

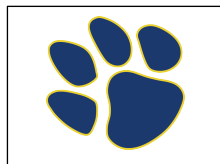
# *Frenchtown School District*

## *2022-2023*

### **PARENT/STUDENT HANDBOOK**



*... Where children are challenged to become  
lifelong learners*



**Frenchtown Elementary School District  
(908) 996-2751**

[www.frenchtownschool.org](http://www.frenchtownschool.org)

Michael Hughes, Interim Superintendent  
Teresa O'Brien Business Administrator/Board Secretary  
James Hintenach, Principal

**Board of Education**

Kate Nugent, President  
Laine Nauman, Vice President  
Adam Blackburn  
Kara Bobrowski  
Michael Dermody  
Erinn Nakahara  
Hugo Rodriguez

**SCHOOL FACULTY AND STAFF 2022-2023**

Teachers		Support Staff	
PreSchool	Erin Loeffler	School Nurse	Staci Kane
Kindergarten	Holly Siock	School Social Worker/ Guidance Counselor	Jocelyn Romano
First Grade	Alicia Parker		
Second Grade	Brittney Shurts	Instructional Aide	Carol Bastow
Third Grade	Paige Ahrens	Instructional Aide	Heather Critelli
Fourth Grade	Peter Moran	Instructional Aide	Tracy Folmar
5/6 ELA, 5 Math/Science/SS	Cristina Doyle	Instructional Aide	Emily O'Connell
7/8 ELA, 6 Math/Science/SS	Beth McCann	Instructional Aide	Patricia Patrey
7/8 Math, 7/8 SS	Dave deWolfe	Instructional Aide	Michaela Schmatz
7/8 Science, Art, Enrichment	Tricia Hurley		
Music	Peggy Ippolito	Asst. to Bus. Admin.	Lisa Lubonty
PE/Health	Tom Wollert	Facilities	Larry Whitman
Special Education	Brandi Bontempo	School Secretary	Sandy Miller
Special Education	Kate Yard		
World Language/ Library	Marjorie Leuschner		

**\*\*The Frenchtown staff is highly qualified under the NCLB guidelines. For additional qualification information please contact the district\*\***

## **REPORTING PERIODS 2022-2023**

### **FIRST MARKING PERIOD**

November 3<sup>rd</sup>                      1<sup>st</sup> Marking Period ends

### **SECOND MARKING PERIOD**

January 20<sup>th</sup>                      2<sup>nd</sup> Marking period ends

### **THIRD MARKING PERIOD**

March 28<sup>th</sup>                      3<sup>rd</sup> Marking period ends

### **FOURTH MARKING PERIOD**

June 8<sup>th</sup>\*                      4<sup>th</sup> Marking period ends

\* subject to change in the event of emergency closings

## **STUDENT CONDUCT CODE PHILOSOPHY**

**We believe all students, faculty, and staff have basic rights in pursuing their educational experience at Frenchtown School. The rights of one person may not interfere with the rights of others. In order to make the school a place where all students can grow and learn, the school district has standards of behavior for students and staff. The specific conduct prohibited by this code is not an exhaustive list of violations but provides examples of the kind of conduct that is subject to action under the code. We want all students to engage in a climate that they feel safe and have a deep sense of belonging within our school culture.**

### **Expectations for all students:**

- to treat other students, staff and school property in a respectful way
- to behave in a way that does not prevent other students from learning
- to behave responsibly
- follow directions, cooperative, and obey all classroom and school rules
- tobacco products, drugs, alcohol, and dangerous materials are not to be brought to school
- toys, games, electronics and other distracting personal are not allowed in school
- refrain from bringing valuable personal possessions and electronics
- be a respectful and responsible student: have homework and materials ready for each class; be an active participant in all classes
- represent our school in a positive way during all activities, assemblies, programs and class trips
- follow all cafeteria rules
- follow all playground rules

### **In the Lunchroom**

- Follow directions and cooperate with the staff on duty
- Use good manners and appropriate voice level
- Remain seated unless purchasing a lunch, beverage or snack or disposing of trash or beverage containers
- Place cans and trash in the proper disposal bins
- Walk up to the trash cans to dispose of waste; do not throw it from a distance
- Leave table and surrounding area clean and free of food and trash
- Do not take any food or beverage out of the cafeteria unless given permission by a faculty member
- Do not leave the cafeteria unless given permission

### **On the Playground**

- Follow directions and cooperate with the staff on duty
- Stay within designated areas
- Do not leave the playground without permission
- Use common sense and good sportsmanship to ensure the safety and fairness for everyone
- Line up and/or proceed inside at signal

