While new classroom sizes and configurations may bring challenges, our staff has worked diligently to be prepared and provide the best educational experience possible.

To that highly skilled and experienced team, we welcome a new leader – Dr. Broadus Davis as our Interim Superintendent. Dr. Davis joins us with over 30 years experience in the education field and we look forward to tapping into that experience to help shape plans for the future of our district. With the arrival of Dr. Davis, we say goodbye to Dr. Chrys Harttraft – who has served our district through two of possibly the most challenging years in our school's recent history. We thank her for her time, commitment and dedication.

And finally, we look with great anticipation to the completion of the construction project. There is finally light at the end of the tunnel. The new space is nearly complete and will offer wonderful new education spaces for our students and staff to ensure the academic environment enhances the teaching experience.

Looking forward to a positively successful school year,

Christopher Piparo  
President, FTS Board of Education

Dear Parents/Guardians and Students,

This handbook is designed to provide you with information as to Franklin Township School District's expectations and operations. The handbook contains descriptions of school policies, regulations, and rules that are deemed necessary in order to administer a quality educational program and provide for the safety and welfare of students. Please pay specific attention to the section regarding the harassment, intimidation and bullying.

This handbook applies to all students in grades Pre-K-8 as we wish to provide consistency in our school program and in the implementation of school regulations. In all instances, the age, developmental stage, and reasoning ability of your child are always taken into account when applying school regulations. The understandings of a 1<sup>st</sup> grader are far different from those of an older student, but consistency is key to a safe environment that is respectful to all members of the school community and conducive to learning.

If at any time during the school year, you and/or your child have questions regarding information in this handbook or about various activities and special events planned, please do not hesitate to contact your child's teacher(s) or the school office.

Our goal is to continue the tradition of excellence in all areas of our school program. We are confident that combining your continual cooperation and support with our best efforts will help to achieve this goal.

The administration and staff of the Franklin Township School District join with the Board of Education members in wishing each student a very productive and successful school year.

Sincerely,

Chrys Harttraft, Ed.D.  
Superintendent/Principal

• INTRODUCTION •

Franklin Township School District is a Pre-kindergarten through eighth grade school with an enrollment of approximately 300 students. There are two sections of all grade levels. Pre- kindergarten through grades 3 are self-contained and grades 4 & 5 employs a combination of self-contained classroom, inclusion, with some team-teaching. Students in grades 6, 7 and 8 are in a departmental program and are taught by content area (social studies, math, science, language arts/literacy) teachers.

Co-curricular activities include limited sports, art, music, and theater presentations, curriculum-based field trips, academic competitions, and distance learning experiences. We also provide programs in vocal music/chorus, band, and drama.

Our school is open to you and you are welcome to schedule an appointment to visit with us. **All visitors must sign in the school office upon arrival and when departing for security purposes.** Visitors will be issued badges so they are clearly identified to all staff members and students.

•ACTIVITIES – ATTENDANCE/CONDUCT•

Permission notes

If a child needs to come to school early or to remain after school for a school-related activity, he/she must have a note signed by a parent/guardian giving permission for his/her child for that day. If the activity will be an ongoing one, 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 student.

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 3 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 buses unless they have permission to stay for an approved activity.

Parental Supervision

Students in grades K-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.

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.

Conduct at Concerts

All children (students and younger siblings) are expected to remain seated for the duration of the concert. They are expected to exhibit proper behavior out of respect for the students who are performing. There is to be no running, playing, or loud talking in the hallways.

## •ATTENDANCE POLICY•

**Please see Pupil Code of Conduct.**

### Attendance at Sporting Events

Only students in grades 6-8 may attend sporting 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 gym or field area during the game until the time that their parent/guardian is picking them up. Students must behave appropriately and exhibit good sportsmanship at all games even if they are spectators.

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

## •AUDIO EQUIPMENT•

A student's main focus should be on learning. Therefore, students are not allowed to possess **any** electronic devices in school or on school property, unless approved for emergency purposes or instructional use by the principal. The school is not responsible for any lost or stolen electronics equipment under any circumstances. (Please also refer to our "Cell Phones" policy on page 10.) Due to the modified recess schedule this rule may be relaxed under specific circumstances.

If a teacher, aide, or any school personnel see that a device is in school it will be taken away from the student and kept in the office. Parents will be notified to pick up the device. Repeated offenses will culminate with the principal keeping the electronic device upon the 3<sup>rd</sup> incident until the last day of school in June. Please be advised that picture taking is **not** permitted in school except under the direction of a teacher.

