

# Frankford Township School District

## Student Handbook/Code of Conduct

### Policy 5131

#### **Absence** (*see also Attendance*)

New Jersey State School Law requires that when a student returns to school from being absent, he/she must bring a note signed by the **Parent/Guardian**, giving the reason for your absence and the date or dates of absence. In some instances, a doctor's note may be required (ex. strep throat, conjunctivitis (pink eye), etc.) for the child to return.

A note is also required for absence due to religious holiday. These notes are kept on file until the next school year. Please help your child to remember to bring this note the day he/she returns to school.

All absences are considered **unexcused** except for those excused by:

- 1) Personal illness with medical excuse or parent verification
- 2) Death in the family
- 3) Religious holidays
- 4) School administrative excuse

#### **Absentee Call-In-** (973-948-3727 press 1)

Frankford Township School provides an attendance telephone line at 973-948-3727. Please press **1** **after** a connection is made. This number is to be called to notify the school of an absence. The program is mandatory; Frankford Township School will call home if an absence is NOT reported. Requests for homework are not to be left on the attendance call-in but can be made to the elementary or middle school office.

#### **Affirmative Action**

It is the policy of the Frankford Township 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 NJAC 6:4-1.1. et seq. Inquiries regarding compliance may be directed to the Frankford Township School Affirmative Action Officer (973-948-3727).

#### **After School Activities**

- 1) All after-school activity sponsors/leaders, such as Boy/Girl Scouts, Clubs, Brownies, etc., are to meet their members in the library at dismissal. If you are a leader of scouts or any other group that meets immediately upon dismissal, you need to arrive at the school by 2:45 p.m. This will allow adequate time for you to take attendance of the students participating in your activity before we release the buses for departure.
- 2) ~~Students are not to be dropped off early at the school or for after-school activities (cheerleading, wrestling, etc.). All students in the school are under adult supervision. This includes children that return to their lockers for items or attending sporting events.~~
- 3) Please do not plan to leave students in the main office after 3:05 p.m. Secretarial staff cannot be responsible for your child.

#### **Animals or Pets**

Animals or pets of any type are not allowed in school at anytime. Permission of the principal may be sought for a specific classroom educational activity.

#### **Assistive Devices**

Use of assistive devices (ex. crutches, canes, etc.) in school will need a doctor's authorization.

#### **Athletic Events** (*see Dances*)

All individuals are to stay within a specific area of the event. Students are to follow the behavioral expectations of the school. Students staying after school for an event **must have** written permission from a parent/guardian for that specific purpose and be supervised.

#### **Athletics/ Extra Curriculars:**

##### **Academic/Behavior Contract**

While participating in Frankford Middle School Athletics, students must meet and uphold the following academic/behavior standards. If students do not meet these standards, student athletes may be subjected to suspension and or expulsion from athletics until students are back in compliance with the following standards.

##### **Academic Standards**

The athletics department is committed to the philosophy that student-athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. While participating in athletics at Frankford, student athletes will be required to maintain a level of academic integrity. If a student falls below the listed standards, students will be academically ineligible and will not be allowed to participate in athletics until the student is back in good academic standing.

1. Students may not have a failing mark in a course. If a student is failing the class the student athlete will be academically ineligible. If a student fails a special for the quarter, they don't have the opportunity to show progress. The student would be considered on academic probation, meaning they would have to maintain all passing grades from then on with weekly check-ins to be eligible to participate.
2. Students must have attended school at least 85% of the previous quarter. This will be measured using the current end-of-quarter attendance and will include the previous quarter's attendance. (Example: for the fall season, this percentage will be measured using the previous years' 3rd & 4th quarter attendance.) If a student falls below this mark they are considered academically ineligible but can petition to participate in athletics on a probationary status.

#### **On-the-field/court behavior (Practice and Game Day) /During club time**

- Unsportsmanlike behavior will not be tolerated. Players will be given three (3) strikes with increasing consequences for each incident. Unsportsmanlike behavior is as follows: destruction of property; inappropriate behavior towards staff, officials, opponents, or teammate(s); using swear words or inappropriate language; arguing with teammates, coaches, officials, or opponents; as well as pushing, shoving, punching, kicking, or making any non-athletic related physical conduct with a coach, official, opponent, or teammate(s). Consequences for inappropriate behavior on the field/court
- First Strike: Player will be suspended from all athletic events, including games for two (2) days.
- Second Strike: Player will be suspended from all athletic events, including games for five (5) days.
- Third Strike: Removal from team until reinstatement, as agreed upon by coach and administration.
- (Students may be held financially responsible to replace any items that they break)

#### **After Practice/Game/Participation Pick Up**

- Our coaches and advisors will wait until each participant is picked up by their parent or guardian. Because our staff have families too, we ask that all rides arrive early or on time. Repeated lates in picking up a student may result in removal from the team/club.

#### **Attendance (also see Absence)**

Steady attendance and punctuality are essential for your child's success in school. However, no child should be sent to school if he/she is ill. Keeping a child home, when he/she is ill, not only shows concern for your child, but also shows consideration for children and teachers around him or her. Parents/Guardians will be notified by telephone or mail with a request for input if the student is absent from school for three consecutive days or who is frequently absent.

Acceptable reasons for excused student absence :

- 1) Personal illness with medical excuse or parent verification
- 2) Death in the family
- 3) Religious holidays
- 4) School administrative excuse

Parents/Guardians will be notified by mail when student's unexcused or excused absences reach:

- a) 5 days
- b) 10 days
- c) More than 10 days absent, excused or unexcused will be referred to the school's truancy officer with possible charges filed at the local magistrate. (N.J. S.A.18A:38-27 through 31) School Policy also states that more than 20 days absent, excused or unexcused, can be cause for retention.

#### **Basic Skills Improvement Remedial Program**

Frankford Township School will monitor progress or provide instruction to any student falling below a minimum level of performance in identified academic subjects.

#### **Bus Conduct**

School bus drivers are in charge of their buses at all times .

- 1) First and Second Offense : A written warning from the school bus driver may result in verbal reprimand, detention or bus suspension depending on the severity.
- 2) Third Offense : A third complaint from the driver may result in bus suspension or school suspension depending on the severity and may also include referral to the Superintendent for Board Action .