## MIDDLE SCHOOL Code of Conduct

### Level 1 Offense:

- Abuse of school property
- Academic misconduct
- Dress code violations
- Bus disturbance on school or athletic trips
- Disrespectful behavior
- Disruptive behavior in the classroom, hallway, cafeteria, or other area
- Tardiness
- Failure to follow class/school rules
- Leaving class without permission
- Lying to an adult
- Not reporting to a scheduled class, homeroom, or assigned area
- Use of abusive, obscene, profane language and/or gestures
- Cell phone on/or being used without staff permission
- Inappropriate lunchroom behaviors
- Other actions deemed a Level 1 offense

### Level 1 Action:

**Administration reserves the right to implement discipline as the situation warrants.**

- 1<sup>st</sup> offense for any infraction will result in a verbal discussion with teacher.
- 2<sup>nd</sup> offense for any first level infraction will result in a supervised phone call to parents. Teacher will notify principal of the incident.
- 3<sup>rd</sup> offense for any first level infraction will result in meeting with Principal.

### Level 2 Offenses:

- Causing harm to another person
- Insubordination
- Defacing school, teacher, or other student's property
- Inappropriate use of technology- See iPad handbook for more details
- Entering an unauthorized area
- Failure to serve a scheduled detention
- Habitual Level 1 behavior
- Physical or verbal harassment
- Public displays of affection
- Pushing, hitting, tripping, throwing objects
- Forgery
- Cheating
- Other actions deemed a Level 2 offense

### Level 2 Actions:

Disciplinary action for Level 2 offenses, being of a more serious nature will result in the following:

**Administration reserves the right to implement discipline as the situation warrants.**

- Immediate dismissal to Principal
- 1<sup>st</sup> offense – 1 detention
- 2<sup>nd</sup> offense for any Level 2 infraction – 2 detentions & parent conference

## **MIDDLE SCHOOL Code of Conduct (continued)**

### **Level 3 Offenses:**

- Abusive, obscene, or profane language and /or gestures directed toward school staff
- Fighting
- Inappropriate touching
- Any behavior that would cause intentional serious harm to another student or adult
- Stealing/theft
- Use or possession of tobacco or tobacco products
- Vandalism: destruction of property
- Verbal and/or physical assault
- Habitual Level 2 behaviors
- Plagiarism
- Possession/Viewing of pornographic material
- Other serious misconduct deemed a Level 3 offense
- Other offenses listed in Board Policy 5114.

### **Level 3 Actions:**

**Administration reserves the right to implement discipline as the situation warrants.**

- 1<sup>st</sup> offense – 1-3 day out-of-school suspension
- 2<sup>nd</sup> offense for any Level 3 infraction – 1-5 day out-of-school suspension
- 3<sup>rd</sup> offense for any Level 3 infraction – 1-10 day out-of-school suspension

### **Level 4 Offenses:**

- Physical assault on another student or staff member
- Arson or tampering with fire alarms, extinguishers, or activating a false alarm
- Bomb threats
- Extortion: taking something from another person by force or threat
- Possession of deadly/offensive weapons, such as knives, guns, etc.
- Possession/use of illegal substances, such as drugs or alcohol
- Other very serious misconduct as outlined in Board Policy 5114

### **Level 4 Action:**

**Administration reserves the right to implement discipline as the situation warrants.**

1<sup>st</sup> offense – 1-10 day out-of-school suspension, possible expulsion.

- Students serving suspension have the responsibility to make-up exams and work missed while being disciplined and will be permitted to hand in assignments for full credit upon return to school.
- Students serving suspensions will not be permitted to participate in any extra-curricular school activities, such as but not limited to athletics, musical performances, clubs, student council, trips and social events.
- They may also be excluded from future activities as a result of their disciplinary record.
- Students serving out-of-school suspension are not allowed on school grounds during their suspension.
- The Principal will review each case and make the final decision.

### **General Action Breakdown:**

**Administration reserves the right to implement discipline as the situation warrants.**

A total of 3 detentions = 1 In-school suspension

A total of 5 detentions = 1 Out of school suspension

## **ACADEMIC RECOGNITION**

The Board of Education values excellence and wishes to inculcate in students the desire to do their best in all things. It shall be the policy of this Board, therefore, to recognize outstanding academic accomplishments. (Board Policy 5126)

The Board authorizes the recognition of the following achievements:

- I. Qualifying graduating students will be honored in the following areas:
  1. American Legion Citizenship Award: Award recipient chosen from student essays that demonstrate the student's courage, leadership, patriotism.
  2. William Colantano Most Improved Math Student: Award recipient chosen based upon academic performance in Mathematics.
  3. Blanche I. Elithorpe English Award: Award recipient chosen based on academic performance in Language Arts.
  4. Lions Club Award: Award recipient chosen from student essays about community service.
  5. Herschel A. Shiding Athletic Award (BOE): Award recipient chosen based on their demonstrated outstanding athletic abilities, sportsmanship, and accomplishments. An award will be given to a qualified boy and girl student.
  6. Edith Ort Thomas Mathematics Award: Award recipient chosen based on academic performance in Mathematics.
  7. Kristin D. Case Award (PTO): Award recipient chosen based on academic record, community involvement, school spirit, and compassion for fellow students.
  8. Courage Award (BOE): Award recipient chosen based on courage displayed when faced with adversity.
  9. Music Award (PTO): Award recipient chosen based upon music skill development and dedication to their practice.
  10. Richard Myszka Character Award (BOE): Award recipient chosen based on demonstrating the highest standard of respect for themselves, their community, and others.
  11. Frenchtown Borough Library Award: Award recipient chosen from student essays titled, "My Favorite Book and the Life Lessons I Learned from It."
  12. Reukgauer Honors Award: Award recipients have made all twelve Honor Rolls of their middle school years.

## II. Marking Period Honor Roll - Grades 5-8

At the end of each marking period, those students who achieve at least an 85% in all Core Curriculum Subjects as determined by the State of New Jersey, shall be named to the Honor Roll. Those students who achieve at least a 93% in all Core Curriculum Subjects as determined by the State of New Jersey shall be named to the High Honor Roll.

### New Jersey Student Learning Standards

Standard subjects include: Arts-Visual and Performing, Comprehensive Health and Physical Education, Language Arts, Mathematics, Science, Technology, Social Studies, World Languages, Personal Finance, Research Writing.

All middle school students who achieve honor roll and/or high honor roll status at any time during a given school year will be invited to attend a celebration in their honor for the first three marking periods.

## **AFFIRMATIVE ACTION - POLICIES, PLANS & PROCEDURES**

The School Board has established policies pertaining to affirmative action, sexual harassment and grievance procedures. These policies and the current grievance procedures can be found in the business administrator's office of the school. (Board Policy 5145.4)

## **ATHLETICS, ACADEMIC & DISCIPLINE POLICY (BOARD POLICY 6145)**

**PLEASE REFER TO THE STUDENT ATHLETE HANDBOOK FOR ADDITIONAL INFORMATION**

### **Academics:**

1. Any student participating in a season sport must hold a passing average in all subjects. Failure to do so will affect student's eligibility to participate in the sport.

### **Discipline:**

1. Students required to serve a disciplinary action (i.e. detention/suspension, etc.) may not participate in sporting activity until action has been fulfilled.
2. Students absent the day of a scheduled sporting event may not attend unless student enters school by 11:30 AM.

**STUDENTS PARTICIPATING IN ATHLETICS ARE REQUIRED TO BE PRESENT FOR AT LEAST 4 HOURS OF INSTRUCTION ON THAT DAY IN ORDER TO PARTICIPATE.**

### **CELL PHONE/ELECTRONIC EQUIPMENT USE**

Students are asked to turn in their shut off cell phones at the beginning of each class. Any student found to be using their cell phone during the school day will have it confiscated and turned into the Principal. The parent/guardian will be notified and expected to pick up the phone at the end of the school day. If a cell phone is stolen, it is the student's responsibility and the school cannot be liable.

**Students may not use their cell phones and other personal electronic devices unless given permission. Students may not record (audio and/or visual) at any time during school or during any school sponsored activities.**

### **DRESS CODE**

Clothing which is distracting, obscene, displays profanity, or advertises an illegal activity or product is prohibited. Clothing which constitutes a health or safety hazard is prohibited. Students may be required to wear certain types of clothing while participating in physical education classes, extracurricular activities, or other situations where special attire may be required to insure the health and safety of the student. The type of clothing listed below is considered not appropriate for school and not permitted to be worn in school:

- a. Outdoor clothing (no hoods, hats, coats, heavy jackets, etc.) unless climatic conditions warrant exceptions
- b. See-through clothing without undergarments or clothing that obviously displays undergarments
- c. Form-fitting bottoms, such as yoga pants and leggings, must be worn with a longer shirt that covers the bottom
- d. Clothing that drags on the floor
- e. Clothing or patches on clothing which is obscene by message or placement
- f. Clothing that advertises alcohol, drugs or sexual double entendres
- g. Appropriate footwear must be worn at all times and be firmly attached to the foot. No athletic sandals, slide sandals or wheelies. Gym shoes are required for gym classes
- h. Winter coats and appropriate gloves, hats, and footwear, must be worn for outdoor recess during winter months

Parents may be requested to bring in suitable clothing before the student may return to class.

### **DRUG/ALCOHOL/TOBACCO USE**

The school prohibits the use, possession or distribution of any drug, alcohol, or tobacco. Please see Drug, Alcohol, & Tobacco Bd. Policy 5131.6.