## •BACKPACKS•

For health and safety reasons, students may not carry backpacks from class to class during the school day. Backpacks must be left in homerooms all day. Students should plan ahead and get materials that they need for morning classes during homeroom period in the morning, and for afternoon classes after the lunch period. It is suggested that students not leave any other expensive personal items in their backpacks. They should place those items in their lockers for the day. The school is not responsible for any personal items that are brought into school.

student's assignment to the program may contact their school administrator and may decline those services in writing.

•BEHAVIORAL SCHOOL EXPECTATIONS & STANDARDS•

At FTS, every lion R.O.A.R.S. with pride!

Respect

Ownership of Actions

Achieve Personal Best

Responsibility

Safety

•BICYCLES•

Riding bicycles to school is prohibited without the express written permission of the principal.

•BUS POLICIES/ RULES•

- Students must sit only in their assigned bus seats traveling to-and-from school. The kindergarten pupils will sit in the front, then first grade pupils, and ending with older students seated near the back of the bus.
- Students will not get on or off the bus at any stop **except their assigned stop**.
- Students must get on their assigned bus after school unless they have prior written permission from a parent/guardian not to ride the bus home.

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.

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.

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.

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.

Students should occupy the seats assigned to them by the bus driver or the school and stay in those seats for the entire ride.

Students should fasten their seat belts as soon as they get into their seats and wear them for the entire ride.

Students should not extend heads, arms, hands, or any other part of their bodies through the bus windows. Student may not open any windows without the prior approval of the driver.

Students should talk in conversational voices, as shouting and yelling can be distracting to the driver.

Students should not talk to the driver, while the bus is in motion, except in an emergency.

Students should not eat, drink, or chew gum on the bus.

Students should not throw anything inside of the bus or out the window of the bus.

Students have the responsibility to keep the bus clean. The floor should be kept clear of papers and other debris, and the upholstery and interior finish should be kept in good condition

13) 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 School Supervisor.

The School Supervisor will issue an appropriate consequence.

#### •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.

#### •CELL PHONES•

**NO CELL PHONE IS PERMITTED** to be in use during the school day. This includes any electronic device with features such as text messaging, games, camera features, or any similar capabilities. The presence of a cell phone 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.

Cell phone use 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. Upon the 3<sup>rd</sup> incident, the cell phone will not be returned until the last day of school in June.

#### •CHILD STUDY TEAM•

The Franklin Township School Child Study Team is composed of the learning disabilities teacher/ consultant, school psychologist, and the Child Study Team school social worker. Other adjunct members of the team, as needed, may include the school nurse, speech/language specialist, guidance counselor, teachers, and school administrators. A student is referred to the Child Study Team for a determination regarding eligibility for special education services. 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 consultation among parents, teachers, and the Child Study Team.

Following the evaluation process, students who are classified and are eligible to receive special education services become the responsibility of the Child Study Team in concert with the classroom teachers. Each September, teachers will receive a list of the students in their class who are classified and the services they are to receive. Each classified student is assigned a Child Study Team member who is that child's 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. The Child Study Team must be alerted in writing, by the middle of the marking period, regarding any classified students who are in danger of failing a subject so that attempts can be made to institute appropriate supports. Child Study Team members, teachers, and parents work in concert to address the special educational needs of classified students.

#### •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 in October 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 in November. A time slot is arranged with each parent/guardian so the teacher may discuss the child's program and progress.

Report cards are issued and sent home to the parent/guardian four times a year.

Interim Progress reports are also sent home at mid-marking period for all students in grades 1-8.

In addition, samples of student work and important school and classroom notices are sent home in the school folders on Thursdays with students in all grades.

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 School Supervisor, when appropriate. If the problem persists, the parent/guardian should contact the Superintendent/Principal. The role of school board members is confined to policymaking; therefore issues concerning students should be addressed through school personnel.

Consequences for inappropriate behavior at dances may include:

- Warning
- Remove from activity and placement in the office until a parent/guardian is contacted to pick student up
- Exclusion from future dances
- Other possible consequences

#### •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.

The guidelines listed below will be followed when considering appropriate dress during school hours and during school sponsored activities, including school trips:

#### Shirts, Blouses

- No messages/graphics involving alcohol, tobacco, drugs, or sexual connotations
- No gender, ethnic, or religious references that may be considered insensitive or beyond the boundaries of common civility
- No crude messages/graphics or ones displaying offensive language
- No tops that expose the midriff or the abdominal area and tops should be long enough to be securely tucked in and not show skin at any time
- No tops that expose cleavage or sleeveless tops cut low under the arms.
- No mesh or see-through tops (Undergarments should not be visible through clothing.)
- No visible underwear, including bra straps, sports bras, or camisoles.

