

Franklin Borough School Handbook 2024-2025



FRANKLIN BOROUGH BOARD OF EDUCATION

50 WASHINGTON AVE ♦ FRANKLIN, NJ 07416

Telephone: (973) 827-9775 ♦ Fax: (973) 827-6522

www.fboe.org

Dear Franklin Borough School Families,

On behalf of the entire Franklin Borough School (FBS) staff, welcome to the 2024-2025 school year!

This School Handbook contains important policies and expectations of the Franklin Borough School. Please review the policies and expectations set forth in this handbook with your child(ren), and acknowledge your receipt of this document in the [Realtime Parent Portal](#)

We look forward to working with you and your child(ren) this year. Remember, when teachers, parents/guardians, and students work together as a team, then **T**ogether **E**veryone **A**chieves **M**ore.

Regards,

Dr. John R. Giacchi,
Superintendent

Dr. Lisa Vallacchi,
Principal

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FRANKLIN BOROUGH BOARD OF EDUCATION

The Franklin Board of Education consists of nine elected voting members:

Mrs. Kathleen Clohessey, President
Mr. Wayne Barton, Vice President
Mr. John Friend
Ms. Erin Henry
Mrs. Rachel Kabbash
Mr. Stephen Koger
Mr. Christopher Patterson
Mrs. Stephanie Perna
Dr. Jim Saltzman

Dr. John R. Giacchi, Chief School Administrator
Mr. Carlos Sarmiento, Business Administrator

BOARD OF EDUCATION MEETINGS

The Franklin Board of Education has scheduled its regular meetings on the dates listed below. Meetings are typically on Mondays, begin at 7:00 p.m., and are held in the school library or auditorium.

Meetings scheduled for the 2024-2025 school year are listed below:

September 16, 2024
October 14, 2024
November 18, 2024
December 9, 2024

The dates for the February through August meetings will be determined after the Board of Education's organization meeting on January 3, 2024. They will be posted to the school website at www.fboe.org.

RIGHT-TO-KNOW POLICY & AHERA MANAGEMENT POLICY

The Right-to-Know (RTK) gives public employees certain rights and access to information about chemical hazards at their workplace so that they can work safely with hazardous substances. It also helps emergency response personnel adequately plan and respond to emergencies. This information is kept in a central RTK file at Franklin Borough School. Please contact Mr. Moser: Right-to-Know Compliance Officer, at (973) 827-9775, ext. 7213 for additional information.

PEST CONTROL POLICY

School Integrated Pest Management Plan (**Policy 7422**) requires non-pesticide management procedures will be used whenever possible, and when pesticides are used, low impact pesticides will be preferred. "After-hours" application by licensed applicators will occur whenever possible. **This policy (Policy 7422) can be obtained in the Administrative Office or on the school website by visiting www.fboe.org.**

VOICE MAIL EXTENSIONS

Administrative Staff

Dr. John R. Giacchi, Superintendent 973-827-9775, ext. 7212
Mr. Carlos Sarmiento, Business Administrator 973-827-9775, ext. 7214
Dr. Lisa Vallacchi, Principal 973-827-9775, ext. 7211

Child Study Team (CST)

Mrs. Meg Gummere 973-827-9775, ext. 7225
LDTTC, CST Coordinator
Ms. Chelsea Lange 973-827-9775, ext. 7225
Social Worker
Mrs. Sandra Molla-Saracco 973-827-9775, ext. 7225
School Psychologist

Supervisor of Instruction

Mrs. Carolyn Ryder 973-827-9775, ext. 7223

School Nurse

Ms. Sabrina Mohammed, RN/MSN 973-827-9775, ext. 7219

School Counselors

Ms. Nicole Charpentier 973-827-9775, ext. 1122
Mr. Steven Untisz 973-827-9775, ext. 7216

VISITORS AND PARENTS

Any parent or visitor wishing to enter the school must have an appointment and proper identification. Please call the main office at 973-827-9775 or contact the teacher/department you would like to visit. You can find a list of emails at www.fboe.org.

STUDENT DIRECTORY INFORMATION

The school releases the names, addresses, and telephone numbers (unless unlisted) of our students to the Parent Teacher Organization (PTO). If you do not wish to have this information released, you must request in writing that your child's name not be released. The purpose of these lists is to better facilitate communications between the PTO and our parent community.