## **HARASSMENT, INTIMIDATION AND BULLYING**

The Board of Education prohibits acts of harassment, intimidation or bullying against any student, staff, or visitors. A safe and civil environment in school is necessary for pupils to learn and achieve in all academic areas. Harassment, intimidation, or bullying, like other disruptive or violent behavior, can impede both a pupil's ability to learn and a school's ability to educate in a safe environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. The school policy on Harassment, Intimidation and Bullying (Bd. Policy 5131.1) is located on the school website.

## **IPAD 1:1 INITIATIVE**

There are various forms, signatures, and payments needed for students to participate and be assigned an iPad that are distributed via the Back-to-School packets sent home with the students at the beginning of each school year. Proper care and handling of the iPad is expected as outlined below.

### **iPad Check in & Check-out**

1. To receive your iPad, the student and a parent or guardian must carefully read and sign the Student Pledge document. **All of the iPad related forms that are sent home in the student back-to-school packets and fees must be returned to the school by Wednesday, September 7<sup>th</sup>.**
2. You are required to enroll in the iPad Protection Plan before taking the iPad home.
3. Your iPad, case, and AC power adapter must be returned at the end of each school year in good working condition. If enrollment at Frenchtown School (FES) is terminated for any reason (i.e.: withdraw from school), you must return these items on the date of withdrawal. Failure to return the iPad will result in the family being charged for a replacement iPad. Grades and/or transfer records may be withheld until all student obligations are met.
4. All iPads remain the property of FES. FES reserves the right to collect and/or inspect your device at any time and to delete any material or applications deemed inappropriate.

### **iPad Case and Screen Care**

1. You are required to keep the iPad in the district-supplied case.
2. Failure to return the provided case will result in a **\$50** replacement fee.
3. Excessive pressure on the iPad screen may cause damage. Therefore, avoid leaning on top of the iPad or placing heavy items on top of the iPad.
4. Placing too many items in a carrying case or backpack could put too much pressure on the screen.
5. Do not bump or drop the iPad against hard surfaces.
6. Avoid touching the screen with anything other than your finger or stylus.
7. Clean the screen with a soft, dry, clean cloth. Do not use cleansers of any kind.
8. Insert cords carefully into your iPad.
9. iPads and district issued cases must remain free of any writing, drawing, stickers, labels that are not property of FES.
10. Take additional care around food and drink.
11. Keep your iPad out of extreme temperatures, away from hot or cold surfaces, and away from water or dampness.
12. The iPad is provided for the sole use of the student to which it is assigned.
13. Avoid leaving your iPad in a vehicle. If you must, make sure it is hidden.
14. Keep your iPad off the floor where it could be stepped on or tripped over. This includes putting the iPad on top of books that are on the floor.

## **Usage Guidelines**

1. Students must abide by the school's Acceptable Use and Student Pledge of Use **at all times inside and outside of school hours.**
2. Students must honor the school's restrictions of access to sites and apps that are not allowed at school.
3. You must secure your iPad whenever it is not in your direct possession. To prevent the risk of theft, never leave your iPad unattended, or in an unsupervised area such as the lunchroom, computer lab, locker rooms, library, unlocked classrooms, restrooms, or hallways.
4. All applications, books, and music on your iPad must be legitimately purchased and licensed.
5. You may not attempt to break security protocols. If an iPad is jail broken (process of removing limitations imposed by the manufacturer), it voids the warranty. If you jailbreak your iPad, you are responsible for the cost of the device.
6. Do not attempt repairs yourself. The school will organize all repairs needed.
7. You are responsible for backing up personal data on your iPad to the network drive, Google drive, or iCloud. The school accepts no responsibility for lost data.
8. If necessary, your iPad may need to be reset by a technician. Resetting causes all programs and files on the device to be erased and the device to be returned to its original state. Backing up your device regularly will allow the restoration of all data.
9. No wireless or wired syncing to personal computers is allowed.
10. Network administrators may review your files and communications to ensure you are using the iPad appropriately. Do not expect that files stored on your iPad will always be private. This is a school owned and issued device.
11. You are responsible for the appropriateness of all files, data, and Internet history on your iPad.
12. You may not take photos or video of other students or staff without their permission. The possession, forwarding, or uploading of unauthorized photos or video to any website, network storage area, or person is strictly forbidden.
13. You may not access another individual's materials, information, or files.
14. You must leave your iPad's identifying barcode in place.

## **Personalization**

1. You may personalize your lock screen and home screen with appropriate media. The presence of guns, weapons, obscene materials, inappropriate language, alcohol, drug, and gang related symbols or pictures are not permitted per school/district policies.
2. You are required to passcode protect your iPad.
3. You may not install apps from your (or anyone else's) Personal iTunes account in accordance with the legal license agreements.
4. If illegal software/apps are discovered, the iPad will be restored from backup or reset to factory defaults. The school does not accept responsibility for the loss of any software or documents deleted due to a reset.