**Bus Safety**

Parents are asked to cooperate with school officials as they address bus misconduct .Discipline supported from the home will be more successful. Parents are requested to review and stress these basic rules with their children in order to prevent unnecessary accidents and injuries from occurring:

- 1) While on a school bus, children are under the direction of the school bus driver . Students who misbehave on a school bus shall be reported to the school office by the school bus driver on the form provided by the school.
- 2) When a written warning has been given by the school bus driver,the offense may result in detention or suspension from the school bus. Responsibility for transportation will then be borne by parent or guardian . If the disruptions are of an extremely serious nature, a student may also be excluded from school for a period of time. The bus driver will inform pupils of any offense to be reported. The following offenses may result in immediate bus suspension without any written warning :
  - a. A fight where hand blows are struck on one or more students .
  - b. The use of profanity directed at the driver, teacher or any adult .Profanity between students will result in a warning or bus suspension.
- c. Damage to school bus. The cost of repair must be covered by student/parent/guardian.
- 3) Students shall wait until the bus comes to a complete stop before moving toward it.
- 4) Under no circumstances shall a student stand or get out of his/her seat while the bus is moving.
- 5) Students may not bring any type of pet or animal to school on the bus.
- 6) When boarding a school bus, students shall cross the road, when necessary, by walking in front of the school bus, after the bus has stopped.
- 7) Students, when leaving the bus and having to cross the road, shall cross by walking in front of the bus. The bus shall not start moving until students are safely across the road.
- 8) Students may talk quietly while on a school bus. There shall be no shouting or yelling at any time.
- 9) Students are not to eat, drink or chew gum while riding on a school bus for safety reasons and to avoid the spread of food allergens that may be harmful to others .
- 10) Students are never to stick their arms or head out of bus windows.
- 11) Students are never to throw anything inside or out of the bus.
- 12) Students are not permitted to ride buses other than the one to which they are assigned. Children are not permitted to get off their buses at any stop, other than their designated stop, unless they have a bus pass issued from the school office.
- 13) Parents are not permitted to remove children from school buses while buses are en-route .
- 14) It is unlawful for any vehicle to pass a school bus while the lights are flashing on the bus, either on public highways, or while the bus is in the parking areas of the school.
- 10) Students are to board the buses promptly when leaving school at the end of the day . Failure may result in disciplinary action.

**Bus Stops/Student Drop Off**

Parents or guardians must be present at the time students are scheduled to be dropped off at a bus stop. For safety purposes, if a parent or guardian is not present, the bus driver is required to bring the child back to the school and have the parents contacted unless the parents have signed a release on the emergency form formally stating that their child be released from the bus without an adult being present. However, at no time will children in the Preschool Disabled class or Kindergarten be released without an adult present.

The District will bill a \$50.00 charge to the parents or guardians for extra time and mileage each time a child is returned to the school.

**Cafeteria**

The cafeteria will endeavor to provide a balanced meal at reasonable prices for our students who wish to avail themselves of this opportunity .

Hot school lunches are available to all students in grades one through eight,each full day of school. Milk is available to all students. When a child brings his/her lunch, they may purchase milk. The price of lunches and milk will be sent home on a parent notice.

Children in Kindergarten classes will have a "brown bag" snack daily. All snacks and drinks shall be provided by the parent/guardian. Please do not send glass containers . Free or reduced lunches for students are available by filling out an application form for free lunch or reduced lunch. Each child in the family would receive free or reduced price meals. This information is shared only with pertinent staff members to preserve privacy.

The cafeteria menu will be sent home once a month with your child. In addition, the menu is posted on the website . The school also uses the menu as a mode of communication between the school and home. Important announcements from the school, PTA and other organizations will be on the menu to notify parents/guardians of upcoming events.

#### If Lunch Money Is Lost or Forgotten

It is understood that parents make every effort to send lunch money with their children. However, on the rare occasion when the child does not have lunch money, it is the school cafeteria's procedure to allow students to charge lunch so they may receive a meal when they may have lost or forgotten their lunch money.

The following is our established procedure :

- 1) On the first occasion, the student will be served the meal of their choice.
- 2) On the second and third occasions, the student will be served a peanut butter and jelly sandwich, fruit, vegetable and milk.
- 3) If the charges have not been paid after the third occurrence, a letter will be mailed to the student's parents or guardians, followed by a phone call from the cafeteria manager .
- 4) Any future charges will only be allowed on a case-by-case basis by the cafeteria manager and principal

#### Cafeteria Rules

Cafeteria monitors will be in direct control of rules during lunch. The following offenses may result in suspension :

- 1) Throwing, shooting, spitting of food or other objects
- 2) Fighting
- 3) Popping of bags or milk carton
- 4) Chronically violating cafeteria procedures

The following may result in detention:

- 1) Getting out of or changing seats without permission
- 2) Disposing of trays, garbage, etc. before being told to do so by the teacher or aide
- 3) Pushing, shoving, running or cutting into line

The rules for the cafeteria were designed to allow each student to enjoy his/her lunch in an atmosphere of respect and orderliness .

Violations of cafeteria rules will not be tolerated and will result in detention or suspension.

#### Cancellation Procedure (School Activities)

After school activities will be canceled by 1:00 on the day of the scheduled practice or event except in the case of an emergency .

#### Cell Phone Use

Cell phones may not be used for any purpose including calling, texting, accessing the internet, taking pictures, or using social media during school hours. The only exception is if a teacher or administrator grants permission for cell phones to be used for a specific activity . If students are using a cell phone without permission, the phone may be confiscated and held in the office until the day's end.

#### Child Find

*Federal and State Legislation mandates the service be provided to disabled children ages 3 to 21.*

Frankford Township School offers services to disabled children ages 3 to 21 using a multidisciplinary approach . Children who are having significant difficulty in school may be referred to the Child Study Team by parents or appropriate school personnel.

Children ages 3 to 5 who are experiencing a physical, sensory, emotional, communication, cognitive or social difficulty or a measurable developmental impairment may require special education and related services. The term PreSchool Disabled means there is an identified, disabling condition and/or measurable developmental impairment that require special education and related services.

First, meetings are held with parents, teachers, the school guidance counselor, and/or an administrator to discuss the child's need and to formulate an intervention plan. As much as possible, remediation/intervention procedures are undertaken within the regular school program.