### Pants, Shorts, Skirts, Dresses

- No shorts, skirts, or dresses shorter than the tips of the fingers when arms are fully extended at the sides.
- No spandex or form fitting shorts
- No underwear showing (This includes boxer shorts or thongs)
- No pajamas or pajama pants.

### Footwear

- No bare feet
- No flip-flops or shoes that are designed as beachwear
- No slippers.
- No shoes with heels so high as to cause a tripping or falling hazard.
- No footwear that has wheels or cleats
- No other footwear deemed to be unsafe.

### Headwear

- No hats or caps may be worn or carried around during the school day. (They should be left in the classroom.)
- No scarves, bandanas, or hoods may be worn on the head.

### Accessories

- No studded belts, necklaces, or bracelets.
  - No chains or wallet chains
  - No jewelry or other accessories with offensive symbols or language
  - No articles that can cause harm or damage to other students and/or property.
- The administration reserves the right to deem inappropriate any other item of attire that does not help provide a positive and uninterrupted learning environment at Franklin Township School.

Students who come to school dressed in any of the above 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 or in school suspension.

**Please see Pupil Code of Conduct for consequences.**

### •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 18 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.

**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 voice mail, if their child/children are going to be absent from school. This will identify students who are absent when they are presumed to be in 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•

School is not open to accept early morning student arrivals until 8:30 A.M. Parents/guardians who need to drop off their child at 8:30 A.M. rather than having them ride the bus, must follow newly established procedures.

•EARLY DISMISSAL (PICK-UP)•

Any child that must be dismissed during school hours should be picked up in the school's general 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/guardians, who pick up their child at the end of the day rather than having them ride the bus, 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 for duration of time, one note will suffice. Otherwise, notes must be sent in for each pick up. If a student does not have a note, he/she will be dismissed to go to the bus.

We ask everyone to be very cautious since we have a great number of pedestrians and cars moving about the parking lot in a 15-minute period.

#### •EMERGENCY CLOSINGS•

When it is necessary to close school for the entire day, dismiss early or to delay the opening of school during inclement weather conditions or in case of an emergency in addition to our automated dialing service and the school recording, the announcement will be made over 101.5 FM radio; News 12 New Jersey; WABC Television Network; Channel 69 Pennsylvania. The announcement will be made between 6:30 and 8:00 a.m. It will say 'Franklin Township, Quakertown'.

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 and radio announcements. 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 always be a two-hour postponement to the start of the day (10:40 A.M. instead of 8:40 A.M.). There will be no afternoon kindergarten on an early dismissal day. There will be no morning kindergarten, no K-Wrap, and no preschool on a delayed opening day.

**The cafeteria will be open on both an early dismissal day and delayed opening day.**

#### •ENTRANCE REQUIREMENTS – KINDERGARTEN OR FIRST GRADE•

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

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 determines a grade placement for all such children.

•FACILITIES USE•

Our school facilities are available to township residents after school hours and during weekends. Use of Facilities applications for building use can be obtained from the office. The facility is used frequently, so it is required that requests be submitted prior to the due date stated on the Use of Facilities Form.

We would like to remind all groups using the school that school functions take precedence over outside organizations. Therefore, the school administration may have to cancel an outside group function, if it is in conflict with a school-sponsored event.

All groups must obey the no parking areas. No cars are allowed to park in the handicapped parking spaces or up to the building 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 go on a field trip, which has been scheduled for a particular class or group. If a student is not allowed to participate in a field trip because of disciplinary purposes or because their parent/guardian will not give permission, that student may remain home on the day in question, although she/he will be considered an "excused absence".

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 medication.

•Grading•

The following grading scale is used to equate letter grades to numerical scores for grades 4-8.

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 the work is not completed two weeks 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.

\*Please note a (+) or (-) may be added to indicate performance.

\*Grades 4-8 All specials will have a letter grade.

**Grading Scale**

Grades K-3

Kindergarten students get a report card for the first time in February.