## **Instructional Use**

1. It is your responsibility to bring your iPad to school every day. If you do not have it, you must complete all work as if it were present.
2. To prevent classroom distractions, sound must be muted during school hours unless instructed otherwise. Ear buds may be used at instructors' discretion.
3. The software/apps originally installed by FES must remain on the iPad.
4. Your iPad must be fully charged every day. It is your responsibility to have sufficient battery life for your expected use while at school and remote learning.
5. Conserve resources by using print preview and obtain teacher permission before printing.
6. Updates to apps and the iPad software are released routinely. If your device indicates that it needs an updated or is not functioning properly please promptly report it to your teacher.
7. Plagiarism is a violation of the FES Code of Conduct. Give credit to all sources used, whether quoted or in your own words. This includes all forms of media on the Internet, such as pictures, videos, music, and text.
8. Your iPad is intended for instructional and educational use only.

### **Damage and Loss**

1. All iPad policy agreements remain in effect for a loaner iPad.
2. Intentional damage will not be covered under the iPad protection, and you will be liable for the cost of the device.
3. Complete an accident report immediately if your iPad is damaged. The student or parent/guardian is required to immediately notify a school administrator and file a police report in all cases of stolen or lost iPads. After filing the police report, the student or parent/guardian shall notify the school and submit a copy of the police report. Failure to report stolen property in a timely manner could result in you being liable for the entire cost of the iPad.
4. FES iPads contain software that will be activated to track down the iPad in the case of loss or theft. FES will also coordinate with law enforcement officials to alert other area law enforcement agencies of lost or stolen iPads. As a proactive measure, the district will send a report of all model, asset, and serial numbers of student iPads to local law enforcement agencies.
5. You will be issued one case and AC power adapter. You will be responsible for purchasing additional supplies if needed.

### **LOCKER SEARCHES**

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials in accordance with state laws. Please see Search and Seizure Policy 5145.12.

### **LOST OR DAMAGED BOOKS**

It is your responsibility to keep all books given to students in good condition. Please cover all textbooks. Students will be charged for any lost books that will need to be replaced (Board Policy 6161.3). Report cards will be held in June for any outstanding library books.

The following guidelines are used in determining charges:

Broken cover	up to \$5.00
Ink stains on pages	\$.50 cents per page
Torn pages	\$.50 cents per page
Abuse over and above normal wear and tear	up to \$20.00

Lost books:

New book	100%
Excellent condition	75%
Good condition	50%
Fair/poor condition	33.3%

### **STUDENT CONDUCT/DISCIPLINE**

The board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

The board of education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Please refer to Bd. Policy 5131.

### **SUSPENSION & EXPULSION**

While the board believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary impose consequences for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Please refer to Bd. Policy 5114.

## **TARDINESS**

**A prompt, on-time arrival at school is essential to a student's success. Students should arrive at school at 8:10 a.m. and report directly to their homeroom. The morning bell will ring at 8:15 a.m. and students will be considered late after 8:20 a.m.**

**STUDENTS PARTICIPATING IN ATHLETICS ARE REQUIRED TO BE PRESENT FOR AT LEAST 4 HOURS OF INSTRUCTION IN ORDER TO PARTICIPATE.**

Tardiness not covered by the causes listed below shall be cumulative. Pupils arriving late to school **three** or more times per marking period will receive notification letters. Parents/guardians of children in kindergarten through grade eight will receive letters following additional "late to school". **Pupils in grades five through eight will receive school detentions for each additional "late to school" beyond the three tardies, each marking period.**

An adult must accompany students in grades K-4 to the main office to sign them in when they are late to school. Students in grades K-4 will not be permitted to enter the school unless they are accompanied by a parent/guardian. (Bd. Policy 5113)

Justifiable reasons may include:

- Medical or dental appointments which cannot be scheduled outside of school hours
- Medical disability
- Family emergency
- Court appearance
- Such good cause as may be acceptable to the administration

## **VANDALISM/VIOLENCE**

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate law enforcement. Please refer to Bd. Policy 5131.5.

## **WEAPONS & DANGEROUS INSTRUMENTS**

The board of education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while en route to or from school or any school function. Please refer to Bd. Policy 5131.7.

# ***Parent Information Section***

## **ABSENCES**

When a student is unable to attend school, parents must notify the school no later than 8:30 a.m. Parents should give the student's name, teacher's name, and the reason for the absence. For safety concerns, all registered students must be accounted for.

Upon returning to school, the student must present a written excuse for his/her absence. Five or more consecutive days of absence require a note from your doctor.

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional processes and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 165 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. (Refer to Board Policy 5113).