Sometimes, however, more extensive evaluation data is needed. If the decision is made to undertake a complete Child Study Team evaluation, the child's social, emotional and academic strengths and weaknesses are assessed . A medical evaluation may be performed at no cost to the parents. If a child is determined to be eligible for special education and related services, an Individual Education Plan (IEP) containing specific goals and objectives is developed . At the IEP meeting, the Child Study Team, along with the parents and school personnel, decide the appropriate special education program and placement .

If the parents are concerned about their child's progress, they should feel free to discuss a referral to the Child Study Team with their child's teacher, guidance counselor or administrator .

The Frankford Township School Child Study Team can be contacted at 973-048-3727, ext. 215, for more information.

#### Child Study Team

To be eligible for a Special Education Program, a child must be determined to have one or more of the disabilities defined in NJ Special Education Administrative Code and also in need of Special Education Services because of that disability .

The people who will make that determination for the school district are called the Child Study Team and include a Learning Disabilities Teacher Consultant, School Social Worker, School Psychologist and Speech Language Specialist. The process by which the team makes the determination is called an evaluation.

Referrals to the Child Study Team are made after efforts have been made to aid and support the child in the General Education Program. Classroom teachers will contact administration and parents when a referral to the Child Study Team is needed. Parents may also make requests to the school to discuss referrals.

### **Classroom Behavior**

The teacher is the direct authority in the classroom who will determine the tone and acceptable limits. Students are asked to exhibit proper respect for teachers and each other at all times. Any display of behavior that is not in keeping with standards established by the classroom teachers and the administration will result in consequences.

### **Counseling (High School Options) (*see Guidance*)**

Decisions for high school placements are made during the student's eighth grade year. Options open to students are High Point Regional High School, Sussex County Technical School, or any private school. Three private schools in our immediate area are Pope John XXIII High School, Blair Academy and Veritas Academy .

The majority of our students attend High Point Regional High School. Our Guidance Department arranges for High Point counselors to provide an orientation program, which enables the eighth graders to get an overall picture of the courses offered and the requirements set for graduation . Testing and teacher evaluation are completed in all areas of schoolwork. Specialized testing is given in mathematics, reading, science and writing. The students are placed in programs which satisfy their needs, interests, and abilities . Parents, students, and counselors confer using the previously noted information to establish the level and curriculum choice.

The Sussex County Technical School accepts students into its varied programs in accordance with their established criteria . Attendance, shop openings, and need of technical education are all considered.

Our Guidance Department arranges for a visit by interested eighth graders to see the Technical School programs in operation. Our school staff shares in evaluation of each applicant . The candidate must also take an aptitude test, which helps placement. Each private school sets its own standards for admission .

Individual and group guidance is offered to students in all the grades. Emphasis on high school admission is begun in the seventh grade and carried out before graduation . The Guidance Department will provide any further information concerning high school placement.

### **Dances/School Events (*see Athletic Events*)**

*Only Frankford Township School Pupils* are permitted to attend our school-sponsored events. Individuals are to stay within the specific area of the event and students are to follow the behavior expectations of the school. Students staying after school for an event **must have** written permission from a parent/guardian for that specific purpose.

### **Dangerous Objects/Weapons**

Objects that can be considered a danger to students or disruptive to the educational process, such as pocket knives, shock devices, pointed or sharp objects, jokes or gag items, matches, lighters, etc. are not to be brought to school. Glassware and any type of aerosol sprays are prohibited.

All confiscated items will be disposed of after one week. Parents may pick them up within the week . Disciplinary action will be taken when necessary as per Board of Education Policy.

**Frankford Township School is bound by state statutes and will follow mandated codes *to the fullest extent regarding weapons brought to school.***

### **Destroying School Property/ Vandalism**

- 1) First Offense may include :
  - a. 1-3 days suspension
  - b. Parent Conference
  - c. full restitution
- 2) Second Offense may include :
  - a. 3-5 days suspension
  - b. parent conference
  - c. full restitution
- 3) Third Offense may include :
  - a. referral to Superintendent for Board action and possible exclusion
  - b. student has right of hearing and may be represented by counsel

### **Detention**

Classroom teachers will assign teacher detention for infractions of classroom discipline . Administrative detention will be handled by the Office. After school detentions will be from 3- 3:45 p.m. Lunch detentions will be during the student's lunch period. Students will complete their assigned detention obligations at the designated time and place. Failure to do so will result in a more serious type of penalty.

### **Dress Code**

A student's manner of dress is a reflection of individual taste- a matter to be determined in large part by the student and his/her family . At Frankford Township School, students are expected to be neat and clean in appearance and dress in school-appropriate attire.

Guidelines:

- 1) Footwear must be worn at all times .
- 2) Garments designed to be worn as underwear may not be worn as outerwear.
- 3) Clothing with obscene, insulting or derogatory slogans/symbols is unacceptable .
- 4) Bare midriffs, backless, excessively tight or revealing garments. Shirts must have a strap with a minimum inch thickness. Shorts and skirts must be an appropriate length for the school setting.
- 5) Hats, visors or other head coverings are not to be worn in the school building.
- 6) Sunglasses are not to be worn in the building.
- 7) No chains, studs, etc. are permitted that may be dangerous to the student wearing such or others.
- 8) Clothing that advertises or promotes alcohol, cigarettes, or habits contrary to good health are considered to be in poor taste for school attire and may not be worn. This includes items that may be "spin-offs" or look-alikes as well, or inappropriately suggestive materials.

The school administration reserves the right to make the final decision regarding appropriate dress in school as well as at school-sponsored events.

### **Drugs/Alcohol/Tobacco Products (General), Vapes**

The possession or sale of illegal drugs is strictly forbidden . Any student found possessing, using, or selling any type of drugs will be subject to Board of Education policy. The student's parents, local police, the school principal, the superintendent of schools, and the Board of Education will be notified of the infraction.

The decision to suspend, or the type of discipline administered, may be decided by the superintendent of schools, and/or the school principal. The decision to expel will be decided by the Board of Education.

Alcoholic beverages, Vapes and tobacco products will be treated in the same manner as drugs.