Grades K-3 use the following scale for subjects and specials

O=Outstanding

S= Satisfactory

N= Needs Improvement

•GUIDANCE•

Group guidance, as well as individual counseling, is available to every student in the school district. Group guidance assists the child in social adjustments, value judgments, and constructive school citizenship. In our school district, the School Supervisor, classroom teacher, and guidance counselor are responsible for these services. In order for these people to be effective, it is important that they are made aware of a student's needs, as soon as possible. The intent is to provide short-term problem solving intervention, as needed.

•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. Grade level course of study outlines will be provided to the students' parents. Curricular revisions, textbooks, and supplementary materials shall follow regular Board of Education policies and procedures.

Parents, who, for reasons of conscience, 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.

•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, is conduct 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, 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 positive behavioral interventions up to and including 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 and graded 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.

#### •HEALTH 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>.

##### Health Screening:

Each year, the school nurse screens every pupil. This screening includes checking eyes, ears, recording height, weight. Inspecting the hair and scalp for pediculosis (head lice) will be done by the school nurse for grades that have a reported case of pediculosis, a letter will be sent home to the parents notifying them of the screenings. 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 at the beginning of each new school year. If parent/guardians prefer their child not be screened for scoliosis, they must indicate this on the letter and return it to the health office within 30 days.

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 done by their family physicians.

##### Accidents or Sudden Illness:

The school attempts to provide an environment in which children will be 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 take the child to the local hospital. In non-urgent cases, it will be the parent/guardian 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 on page 38 of the handbook. Parents/guardians are urged to post this in a convenient place in your home to use for reference as needed during the year. 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: Keeping in mind the safety and well being of our students, the following guidelines for the administration of medications in school have been established.

**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 physicians written order) should be brought to the Health Office, by the parent, in the original container, appropriately labeled by the pharmacy.
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. "Self-medicating" with over the counter supports such as Ace bandages, splints, and the like to provide support for some injured area of their body is prohibited. It is often too easy to apply the supports in the manner that can cause possible damage

or mask an injury that is not being addressed. The school physician warns against potential dangers. Any student who wears such a device 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 normally kept on hand 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.

#### •HOMEBOUND INSTRUCTION•

If 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.

#### •HOMEWORK – GRADES K-4•

Homework is a valuable and necessary ingredient 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 asked to:

- seek a quiet work area
- use lead pencil (unless otherwise directed by teacher)
- put first and last names on paper
- follow all directions
- complete tasks in proper sequence (For example: top to bottom, and left to right)
- answer all questions unless otherwise directed by teacher
- write responses in complete sentences unless otherwise directed by the teacher
- exhibit a high degree of 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 early primary grades students can 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) this responsibility should increase accordingly. It is not unreasonable to expect the students to handle homework assignments, school related projects, and the like, each evening. Students in grades 3 & 4 will gradually increase time spent on homework.

Every attempt will be made to give students time to complete unfinished class work during the school day. However, in order for students to stay current, it may be necessary to complete unfinished assignments at home.

#### •HOMEWORK GRADES 5-8•

Chronic inconsistencies in completing homework will result in parent contact. As emergency situations arise they will be appraised on an individual basis. (See: Work Missed While Absent)

Homework is seen as the 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.

Homework assignments will be written on the board in each class. Each student is responsible for completing the assignment and handing it in on time.

Homework will be checked regularly 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 do 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.

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. Repeated

occurrences of missed or late homework assignments will result in a parent contact and will impact the student's report card.

•Honor Roll•

***High Honor Roll and Honor Roll are distinctions awarded to students in Grades 4-8.***

The following criteria are used to determine honors status:

***High Honor Roll Requirements Grade 4 and 5***

- All A's in Academic Subjects
- All A's in Special Subjects including Spanish

***Honor Roll Requirements Grade 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 including Spanish
- All A's in all other specials

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

- Three A's in Academic Subjects including Spanish
- All A's and B's in all other Academic Subjects and specials - no C's

\*Specials are Health/Physical Education, Music (4-5), Art, Technology (6-8), and Spanish.

•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 6-8 is assigned a locker for the storage of school supplies, equipment, and clothing.

It is the students' responsibility to keep their lockers locked at all times and to safeguard his/her combination.

Students are encouraged not to keep personal items in their lockers. The school is not responsible for any personal items that are brought into the school.

Each student should maintain an orderly locker and remove material that is not current. Since lockers are a permanent part of the building, 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.