## **ARRIVAL TO SCHOOL**

Students may walk to and from school or be transported by car. School will open at 8:10 am for students to enter the building to the auditorium for morning meeting. Students transported by car are to be dropped off in the designated "drop-off" area directly in front of the main entrance to the school. Across the street drop off or pick up is unacceptable for safety reasons. No one is to wait for his/her child in the parking lot across the street from the school. **For safety reasons drop-off and pick up is prohibited in the faculty parking lot located on the side of the building.**

Students, parents, and families are strongly encouraged to walk to school. This is a major benefit of living in Frenchtown! Students who walk to school should come straight to school, remain on sidewalks at all times, and cross only at designated crosswalks at Race Street & Kingwood Avenues and Eighth & Harrison Streets. Remember the safety rules - walk with a friend, never accept a ride from a stranger or talk to strangers.

Students are expected to show respect toward all private property and persons along the way. Our school urges parental cooperation in helping to teach the children of the community a sense of responsibility toward other persons and their property.

## **ATHLETICS – 7<sup>th</sup> and 8<sup>th</sup> Grade and FES Intramurals**

Athletic competition is promoted as an extension of the school's physical education program. The intention is to teach and develop physical skills, mental discipline, sportsmanship and the spirit necessary for successful living. Parent involvement and support is an important ingredient in the ultimate success of the program.

Prior to participation in any team sport, a student **MUST** present verification of a physical examination by a physician. (Board Policy 5141.3)

## **BICYCLES**

Students are permitted to ride bicycles to and from school. They are not allowed to ride bicycles in the staff parking lot. Students must walk bicycles on school sidewalks during arrival and dismissal times. The bicycle riding privilege may be removed for unsafe riding. **Children must wear helmets and observe all bicycle riding regulations.** Parents are asked to please realize, despite these guidelines, that bicycles brought to school are at the parents and students' own risk. Students must also have a locking device to secure their bicycles. Direct supervision of the bicycle parking area is not possible.

## **BOARD OF EDUCATION MEETINGS**

Board of Education meetings are announced via the school's website and begin at 6:45 p.m. Parents/citizens are encouraged to attend.

### **CAFETERIA SERVICES**

Lunches are served in two sessions. Students may bring a lunch from home or choose to participate in the lunch program offered by the school, or a combination of both. Breakfast is also available at 8:10 a.m. in the cafeteria. Students should enter via the rear door nearest the cafeteria.

The cafeteria is inspected on a regular basis to ensure proper food handling and sanitation. The State Agency and the Maschio's Food Service Company conduct inspections.

### **FREE & REDUCED BREAKFAST/ LUNCH PROGRAM**

Applications for free or reduced-price breakfast and lunches are available in the main office and online via the school's website. All students will receive an application in their student information packet at the beginning of the school year. If at any time during the year your family income meets the federal/state guidelines, please feel free to apply for your entitled benefits. Response is required from parents for all children regarding this program.

### **CANCELLATION OF SCHOOL/EMERGENCY EARLY DISMISSALS**

Cancellation or delay of school takes place only during circumstances such as extreme weather, equipment failure or public crisis. The school is aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances.

The **ALERT NOW** system will notify parents of school closings/cancellations. Early closings can occur when an unexpected change in the weather or other serious condition dictates that school close before the end of the day. It is suggested that parents have someone designated to whom the child can report on an early closing if the parent is not available. This person should be listed on the emergency form sent back to the school at the beginning of the school year.

### **CHILD STUDY SERVICES**

All school districts are required, by law, to identify and classify children ages 3 to 21 that have handicapping conditions and to provide an appropriate educational program for them. By definition, such handicaps may be physical, intellectual, emotional or social (Bd. Policy 6171.4).

A teacher, parent, or administrator may bring a child to the attention of the district's Child Study Team. The team has a number of responsibilities including identification, diagnosis, and classification and formulating recommendations for the remediation of learning and behavior programs.

The role of each team member is as follows:

LDTC - Learning Disabilities Teacher Consultant - Makes an educational assessment of learning strengths, weaknesses and academic levels. Also assists in prescribing appropriate teaching/learning methods and materials.

Psychologist - Determines intellectual, emotional and social functioning.

Social Worker - Acts as liaison between school, home and community.

Speech Therapist - A speech therapist is available for those requiring services.

Parents will be made aware of the rules and regulations pertaining to special education services. A booklet will be provided outlining rights of parents within the process.

### **CLASS PARENT**

There will be one to two parents in each class who will be assigned as class parents. Teachers will be contacting parents for interest. This will be assigned by a lottery system. This is a high availability position requiring help with classroom and school-wide parties, relaying important news, helping with class projects and other related activities, including virtual support.

## **CONFERENCES - PARENT/TEACHER**

The school/parent partnerships promote the success of your child. The relationship is built upon ongoing communication. Should questions or concerns arise, please contact your child's teacher. In addition, Parent/Teacher conferences are scheduled in the fall and spring of each school year. A parent may also request a conference with their child's teacher at any time during the school year. Please call the school to make an appointment. Conversely, a teacher may request a conference with a parent concerning their child's school-related progress.