### **Drugs, Alcohol, Vapes, or Tobacco Products (Possession of)**

- 1) First Offense may include:
  - a. 1-3 days suspension
  - b. parent conference
  - c. police notification
- 2) Second Offense may include:
  - a. 1-5 days suspension
  - b. parent conference
  - c. referral to therapeutic agencies
  - d. police notification
- 3) Third Offense may include:
  - a. referral to Superintendent for Board action and possible exclusion
  - b. referral to Child Study Team
  - c. police notification

### **Drugs, Alcohol, Vapes, or Tobacco Products (Use of)**

- 1) First Offense may include:
  - a. 1-3 days suspension
  - b. parent conference
  - c. physician's note required prior to returning to school
- 2) Second Offense may include :
  - a. 1-5 days suspension
  - b. parent conference
  - c. physician's note required prior to returning to school
- 3) Third Offense may include :
  - a. referral to Superintendent for Board action and possible exclusion

- b. referral to Child Study Team
- c. physician's note required prior to returning to school

### **Drug Testing**

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the principal and the certified or non-certified school nurse or the school physician, according to the requirements of N.J.S.A. 18A:40A-12 .

In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, the principal or his or her designee shall:

- 1) Immediately notify the parent and the Chief School Administrator
- 2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids .

The medical examination shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by a physician at the nearest hospital .

### **Early Dismissals**

The school cafeteria may be closed when there are regularly scheduled early dismissal sessions . Please check the cafeteria calendar prior to these days .

On regularly scheduled early dismissals of school such as Parent/Teacher Conferences, all children in Grades 1 through 8 will be dismissed at 12:45. PreSchool, Nursery School and Kindergarten will follow the following modified schedule:

AM Sessions	8:30 to 10:30
PM Sessions	10:30 12:30 (see also, <i>Hours</i> on page 9)

### **Electronic Devices**

Students are encouraged to use caution when bringing electronic devices such as music players, phones, tablets and computers to school. These items are valuable and may become lost or damaged . These items may only be used in school with the permission of a teacher or administrator for educational purposes. If they are used during school without permission, they may be confiscated and returned only to a parent.

### **Emergency Closing**

If school is closed or closes earlier than normal for any reason, an announcement will be made over the following Clear Channel Tri State Radio Stations :

- 1) WNNJ - Franklin 103.7 FM
- 2) WSUS - Franklin 102.3 FM

Advisements will be broadcast via the Emergency Call System, Email, and an announcement on the website .

### **Emergency Form/Contact Verification**

Every school family receives an Emergency Form/Contact Verification at the beginning of each school year . It is *essential* that the form be filled out and returned to the school as soon as possible. PLEASE notify the school office at any time during the school year if:

- a) Telephone number has changed
- b) Mailing address has changed
- c) Email address has changed
- d) Parent(s)/Guardian(s) place of employment has changed

This is especially important if both parents are employed. Please include a contact name to be called for an emergency (if parent cannot be reached.)

### **Emergency**

*(Please have alternate plans for your children in place if you are not at home)*

Because our community is so mobile and many parents are working, we suggest that all families with children in school prepare a plan of action for an unexpected early dismissal from school. If an unforeseen emergency arises and the children must be sent home early from school, where will your child go?

Please discuss a plan of action with your child. Here are some guideline questions that may be helpful:

- 1) How will your child get from home to relatives, neighbors, or babysitters? (ex. possible change of bus stops, etc.)
- 2) Are there others that need to be notified of change in your child's routine : (ex. brothers/sisters, babysitter, etc.)

### **Emergency Evacuation Drills**

The Frankford Township Board of Education adheres to the state guidelines relating to Security Drills pursuant to Statute 18A:41-1. Security Drills, which are similar in duration to a fire drill, will be used to practice the school's procedures for responding to emergencies as outlined in the *School Administrator Procedures: Responding to Critical Incidents as published by the State of NJ Department of Education October 2007*. The school will coordinate all drills with local emergency responders, and update safety and security plans and procedures for managing and responding to school emergencies .

### **Enrichment Programs**

The primary Enrichment Program (K-3), Advex program (4-5), Distinguished Scholars Program (6-8), and Algebra 1 Honors (8) offer learning opportunities for students of high potential and motivation. Questions about these programs should be directed to the appropriate teachers or administrator.

### **Extra-Curricular Activities**

*Clubs include: art enrichment, bowling, chorus, computer club, drama, science, newspaper, reading, student council, video, yearbook, and literary magazine .*

*Sports include: basketball, bowling, field hockey, skiing, soccer and track*

\* Students may not have a failing mark in a course. If a student is failing the class, the student athlete will be academically ineligible until they are in good academic standing. If a student fails a course for the quarter, they will be ineligible for the first two weeks of the following marking period. At that point grades will be run to see progress. If they are in good academic standing, they may participate.

### **Field Trips**

Parents will be informed of any trips to be taken away from the school by any student or student group. Permission slips for such trips must be signed by the parent or guardian and returned to school in order for the student to participate. Costs will vary depending on site and transportation .

### **Fighting**

Schools are places of public assembly. Consequently, no violent acts will be tolerated. If a student engages in this type of conduct, a type of suspension will be assigned. The student's parents will be notified.

- 1) First Offense may include:
  - a. 1-5 days suspension
  - b. parent conference
  - c. possible referral to Superintendent w/recommendation for long term suspension consideration
- 2) Second Offense:
  - a. 1-5 days suspension
  - b. parent conference
  - c. referral to the Child Study Team
  - d. possible referral to Superintendent w/recommendation for long term suspension
- 3) Third Offense :
  - a. referral to Superintendent for Board Action and possible exclusion
  - b. student has right to hearing and may be represented by counsel

### **Fire Drills**

The signal for a fire drill is a continuous ringing of the fire bells. Everyone is to leave the building during a fire drill. Students will form a single line and pass quietly out of the building according to the directions posted in each room. Students need to remain quiet and away from the building.

All doors and windows should be closed. Students will be instructed when to return to the building.

We also have procedures for medical and intruder emergencies .

## **GRADING PROCEDURES**

### **GRADES**

-The numerical grading system is as follows:

A=90-100

B=80-89

C=70-79

D=60-69

Fail=59 and below

-Grades are based on the following factors:

Skill/Standard improvement and mastery through:

- 1.) Classwork
- 2.) Participation
- 3.) Projects/Presentations
- 4.) Homework
- 5.) Assessments
- 6.) Preparation (Changing for PE)

\*Weighting of these items will be determined in each discipline.

\*Responsibility, reliability, and organization are as important as the skills/standards taught in each course. Students are “adults in training” and these skills will be an ongoing focus.

### **HOMEWORK**

Homework will be assigned by the classroom teacher and will be the responsibility of the student. Assignments given will have a clear instructional and learning purpose.