STUDENT PHOTOS

Pictures of students are shared with the community. Your child's name and picture may appear in newspapers, on television, and in other media unless specific written directions are submitted and signed by a parent/legal guardian requesting that your child not be part of such a feature. Please complete the Parent/Guardian Image Release Consent Form available in the [Realttime Parent Portal](#)

LOST AND FOUND

Many items are lost by students during the school year. Any questions concerning lost items should be directed to the main office at 973-827-9775 x7210.

PARENT TEACHER ORGANIZATION (PTO)

The purpose of the Franklin Parent Teacher Organization (PTO) is to develop a positive working relationship between the home and our school as well as raise funds to provide many extras for our school and our students. We encourage parents to become involved with the many programs and activities it sponsors. Meetings are held monthly. Dates are listed in the online school calendar and posted on the school website at www.fboe.org.

We encourage you to support the PTO. Membership is open to all adults, and membership registration is held on Back-to-School Nights. Please join us!

2024-2025

Parent Teacher Organization Officers

President: Jenna Baez
Vice-President: Crista Constantinakos
Secretary: Nicole Garerra-Skellenger
Treasurer: Giselle Denizac

If you have any questions, please call the PTO voice mail at (973) 827-9775, ext. 7470, and a PTO officer will be happy to return your call.

FIELD TRIPS

Field trips offer a first-hand educational experience not available in the classroom. They usually take place during school hours and always under the supervision of a teacher. Written parental consent is necessary for a child to be able to participate. Field trip expectations will be discussed with students before the trip is to take place.

ELIGIBILITY REQUIREMENTS FOR SCHOOL ACTIVITIES

Students who participate in Franklin Borough School's athletic programs and/or co-curricular activities must maintain a satisfactory academic standard and comply with school rules.

Students will be subject to a mid and final trimester evaluation to determine eligibility. Any student who is failing one or more core subjects at the midpoint or at the close of a trimester will be placed on probation for two weeks and will not be permitted to participate in extra- or co-curricular activities. A re-evaluation will then take place after the two-week probation. If passing grades are not attained, eligibility for participation will be suspended for an additional two weeks. This procedure will be repeated as long as needed and throughout each trimester.

Trimester marking periods (MPs) for the 2024-2025 school year will close on the following dates:

1st TMP: 11/26/24

2nd TMP: 3/10/25

3rd TMP: 6/13/25*

*The number of emergency closings will determine the last date of the marking period.

Students who intend to participate in school athletics are required to obtain a physical from their personal physician, or if they prefer, the school physician may be available to provide the physical. The physicals must be completed using a specific form from the State of NJ. Forms may be obtained through the nurse's webpage on the school website (www.fboe.org). Please call the nurse at (973) 827-9775, ext. 7219 if you have any questions about physicals.

STUDENT DRESS CODE

The objective of this dress code is to maintain an atmosphere conducive to learning, enhance school safety, promote appropriate/respectful behavior, and create a respectful atmosphere throughout the school building.

Each student's way of dress is an expression of his/her personal style and individual preference. Although there are many fashionable items, not all are appropriate for school. The Board of Education recognizes that the basic responsibility for proper dress of its students lays with the student and his/her parent(s); however, the following guidelines are necessary:

Students shall wear apparel that is appropriate to the function of the school and maintains the standards of cleanliness and decency. The following attire is **NOT** considered appropriate for school and will **NOT** be permitted:

- Shorts and skirts that are above mid-thigh.
- Clothing which draws attention to the physical characteristics of the individual; no bare midriffs, see-through blouses, spaghetti straps, pants worn below the hip, and any clothing that reveals undergarments.
- Flip flops/backless shoes. (Footwear must be secure on the foot and free of safety issues.)
- Clothing with inappropriate logos, symbols, or language which may be considered to be offensive, disrespectful, or designed to promote substance abuse.
- Restrictive, outdoor, or unsafe clothing such as outerwear jackets, coats, hats, sunglasses, or chains.
- Clothing and/or accessories that cause potential safety issues.
- Clothing that is worn or dirty. Tears in jeans cannot appear higher than mid-thigh.
- Pajamas/clothing designed for sleeping.

Dress code violations will be referred to the principal (or designee) for the appropriate disciplinary action. The final decision regarding all appropriate attire in school or at school-supervised events rests with the school administration.

If a student does not dress in accordance with the above policy, the student may be asked to change into a school-issued garment or his/her gym clothes, or a parent will be called to bring appropriate clothing to school.