The school reserves the right to inspect or search lockers at any time for good reason.

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

**•LOSS/DAMAGE OF SCHOOL PROPERTY•**

As stated in our Board of Education Policy: 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•**

Monthly menus and information concerning the lunch program will be sent home. Children may choose to bring their lunch to school. Kindergarten children will have a snack time only.

**•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 his/her lunch or milk money, he/she may charge one day's lunch or milk purchase with the cafeteria staff.

**•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, both mothers and fathers, are encouraged to participate in P.T.A. functions. PTA meeting dates will be included in the monthly calendars, and website.

**•PARKING•**

When visiting the school, please use the parking lot located on the Pittstown Road side of the school. There are five spaces designated for handicapped and 15 minute parking located on the Quakertown Road side of the school.

**•PERSONAL ITEMS•**

Toys, games, and other personal items, 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 confiscated. These items will be returned to parents/guardians only upon personal request.

For the safety of all students, the carrying of whiteout bottles/pens and breath freshener drops/spray are prohibited, unless labeled "non-toxic". If a student brings any such

item to school, the item will be confiscated. These items will be returned to parents/guardians only upon personal request. The school is not responsible for student's personal items brought to school without the school's permission.

#### •PROJECT CHILD FIND•

If you have a child 3 to 5 years of age who is suspected of having a handicapping condition, please contact the Child Study Team. If your child is under 3 years of age and you suspect a delay in development, you may contact the Child Study Team to obtain information regarding an Early Intervention Program.

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

If your child is experiencing difficulty in either academic or social/behavioral areas, the I&RS may be called on to provide assistance and recommend interventions that should enable a student to meet with success in school. This committee is made up 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 School Supervisor 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 under state law, such as guardianship or divorce.

Parents/guardians have the right to request to see their child's records:

- With prior notice to the school office
- Before any IEP (for classified students) meeting or hearing and within 10 days after asking the school to see the records, the request to view the records should be in writing. 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.

#### •REPORT CARDS•

1st marking period ends	November 9
Report cards will go home on	November 16
2nd marking period ends	January 31
Report cards will go home on	February 10
3rd marking period ends	April 5
Report cards will go home on	April 20
4th marking period report cards	June 11
Report cards will go home on	June 18

\*Dates are subject to change due to any adjustments to the school calendar  
Parent/guardian should retain the copy of the report card sent home. Report card envelopes for the first three marking periods are to be signed and returned to school.  
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 educationally handicapped and who's 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. 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. Resource center teachers attempt to teach through

the strengths of their students and to 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•

Grades1-8.....8:40 a.m. to 3:15 p.m.  
Kindergarten-A.M.....8:40 a.m. to 11:30 a.m.  
Kindergarten-P.M.....12:30 p.m. to 3:15 p.m.

•SCHOOL INSURANCE•

At the beginning of the school year, each child will be given an insurance form to take home. Parents will be asked to fill it out and return it to school. Insurance is optional, but each child must return the form. Parents should follow instructions carefully.

All children participating in interscholastic sports must have some type of insurance coverage - either school insurance or family insurance. Please inform us of this, when your child brings home a 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, his/her parents will be contacted.

•SPEECH/LANGUAGE SERVICES•

The Speech/Language Specialist provides small group instruction to students who have been identified as eligible for speech/language services. Parental/guardian permission will be sought prior to conducting a speech evaluation or initiating any correction program.

•SPORTS TEAMS ELIGIBILITY•

1. 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.
2. Sports team participants must keep up to date on all assignments and **must have a passing grade in all classes.**

3. The student athlete must also exhibit appropriate citizenship in all classes and on the bus, and he/she must represent Franklin Township in a positive way.
4. If the student athlete does not comply with the above standards, the following procedures will be used:
  - Step 1: The student will be given a warning and the parent will be informed.
  - Step 2: If the problem does not improve in two weeks, the student will be put on probation for two weeks.
  - Step 3: If the problem still does not improve, the student will be suspended from the team for two games.
  - Step 4: If the problem still does not improve, the student will be dismissed from the team.

#### •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 quite 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 getting prepared to begin the day.

**Please see Pupil Code of Conduct.**

If a child arrives after 8:40 A.M., he/she is considered late and must obtain a pass from the office. The child should have a note from the parent/guardian stating the reason why he/she is tardy. It may also be required that the parents meet with the school administration to discuss tardiness.