### **STUDENT PLANNERS**

Student planners have been purchased for all of our students and will be used for the following:

1. A place to record assignments and due dates
2. A hall pass
3. A reference (see back reference pages)

### **LATE/MISSING WORK**

Meeting deadlines is a critical part of life. Unexcused late projects, reports, and presentations will result in a deduction per day late. After three school days the grade will be a zero.

### **EXTRA CREDIT**

Frankford Township School does not allow for extra credit simply to improve one's grade in a course. Enrichment opportunities may be given to students throughout the quarter when the teacher feels appropriate to expand one's learning.

### **GROUP WORK**

Grades will reflect each student's individual achievement, even when students are working in groups.

### **REASSESSMENT**

Some assessments may be revised for the student to show growth or mastery of the skills assessed. This will be at the teacher's discretion.

Procedure:

1. Within 24 hours of test score, the student will email the teacher requesting the opportunity to reassess. Teacher makes the decision.
2. The student creates a study guide for reassessment and presents it to the teacher for feedback and to assure readiness.
3. When the teacher affirms the student is ready he/she assigns a date and time for testing.
4. A new and different assessment is given. (standards measured will remain the same)
5. The teacher scores the test. The student and teacher will then follow up with a conference to discuss results.

### **EXCUSED ABSENCES AND MAKE UP WORK**

When a student is absent for illness or other excused reason, they are given an extension for submitting work assigned.

\*The extension is equal to the period of absence. If a student is absent two days due to illness, they have two days after returning to submit the work assigned.

\*Please note that vacations and family travel are not excused absences and pre-planned school assignments cannot and should not be expected.

### **HONOR ROLL/HIGH HONOR ROLL**

-Grades must be above 80% with an overall average of 85% for honor roll.

-Grades must be above 87% with an overall average of 93% for high honor roll.

\*Not all classes are calculated in honor roll.

### **ACADEMIC ELIGIBILITY FOR EXTRACURRICULARS**

We are committed to the philosophy that student-athletes are students first and foremost and that all student-athletes must exhibit behaviors that demonstrate a commitment to maximizing academic success as their first priority. While participating in athletics at Frankford, student athletes will be required to maintain a level of academic integrity.

- Students may not have a failing mark in a course. If a student is failing the class the student athlete will be academically ineligible. If a student fails a special for the quarter, they don't have the opportunity to show progress. The student would be considered on academic probation, meaning they would have to maintain all passing grades from then on with weekly check-ins to be eligible to participate.

#### **EXTRA HELP**

Any student in need of extra help should contact the teacher to set up the details of 'what', 'where', and 'when' the assistance can be arranged.

#### **CHEATING / PLAGIARISM**

Frankford Township urges students to conduct themselves honorably both behaviorally and academically. It is expected that the grade a student earns is based upon work that the student has produced. Cheating is dishonest. We, therefore, will not condone nor will we tolerate any student submitting work that is not produced solely by the student's own initiative. All works that a student did not create for themselves should be cited using correct citations. This includes AI (Artificial intelligence) for writing, and it must be cited like any other reference.

##### ***Teacher will: (1st offense)***

- Give the student a grade of "o" or "F".
- No make-up will be allowed for the assignment
- Communicate with parent/progress report concerning the cheating
- Notify the counselor via a referral and a copy of the letter/progress report sent home
- Initiate a one on one meeting with the student regarding their choices and plan for moving forward to deter this behavior and support the student's needs.

##### ***(2nd offense) Action to be determined by school administration and may include:***

- Place referral in the student's discipline file
- Place copy of cheating referral in the cumulative file
- Notify student and parent that child is ineligible to take further Honors classes
- Students will be ineligible for awards and scholarships
- Place the student on academic probation / Restrict student from participation in extra and/or co-curricular activities

#### **PROMOTION / RETENTION**

Consideration for promotion and retention shall receive the top priority of the school's professional staff. All reasonable efforts to prevent failure shall be employed. Retention shall be viewed as a last resort and shall be applied after all other preventative measures have been exhausted.

- 1) Failure to meet minimum requirements results in retention. Minimum standards are defined as:
  - a) A failing average of 4 marking periods of two major subjects.
  - b) Final average failure of any three subjects.

(Major Subjects- Math, Science, Social Studies, English, Physical Education/Health)

- c) Excessive absence- A pupil must be in attendance for 160 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.
- 2) Retention **may** be avoided by:
  - a) Successful completion of a summer school program as arranged for by the parent and with prior approval of the Superintendent.
  - b) Successful completion of a tutorial program (in lieu of summer school) as arranged for by the parent and approved by the Superintendent in a sufficient number of subjects to achieve a passing grade in the minimum required above.

#### **Guidance**

Guidance Counselors are available to meet with students who need help with problems, regardless of their nature. A counselor may also call students for conferences regarding grades, progress in school and school problems. Students and parents may make an appointment to see the counselor by calling the school.

#### **Hallway Regulations**

Students are expected to act appropriately in school while walking or passing in the hallways. During the passing of classes students should move along quickly without delay and keep to the right of the corridor. Students should not be in the hallway while classes are in session, unless they have a pass from a member of the school staff. Students who display inappropriate behavior in the hallways may be sent to the office for

disciplinary action. There is no running in school hallways at any time. Students are not to be on their phones or using ear buds (head phones) while in the hallway. **Lateness to Class:** Students who are late to class three times will serve a detention for chronic lateness.

### Harassment Intimidation and Bullying

The Board prohibits acts of Harassment, Intimidation or Bullying against any student . School responses to Harassment,Intimidation and Bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The Superintendent shall be responsible for ensuring the prompt investigation and response to all reports of Harassment,Intimidation and Bullying committed on school grounds,at school activities and on school buses. In addition, the Superintendent shall ensure that this policy is applied to incidents of Harassment, Intimidation and Bullying that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A :16-7.1and N.J .A .C.6A :16-7.6.

### Home Instruction

To provide uninterrupted education for pupils unable to attend their regular classes because of illness, disability or administrative action, the Frankford Township Board of Education shall provide away-from-school instruction when proper application has been made and subject to the following restrictions:

- 1) The period of absence must be expected to be longer than two weeks except in special circumstances .
- 2) A parent/guardian or appropriate adult authority must be present during the period of instruction.
- 3) In cases of illness or disability,medical certification is required both of the necessity for the pupil's absence and his/her fitness to benefit from the instruction.