TRANSFERS & STUDENT RECORDS

If you plan to transfer your child to another school district, please notify the superintendent's office several days before your leaving date. A release paper must be signed at the new school in order to forward all records.

Pursuant to 18A:36-19A, when transferring from one public school district to another, it is the responsibility of the student's last district of attendance to forward all educational records to the new school. (Records include all academic, disciplinary, and health files.) This procedure includes forwarding the discipline records of all graduating eighth graders to the high school.

DISCIPLINE CODE/INFRACTION AND CONSEQUENCES

Teacher Guidelines

Teachers are expected to notify parents by telephone and/or in writing when students demonstrate non-compliant behavior. Teachers may impose consequences for students' misbehavior and inappropriate conduct. These consequences can range from warnings/parental notification to detention and loss of privileges*.

Administrative Guidelines

When teacher interventions require additional assistance to correct inappropriate behavior, the offending students may be referred to the Principal and/or designee who will administer discipline according to the following guidelines. In addition to losing privileges*, one of the following consequences may be imposed:

Infraction	1st Offense	2nd Offense	Subsequent Offenses
I. Inappropriate/disruptive behaviors			
A. Continued failure to follow rules and willful disobedience.	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
B. Profane, and/or abusive language or gestures	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
C. Disruptive behavior/Defiance of authority/Disrespect	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
D. Presence in unauthorized area	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
E. Truancy/Cutting Class	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
II. Dangerous/Illegal behaviors			
A. Any act of aggression, including sexual harassment and verbal assault toward another student or staff member	Parent Notice, Detention(s), and/or 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
B. Fighting, physical contact, confrontational behavior, bullying	1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
C. Property destruction/Theft/Vandalism	Restitution, 1-3 days ISS/OSS	1-5 days ISS/OSS	1-10 days ISS/OSS
D. Possession or use of tobacco, alcohol, illicit drugs, fire-crackers, weapons, vaping materials, huffing materials, or other dangerous items such as matches, lighters, etc.	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. medical/police). Expulsion proceedings may be implemented.		
E. Any criminal act (e.g. false fire alarms, etc.)	1-10 days ISS/OSS and/or referral to appropriate authorities (i.e. police). Expulsion proceedings may be implemented.		

Parent Notice will be made by telephone and/or in writing.

Detention - not to exceed 4:00 p.m. The exact time for the detention will be stated in the notification.

ISS - In-School Suspension

OSS - Out-of-School Suspension

*Privileges include, but are not limited to: field trips, dances, graduation ceremonies, and other after-hour school events.

NOTE: In all cases, the administration maintains its discretion for administering discipline for any and all infractions. A single occurrence may proceed directly to a suspension or an expulsion procedure given the severity of the incident. Likewise, an incident may be mitigated by circumstances such that an alternative consequence is warranted. Whenever a student is suspended, he/she will not be permitted on school property during the suspension period without expressed permission from the administration. Those students on ISS will be required to leave the school campus at 2:30 p.m.

When a student is suspended, he/she is expected to make up classwork and will be credited for the work made up. The suspension will not adversely affect the student's grade unless the classwork is not completed in a reasonable time (usually equal to the length of time of the suspension -- 2 days of suspension equals 2 days to make work up after returning to school). A copy of our policy 5600 Student Discipline/Code of Conduct can be found [here](#).

TIME SCHEDULE

FULL-DAY

	Starting Time	Dismissal
Preschool	7:55 a.m.	2:25 p.m.
Kindergarten - 8th Grade	7:55 a.m.	2:30 p.m.

EARLY DISMISSAL

Preschool - Eighth Grade	7:55 a.m.	12:30 p.m.
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DELAYED OPENING

Preschool	9:55 a.m.	2:25 p.m.
Kindergarten - 8th Grade	9:55 a.m.	2:30 p.m.

ACCEPTABLE USE OF TECHNOLOGY

Please note that the computers at school are Board of Education property and are to be used as a privilege only for educational purposes. There is no expectation of privacy nor will any inappropriate usage be tolerated as per **Policy 2361**.

As part of Franklin Borough School's one-to-one initiative, students in grades one through eight will be provided a Chromebook for use throughout the school day. All students in grades PS - 8 and parents must sign the Chromebook User Agreement/Acceptable Use Policy prior to the Chromebook being issued.