#### •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 will be based on home location, safety, time on the bus, current enrollment, school board policy, administrative code, and school law.

Students will be dropped off at their assigned bus stops. It is the parents/guardians responsibility to arrange for supervision of students after they exit 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:

- Bus capacity is considered full at 50. This allows the flexibility of 4 seats for new students during the school year.
- 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.
- For kindergarten routes, solely to provide appropriate supervision of a child, consideration will be given for a permanent change of stop.
- 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.

## •VACATIONS•

Vacations during the school year can be disruptive to the educational process. There will be a form available to request vacation days. However, we realize there may be a need for parents to have students miss school. Homework is an extension of instruction and will not be provided prior to vacations.

## •VISITORS•

A visitor is anyone other than a pupil enrolled in or a staff member employed by the school. All visitors are required to report to the school's general office to sign in and receive a visitor's pass. Visitors who have appointments with an administrative staff member or who have 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. The ten minutes before and after the school day are critical times for teachers, and visitors should not engage teachers in conversation at that time. 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 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 hand them in 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 by 9:30 A.M. of the day 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.

## •RIGHTS AND RESPONSIBILITIES•

Please see Pupil Code of Conduct.

We believe that students have basic rights in pursuing their educational experiences at Franklin Township School. The rights of any one student may not, however, interfere with the rights of others. Therefore, these rights carry with them some responsibilities.

### STUDENT RIGHTS

- the right to a well-rounded education which prepares one for the challenges of tomorrow's world
- the right to pursue individual success and goals
- the right to be educated to the fullest extent of one's individual capabilities
- the right to a safe, orderly, and supportive school environment
- the right to learn in a positive classroom environment
- the right to be treated with dignity and respect
- the right to freedom from discrimination
- the right to academic inquiry and the expression of ideas
- the right to fair treatment from school staff

### STUDENT RESPONSIBILITIES

- the responsibility to act in a way that does not interfere with the health and safety of others
- the responsibility to act in a way that does not interfere with the rights of others
- the responsibility to act in a way that does not interfere with other students' learning
- the responsibility to treat others with dignity and respect
- the responsibility to show respect for authority
- the responsibility to show respect for school property and the property of others
- the responsibility to take ownership of one's actions and to accept the consequences of those actions
- the responsibility to take ownership of one's education by working to the best of one's ability
- the responsibility to follow school rules and policies
- the responsibility to engage in honest and fair behavior

## •BEHAVIORAL EXPECTATIONS•

We believe that clear standards and behavioral expectations are essential for a safe, orderly, and supportive school environment.

Students at Franklin Township School are expected to:

1. Follow directions and be cooperative.
2. Respect all persons and their property.
3. Respect and care for school property.
4. Avoid disruptive and/or harmful behavior.
5. Avoid the use of obscene language.
6. Obey all school rules.
7. Refrain from possessing or using tobacco, drug, or alcohol in school.
8. Refrain from bringing dangerous materials or weapons to school.
9. Refrain from bringing toys and other distracting personal items to school.
10. Refrain from bringing gum or candy to school.
11. Wear clothing appropriate for school.
12. Remove hats upon entering the building and keep them in lockers.
13. Refrain from selling or bartering for items in school.
14. Report to classes with all necessary materials.
15. Have a valid pass if late to class.
16. Complete class work and homework in a timely manner.
17. Assume responsibility for work missed while absent.
18. Have a valid pass when out of class or any other assigned area (i.e. lunchroom, playground).
19. Eat food only in the cafeteria unless given permission by a teacher.
20. Behave responsibly on the way to and from school and on school trips.
21. Behave courteously during assemblies and school programs.
22. Behave responsibly while attending after school activities.

### **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 If all lesions are dry	None
German Measles (Rubella)	10-12 days	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 Scalp or exposed area	Unknown	7 days after treatment is begun by family doctor	None
Covered areas	Unknown	Until treatment is begun by family Doctor	None
Scarlet Fever Streptococcal Sore Throat	1-7 days	24 hrs. after beginning antibiotics therapy and fever subsides**	Throat cultures for family contacts who have symptoms
Scabies	4-6 weeks	Until treatment by family doctor**	None, look for itching and rash
Pediculosis (Head Lice)		Treatment as recommended by family doctor. Readmit through Health Office	None, look for 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
H1N1	Unkown	24 hrs. after fever subsides without use of fever reducing medication	None

**\*No books permitted home**

**\*\*Doctor’s note for return to school**