The Chief School Administrator shall select the instructors and oversee coordination between the home instructor and the regular classroom teacher in determining the pupil's instructional program. A pupil receiving home instruction is not considered absent.

### Homework requests

Homework will be assigned by the classroom teacher. The completion is the responsibility of the student .

- 1) Parents are asked to request assignments only after a student is absent for two consecutive days or if there is a pre-planned medical reason for a lengthy absence . Days of absence for vacation not listed on the district calendar are not valid reasons for absence and preplanned school assignments cannot and should not be expected.
- 2) All homework requests are to be made through the office. Parents are asked not to go directly to the classroom teachers during regular school hours.
- 3} Please do not put requests for homework on the attendance call-in line.
- 4) The student must see the classroom teacher for makeup assignments . All teachers will allow one day for every one day absent for makeup unless other arrangements are made by the classroom teacher

### Hours- School Is In Session

Buses arrive at school between 8:20 a .m. and 8:25 a.m. Buses leave school between 3:00 & 3:10p.m.

#### Regular school day

AM Kindergarten	8:30am	11am
PM Kindergarten	12:15pm	2:52pm
Nursery School /PSD	8:35am	11am
Grades 1-8	8:30am	2:52pm

#### Delayed opening

AM Kindergarten	10:00a.m.	12:00 noon
PM Kindergarten	12:45 p.m.	2:52p.m.
Nursery School/PSD	10:00a.m.	12:00 noon
Grades 1-8	9:55a.m.	2:55p.m.

#### Earl'l. Dismissal (Scheduled)

AM Kindergarten	8:30a.m.	10:30 a.m.
PM Kindergarten	10:35 a.m.	12:35 p.m.
Nursery School/PSD	8:30 a.m.	10:30 a.m.
Grades 1-8	8:30 a.m.	12:45 p.m.

**Immunizations**

New enrollees for the school will not be admitted without their complete immunization records.

**Incomplete Grades**

Students who receive a grade of Incomplete will be allowed two additional weeks after the end of the marking period to make up work. The grade will then be entered by the teacher as earned.

**Insubordination or Willful Disobedience**

- 1) *First Offense may include:*
  - a. 1-3 days suspension
  - b. parent conference
- 2) *Second Offense:*
  - a. 1-5 days suspension
  - b. parent conference
- 3) *Third Offense:*
  - a. referral to Superintendent for Board action and possible expulsion

**Insurance -School Accident**

Student insurance will be available at parent expense through Bollinger Insurance. Information on this insurance is sent home on the first day of school and also available in the elementary office.

**Intervention & Referral Services (I&RS)**

- 1) It is the responsibility of the teacher to confer with the I&RS team through the guidance departments and the principals when learning problems appear . Advice will be sought regarding help for the child or referral for Child Study Team testing if necessary.
- 2) All involved staff members will be afforded the opportunity to participate in the meeting at the time in which the pupil's referral is discussed.

**Lockers (Grades 6-7-8)**

Hall lockers are assigned in as convenient a location as possible for students . Students are not allowed to change assigned lockers unless approved through the office.

Students are advised that school authorities will make periodic locker inspections and teachers will periodically supervise locker cleanouts . Lockers and their contents may be searched by school authorities and/or the police, depending upon the circumstances .

Locker regulations must be followed at all times. Locker combinations should not be given to other students, and under no circumstances should a student enter any locker other than her/his own without permission.

Pictures or other materials may not be glued inside the locker and food must not be left in a locker overnight . Lockers should be clean and organized at all times . Never force a

Locker, kick a locker, or slam the locker door . If the locker is not working properly, report it to the office.

Money and valuables should not be left in the lockers. If it is necessary to bring either to school, they should be left in the main office, since the school will not assume responsibility for any items missing from lockers.

**Lost and Found**

There are two areas for lost and found items. These are located in the principal's offices. Items that may be lost should be marked with the student's name. This will eliminate any concerns of who the rightful owner is.

**Medication**

**The Frankford Township Board of Education has adopted the following procedures concerning the administration of medications during school hours:**

- 1) The administration of medication to pupils shall be done only in circumstances where the child's health or continuing attendance at school would be jeopardized without it.
- 2) No medication will be administered to pupils in school except by the School Nurse, another Registered Nurse or the pupil's parent/guardian .
- 3) Medications must be delivered to the School Nurse in its original labeled container by the pupil's parent/guardian or designee and must be accompanied by a written request to give the medication.
- 4) Pupils requiring medication at school must have a written, signed statement from the doctor which identifies the name of the medication, purpose, dosage, possible side effects, and time to be given. This also includes all over-the-counter medications. The doctor's and parent's form must be completed yearly, even if it is for the same medication.
- 5) Medication which is no longer required must be removed promptly by the parent or designated adults . Medication left after the last day of school will be discarded .
- 6) Parents and guardians are responsible for making arrangements for medication that must be given during a class trip. Parents may be asked to chaperone a trip to give their child medication if a nurse is unavailable.

**No Child left Behind (NCLB)/Title I *School-Parent Compact (NCLB) for shared responsibility to improve student academic achievement***

The school is responsible to provide opportunities for children to achieve high academic success through effective instruction and quality curriculum . The school staff realizes that parents are responsible for supporting their child's learning with regard to monitoring attendance, homework completion, and television watching. Parents are also instrumental in the lives of their children as volunteers in the classroom and participating in the educational process. Communication between teachers and parents is vital in this process. Parent/teacher conferences, back-to-school nights, and frequent progress reports/report cards facilitate this communication . Parents will have reasonable access to staff, opportunities to volunteer and participate in their child's class, as well as observation opportunities as outlined in school board policy.

Additionally, parent workshops , committees and/or forums will be held to build partnerships and/or increase communication . Title I funds will assist in the aforementioned activities. Funds may assist in the following areas, such that the school:

- 1) Shall provide assistance to parents of pupils served by the school in understanding such topics as the state's academic content standards and state's student academic achievement standards, state and local academic assessments ,the requirements of this Policy, and how to monitor a child's progress and work with educators to improve the achievement of their child(ren)
- 2) Shall provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology ,as appropriate, to foster parental involvement;
- 3) Shall educate teachers, pupil services personnel, building principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;
- 4) Shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters ,the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children;
- 5) Shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand;
- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- 7) May provide necessary literacy training from Title I funds if the school district has exhausted all other reasonably available sources of funding for such training;
- 8) May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- 9) May train parents to enhance the involvement of other parents;
- 10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- 11) May adopt and implement model approaches to improving parental involvement ;
- 12) May establish a district-wide parent advisory council to provide advice on all matters related to parental involvement;
- 13) May develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- 14) Shall provide such other reasonable support for parental involvement activities under this policy as parents may request .