## **DISMISSAL FROM SCHOOL**

Students are to leave school promptly at 3:15 p.m. except when participating in after school-scheduled activities. The school is not responsible for the supervision and safety of any student who remains at school without written parental permission.

Dismissal procedures will be as follows: Preschool and kindergarten will be dismissed at the north doors of the school. First and second grades will be dismissed through the front doors. Third, fourth and fifth grades will be dismissed through the south doors. Sixth, seventh and eighth grades will be dismissed through the north doors.

All students are required to have a permission slip signed by their parent/guardian, to enable them to walk home from school at the end of the school day. This is a blanket permission slip covering the entire school year. **Any student without this signed permission slip must be picked up from school every day by a parent/guardian.** The permission slip is provided in the opening day packet at the beginning of the school year. Permission slips will also be available in the main office during the school year.

## **EARLY DISMISSAL (Scheduled)**

Please note that scheduled early dismissal days (i.e. parent conferences, holidays, etc.), students will be dismissed at 12:30 p.m. Lunch will not be served on these scheduled early dismissal days.

## **EARLY DISMISSAL (Parent Pickup)**

If a parent wishes to have his/her child dismissed from school early, the parent is required to notify the teacher by note or the office via phone call. If calling, please contact the office before 2:00 p.m. Children are to be called to the office and signed out by the parent or responsible party.

## **EMERGENCY INFORMATION**

In case of emergency, each student is required to have on file a school-provided emergency form completed by a parent/guardian. The information on that form is used as the name implies, in an emergency. Thus, the information on that form **MUST be complete and ALWAYS up-to-date.** Notification of any changes in that information should be made to school office immediately.

## **EQUALITY IN EDUCATIONAL PROGRAMS**

It is the policy of Frenchtown Elementary School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Education Amendments of 1972 and N.J.A.C. 6:4-1.1 et. Seq. Inquiries regarding compliance may be directed to Principal, or Affirmative Action Officer. (Bd. Policy 5145.4)

## **FIELD TRIPS**

The Board of Education recognizes that field trips are an educationally sound and important part of the instructional program.

Parents pay for any fees for these excursions. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign a trip permission slip. Parents may be asked to act as chaperones for these excursions.

As participants in school social events and class trips, students will be held responsible for compliance with rules set forth for conduct and infraction of those rules will be subject to the same disciplinary measures as are applied during the regular school program.

**Participation in school events may be denied to any student who has demonstrated disregard for the rules of the school (See Bd. Policy 6153).**

### **FIRE /SECURITY DRILLS**

Pursuant to the School Security Drill Law (18A:41-1), the school district is required to hold one fire drill and one school security drill each month within the school hours. The law also requires schools to hold annually a minimum of two of each of the following security drills: active shooter, evacuation (non-fire), bomb threat and lockdown.

In the event of actual fire or other serious school emergency, pupils will be brought to an alternate off-site location and may be dismissed from that location if circumstances are warranted. In this case, students will be dismissed only when the following conditions have been met:

- a. Each child has been accounted for by roll call.
- b. A parent calls in person and assumes responsibility for the child.
- c. Parents or designated adult specified on the emergency form has been notified.

### **GRADING**

Grades are a reflection of class work, homework, tests, quizzes and a student's participation in the learning process. All are important and each will either add to or take away from a child's academic progress. The grade scales are as follows:

#### **Grades Kindergarten through 4<sup>th</sup> Grade & Specials (Standards only)**

- E = Student consistently exceeds grade level expectations
- M = Student meets grade level standards.
- A = Students sometimes meets grade level standards
- B = Student is not yet meeting grade level standards
- N/A = Standards are not evaluated at this time

#### **Grades 5<sup>th</sup> through 8<sup>th</sup> & Specials (grading scale)**

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	65-66
F	0-64
Inc:	Incomplete

### **HEALTH EXAMINATIONS**

Each pupil attending school for the first time is required to undergo a health examination by his/her family doctor. Any pupil transferring into the school will be required to present documentation of a physical examination. Physical examinations are conducted at the medical home of the student (the child's health care provider). Sports



participants must have a physical examination by their private physician within 365 days prior to the first day of practice. (Bd. Policy 5141.3)

Medical examinations are important at least once during each of the student's developmental stages:

- Early childhood (pre-school through 3rd grade)
- Pre-adolescence (grade 4 through 6)
- Adolescence (grade 7 through 12)

A school employee trained in scoliosis screening will examine every student between the ages of 10 and 18 for scoliosis.

As part of the health services programs, the following additional health screening programs will be administered to students:

1. Growth & development evaluation
2. Vision screening
3. Audiometric testing (hearing)

### **HOMEBOUND INSTRUCTION**

The Board of Education provides individual instruction to students confined to home/hospital due to physical disability, illness or injury. For specific details, parents are encouraged to contact the school nurse. (Bd. Policy 6173)

### **HOMEWORK**

Homework is important, as it is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. The teacher will assign some study or written homework every day. As a general rule, 10 minutes of homework increment is assigned for each succeeding grade level (ex. Grade 3 – 3x 10 minutes = 30 minutes of homework). Students must record all assignments. Parents can help their children by arranging for a quiet, comfortable place for their student to work and by checking the assignments and work completed on a daily basis (Bd. Policy 6154).

### **HOMEWORK REQUEST**

Requests for homework for absent students should be called in to the school office by 9:00 a.m. of that day. Work will not be assigned for absences during off-calendar vacations. Make-up assignments will be given upon return to school. On-calendar vacation time will be homework-free except for previously assigned long-term projects.

### **IMMUNIZATION**

In order to safeguard the school community from the spread of certain communicable diseases; and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires all students to be immunized against certain diseases in accordance with state statutes and rules of the State Department of Health, unless specifically exempt for religious or medical reasons.

Children who have not completed their immunizations may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice. Those students who fail to show an effort to complete their immunizations will be excluded indefinitely. More information regarding required immunization is available from the school nurse. (Bd. Policy 5141.3)

### **INTERVENTION & REFERRAL SERVICES (I&RS)**

The I&RS process is a collaborative effort between school personnel and families targeting identified needs for students who are making minimal academic and/or emotional progress in the regular education setting. This school-based group assists teachers by designing and implementing strategies for children who require additional supports. Its primary focus is to align students' needs with available resources in the general education environment.

If you have additional questions, please see the I&RS section of the website or speak to the Principal.



## **KINDERGARTEN ENTRANCE REQUIREMENTS**

Frenchtown's cut-off date for Kindergarten entrance is age of five years on or before October 1. The parent must provide birth certificate and immunization records.

## **MAKE-UP WORK**

Students are responsible for all work missed while absent. Ample time will be given, at the discretion of the teacher, to make-up assignments. (Bd. Policy 6154)

## **MEDICATIONS**

According to the N.J. State Law, the school nurse cannot administer medication to students without the following:

1. Written order from the doctor indicating the name of the child, name of the medication, dosage, time schedule and diagnosis for which the medication is prescribed.
2. Written permission from the doctor for the administration of the medication.
3. The medicine in its original container from the pharmacy, brought into school by the parent (Bd. Policy 5141.21).

## **MEDICATION - SELF ADMINISTRATION**

See Bd. Policy 5141.21 regarding self-administration of medication.

## **NURSE**

The nurse is responsible for the maintenance of health records, routine health checks, and parental contact concerning health problems. Care of minor injuries that occur in school are also treated. Injuries that do not occur during school hours are to be handled at home. Vision, hearing and scoliosis screenings are also performed during the school year.

Please be sure to contact the nurse if your child has any unusual health problems.

## **PHYSICAL EDUCATION**

The development and maintenance of a healthy body is essential for physical well being and good mental health. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Participation in physical education is required, unless excused by a note from a parent or physician. Participation requires appropriate footwear and clothing.

## **PROGRESS REPORTS**

Parents are encouraged to create a Parent Portal account in Powerschool to view their child's grades and assignments. Any concerns from either the parent or the teacher can be communicated through email, phone call, or parent conferences at any point during the school year

## **PUPIL RECORDS**

The Board of education conforms in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing and allowing access to and destruction of pupil records. Please refer to Bd. Policy 5125.

Only those persons, organizations and agencies authorized in N.J.A.C. 6:3-2.5(c) shall be permitted access to pupil records, and conditions for access are governed by N.J.A.C. 6:3-2.6.

## **SECURITY**

The safety of our students while on school premises is of utmost importance. The following precautions and measures are in effect and will be strictly provided and enforced:

- Students may enter school at 8:10 a.m. through the front entry and go directly to the gym or theater to wait for the 8:20 bell.
- All exterior doors are locked at all times in the school building.
- **Parents are not allowed beyond the inner doors without a prior appointment with school staff.**

- Parents in the building for a meeting are to report directly to their meeting room and should not be wondering the building or visiting classrooms.
- Students arriving late will be directed to their classrooms upon sign in at the main office.
- Students will be dismissed at the end of the school day through the front doors. Classroom teachers will accompany their class.
- Parents/students needing access to the school after dismissal may enter at the main entrance and request to enter the building through the office. This is generally used for parent/teacher meetings or students who need to retrieve homework materials.
- All school visitors, including salespersons, guest speakers, and caregivers, must report to the main office for sign-in and identification badge before entry.

### **SMOKING**

The Board of Education **prohibits smoking in the school building and on the school grounds.** Please refer to Bd. Policy 5131.6.

### **VISITORS**

Student visitors will not be permitted in school during regular school hours.