**Nursery School**

The Frankford Township School offers tuition based Nursery School for children age 4, five mornings a week, 2 ½ hours per day . This class is offered as an inclusion class for Pre-School Disabled students. Enrollment is limited. Information can be obtained by calling the Child Study Team Coordinator at extension 215 .

#### **Parking (*see Pick-up/Drop-off*)**

Please park your car in the Pines Road parking area across the street from the main entrance and report to the Main Office to sign in and receive a Visitors Pass if you are picking up or dropping off or visiting our school. There is *no parking* in the circle due to safety concerns. There is a drop off/pick up lane and a lane of travel only.

There is also parking in the main lot just east of the school complex. You may enter at the Middle School Entrance to get to that lot.

#### **Parent-Teacher Conferences**

Regularly scheduled conferences are held in the fall and in the spring each year . Other conferences may be held upon request by the parent or teacher. We encourage you to meet with your child's teachers as often as necessary.

#### **Personal Property**

The school district discourages and will not be responsible for any items brought into school that are not needed in the educational environment .

#### **Pesticides (*use of*)**

Frankford School District has adopted an Integrated Pest Management (IPM) Policy (*See Board of Education Policy #3510, Maintenance and Repair*) and has implemented an IPM Plan to comply with this law. The IPM policy is available to parents, guardians and staff members for requested information. Frankford School District may use pesticides to control pests. Any such use will be in accordance with the U.S.Environmental Protection Agency and the N.J.D.E.P.

#### **Physical Education**

As part of the regular school program and according to state law, each child,unless excused by a *doctor's written excuse*, will take part in the physical education program. This part of the curriculum is important in child growth and development .

##### **A)Policies and Procedures for Physical Education**

Uniforms- Children in all grades will be required to wear sneakers and socks for physical education classes.

Children in grades 5-8 will be expected to wear suitable gym shorts in red or white solid colors. The gym shorts should not have belt loops, pockets, zippers, or be of unsafe length as determined by the teacher . We encourage the purchase (at cost) of a school uniform. Our uniforms meet safety requirements, allow for freedom of movement, are easy to care for and are economically priced for a good value . During Fall and Spring, students frequently participate in physical education activities out-of-doors. Since weather conditions are changeable, on certain days students wearing gym suits would be more comfortable wearing additional clothing. Students are encouraged to bring in an extra set of clothing (sweatshirts, sweaters, etc.) For hygienic reasons, clothes worn during physical education activities should not be worn to other classes .

Each physical education teacher has a valuable security box,where students may have valuables "locked up." It is the student's responsibility to place the items in the security box.

##### **B) Equipment**

1. To be used only with permission
2. Used but not abused:Deliberately damaged or discarded equipment results in wasted tax dollars and deprives other students .
  - a. Students responsible for vandalism of equipment must pay for that equipment as well as face disciplinary action.
  - b. Students who do not take proper care of equipment may have to provide their own.
  - c. At the end of an activity, students must assume responsibility for returning equipment to its assigned place.

#### **Physical Exams**

The Board of Education requires a complete physical examination upon entrance to our Kindergarten Program. Pupils enrolled in grades 3 and 7 shall annually submit to a health examination conducted by the school medical inspector, except that the parent who so wishes may submit to the school medical inspector the examination report of a personal physician.

#### **Playground Rules**

Recess is playtime for Grades PS to Grade 4. Children are encouraged to have fun,be polite, friendly and willing to share.

- 1) Follow directions the first time given.
- 2) Keep your hands and feet to yourself. No pushing,hitting, or tackling.
- 3) Remain quiet and in a straight line walking to the playground .

- 4) Line up immediately when the whistle blows at the end of recess.
- 5) Students must remain within the fenced in area and within the site of monitors at all times.
- 6) Be respectful at all times.

#### *Consequences*

- 1st - Verbal Warning
- 2nd - Stand by teacher/monitor for 5 minutes
- 3rd - Stand by teacher/monitor for the remainder of recess.
- 4th - Sent to Principal's office and parent is contacted.

Fighting, wrestling, tackling or intentionally harming another student will result in an immediate visit to the principal's office and a call to the parent.

#### **Privilege Denial**

Students may lose school privileges, such as assemblies, field trips, recess, and class activities if their behavior is not acceptable.

Middle School students will receive 1 point for a lunch detention, 2 points for an after school detention, and 5 points for a suspension. Points remain with a student for 45 school days. If a student earns 5 points they will be placed on a privilege denial status for 30 school days. If they do not earn any more points for those 30 school days, they will be taken off of the privilege denial. If, however, they receive more points during the denial period, it continues for 30 school days past the last referral.

#### **Projects** (*Technology Education and Family & Consumer Science Classes*)

Pupils are supplied all materials with which to complete their projects, at no cost. Any students wishing to use materials other than those supplied by the school will do so at their own expense.

#### **Promotion/Retention Policy- Grades K-4**

Consideration for promotion and retention shall receive the top priority of the school's professional staff. The academic level and social adjustment will all be reviewed in determining such student's placement.

- 1) Students who are unable to meet minimum requirements as determined by the grade level teacher may be considered for retention.
- 2) Excessive Absence - A pupil must be in attendance for 160 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.
- 3) When the retention is due solely to academic level, it may be avoided by:
  - a) Successful completion of a summer school program as arranged by the parent and approved by the Superintendent in the areas where the student was below minimum requirements.
  - b) Successful completion of a tutorial program (in lieu of summer school as arranged and approved by the Superintendent in the areas where the student was below the minimum requirement.)
- 4) Procedures for communication with parents:
  - a) Teachers will notify parents (via a deficiency notice) as soon as a student's checklist indicates he may be considered for retention.
  - b) At the end of the third marking period the teacher shall inform the Administration and Guidance Counselor of the lack of achievement of the child and then the teacher shall communicate this to parents.
- 5) Teacher Responsibilities:
  - a) The teacher shall use a variety of evaluation criteria such as tests, quizzes, homework, projects, class participation, skill improvement, etc. to determine a student grade.
  - b) The teacher shall be responsible for maintaining a record on each pupil.
  - c) At the end of each marking period a duplicate parent report card shall be reviewed by the guidance counselor and appointments made where needed.
  - d) Teachers shall communicate with parents, and the Pupil Assistance Committee.
  - e) An outline for tutorial programs will be designed by the teacher. Projects, tests, worksheets, etc., deemed necessary for passing will be assembled by the guidance counselor.
- 6) Child Study Team Responsibilities:
  - a) It will be the responsibility of the Child Study Team to confer with the teacher concerning children with diagnosed disabilities.
  - b) Input may be sought from the I&RS Team and the Child Study Team by the administration to discover any extenuating circumstances in a student's file. This input shall be used in discussion by the administration and teaching staff in their final evaluation.
- 7) Reports to the Community:
  - a) A report to the Board of Education will be given by the administration at the regular June meeting regarding the number of students considered for retention and those who have been recommended for retention.
  - b) A report to the Board of Education will be given by the administration at the regular September meeting stating the actual number of retained students.

**Property- Care of School**

Students at Frankford Township School have the privilege of using an attractive well- equipped school facility . It is every student's responsibility to keep the building and grounds in good condition. Students caught causing destruction to school property will be reported to the office. The student's parents/guardians will be notified and will be required to make payment for repairs of purchase price of the destroyed property. Disciplinary consequences may also be assigned.

**Pupil Records**

Parents/guardians have the right to view their child's official records. Please make arrangements through the Principal's Office. *See Board of Education Policy #5123, Pupil Records.*

**Restrooms (Middle School)**

Students are permitted to use the main bathrooms before first period,before the assigned lunch period,when issued a pas sapproved by a staff member,or during physical education classes .

STUDENTS ARE NOT PERMITTED IN THE BATHROOM DURING THE PASSING OF CLASSES WITHOUT PERMISSION .

**Selling of Items**

Students are not allowed to sell any items to others in school, on the bus, or on school property without specific permission from the principal. There will be no swapping, loaning, switching of any kind on school property.

**Smoking / Vaping on School Premises**

There is NO smoking or vaping anywhere on the school property or premises of the Frankford Township School.

**Sports Physicals**

All students participating in any sport must have a physical examination every year . A health history questionnaire needs to be completed before every September .

**Standards of Conduct**

No set rules can completely cover all situations which may occur at school. However, students are expected to conduct themselves in an orderly and acceptable manner at all times.

**Stealing**

- 1) *First Offense:*
  - a. 1-3 days suspension
  - b. parent conference
  - c. full restitution
- 2) *Second and Third Offense:*
  - a. 3-4 days suspension
  - b. parent conference
  - c. full restitution
  - d. referral to Superintendent for Board action and possible exclusion

**Student Council**

The Student Council Constitution was adopted in May 2003. A copy is available in the middle school office or through any student council member .

**Student Drop Off/ Pick Up Student Drop Off (A.M.)**

Students may not be dropped off prior to **8:15am** as there is no adult supervision . We have a fairly large number of parents who bring their children to school each morning. To make the morning drop off safe, the following procedures should be followed :

- 1) Slow down upon entering the circle.
- 2) Pull up as **far as you can** before unloading your child. Be sure that they exit the passenger side of the car, since cars may try to go around you.
- 3) Do not leave your car to walk your child into the building unless you park your car across the street in one of parking spaces .

**Student Pick Up (P.M.)**

- 1) When you know in advance that you are going to pick your child up early, it is mandatory to send a note to his/her homeroom teacher so the teacher is aware of the early dismissal in advance . The school will recognize two emergencies, which create a legitimate need for release from school.
  - a. Illness, which manifested itself after reporting to school.
  - b. Verified appointment with physician or dentist .
- 2) If you did not send a note, you may call the office no later than 2:00 P.M. to inform us your child will be picked up that day. If we do not receive adequate notification of a pick-up, your child will be bussed to their regular bus stop location. **Once your child has boarded the bus for departure from the school, they will not be removed. No Exceptions.**
- 3) Our school doors will remain locked until 2:50 pm.
- 4) To protect your child, we must have written notification of any changes in the child's routine and parent/guardian approval of who may pick up your child.
- 5) People picking up children early from school must come to the Office of the school and sign children out, even though a note was sent earlier . All children not riding buses at the close of school must report to the Library where they will be dismissed .

### Surveys

The board shall ensure that prior written consent is obtained from parents/guardians or emancipated students before any survey is administered that is funded in whole or in part by any program administered by the United States Department of Education, if the survey (analysis or evaluation) is designed to reveal information on any of the following:

- a) Political affiliations or beliefs of the student or the student's parents/guardians
- b) Mental and psychological problems of the student or the student's family;
- c) Sex behavior or attitudes;
- d) Illegal, anti-social, self-incriminating, or demeaning behavior;
- e) Critical appraisals of other individuals with whom respondents have close family relationships;
- f) Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers;
- g) Religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or
- h) Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program) .

*(See Board of Education Policy #6162.5, Research/Surveys)*

### Suspension & Expulsion

For the purposes of Frankford Township School policies "suspension" shall be the temporary exclusion by a school administrator from a regular school program. Such suspension may take place within as well as outside the school building. Expulsion procedures will follow all state statutes.

### Tardiness

Any child reporting to school after 8:30 a.m. must report to the Elementary/Middle School office to receive a "Late Pass." Students who are inexcusably late in excess will receive an after school detention . Unexcused tardies include any lateness for anything other than a doctor/dentist appointment .

### Telephones *(use of)*

Students may not use the office phone except for emergencies, school business, or with the permission of the office. Students will not be called from class to answer phone calls unless it is an emergency . The use of cell phones by students is prohibited and falls under electronic device restrictions.

### Textbooks

Books are issued to students with the understanding that good care will be taken of them. There will be a charge for books lost or damaged . All books must be properly covered, and each student should place his/her name in the text as directed by the teacher .

It is school policy to cover all hardcover books within one week of distribution . If the student does not cover the book within the given time, the teacher will then turn in the student's name to the principal's office.

Lost or destroyed textbooks are the responsibility of the student . Cost will be calculated at the original price of the book new minus 10% per year.

### Tuberculosis Testing *(As controlled by State Law)*