Also, please note that **cell phones** and **other electronic equipment** are **NOT** to be used in school. They should be turned off and stored where they will not be accessed. If a student needs to call home during the school day, he/she should ask permission to use the school phone in the office. It is important to know that cell phones and other electronic equipment will be confiscated if they are used or visible during school, and parents/guardians may be asked to come to the office to pick up the items.



BOOK, CHROMEBOOK, COMPUTER, AND EQUIPMENT CARE

All books, Chromebooks, and other equipment, and materials should be handled with care. The Board charges each student in the school with the responsibility for the proper care of the books, equipment, and other materials entrusted to him/her. If a book or other item entrusted in the student's care is lost, damaged, or defaced in any way, the student's parents shall be expected to pay for the damaged item(s). The Board authorizes the imposition of fines for the loss, damage, or defacement of books and materials and reserves the right to withhold a report card or a diploma from any student whose payment of such fine is in arrears.

ABSENCE AND EXCUSE POLICY

Regular attendance is essential if your child is expected to be successful at school. Absence can be a major cause of student failure and/or retention. The Department of Education has required close inspection of individual attendance records and mandates that districts pursue measures to reduce chronic absenteeism.

In accordance with policy, the Board requires a parent/guardian to call the attendance line (**973-827-9775, ext. 5411**) or email the school at **attendance@fboe.org** prior to 7:55 a.m. to report a child's absence. Failure to inform the school will result in a call from our school and/or a home visit to check on the welfare of the child. Upon return to school, a written statement of the cause for the absence must be submitted to the main office. If a student is absent, he/she is responsible for making up all missed assignments.

Chronic student absenteeism can result in referral to the Crisis Intervention Unit of Sussex County, Probation, or Municipal Court.

Attendance shall be required of all students enrolled in school during the days and hours that school is in session. Excused absence reasons are determined by the State of New Jersey.

An exception to this procedure may include a chronic or long-term medical condition (e.g. surgery). Please refer to **Policy 5200** for more information.

ABSENTEE CALL-IN NUMBER AND EMAIL

In the event your child will not be in school, please call the absence line at (**973**) **827-9775, ext. 5411** to report the absence. You may also email the school at **attendance@fboe.org** to report your child's absence. Children who are absent and not accounted for may be reported promptly to the Franklin Police Department. Please refer to **Policy 8464** for more information.

**Franklin Borough School
2024-2025 School Year Calendar**



August		
27	Tuesday	Teachers Report; In-service
28-29	Wed. -Thurs.	Teachers & Aides Report; In-service <i>3 Teacher Days/ 2 Aide Days</i>
September		
2	Monday	Labor Day – SCHOOL CLOSED
3	Tuesday	School Opens for Students <i>20 student Days & 20 staff Days</i>
October 14	Monday	Columbus Day – SCHOOL CLOSED/Teacher & Aide In-service <i>22 student Days/23 staff Days</i>
November		
4-6	Mon.-Wed	12:30 p.m. Dismissal Parent/Teacher Conferences
7-8	Thurs. & Friday	NJEA Conference – SCHOOL CLOSED
27	Wednesday	12:30 p.m. Dismissal
28-29	Thurs.& Friday	Thanksgiving Recess – SCHOOL CLOSED <i>17 Student & Staff Days</i>
December		
5	Thursday	12:30 p.m. Dismissal/Teacher & Aide In-service
20	Friday	12:30 p.m. Dismissal
23-31	Mon. - Tuesday	Holiday Recess – SCHOOL CLOSED <i>15 Student & Staff Days</i>
January 1	Wednesday	New Year's Day Observed – SCHOOL CLOSED
2	Thursday	School Reopens
20	Monday	Dr. Martin Luther King, Jr. Day – SCHOOL CLOSED
23	Thursday	12:30 p.m. Dismissal/Teacher & Aide In-service <i>21 Student & Staff Days</i>
February 17-18	Monday - Tuesday	President's Day – SCHOOL CLOSED
21	Wednesday	School Reopens <i>18 Student & Staff Days</i>
March 13	Thursday	12:30 p.m. Dismissal/Teacher & Aide In-service <i>18 Student & Staff Days</i>
April 18-25	Friday - Friday	Spring Recess – SCHOOL CLOSED
28	Monday	School Reopens <i>16 Student & Staff Days</i>
May 8	Thursday	12:30 p.m. Dismissal/Teacher & Aide In-service
23	Friday	12:30 p.m. Dismissal/Field Day
26	Monday	Memorial Day – SCHOOL CLOSED <i>21 Student & Staff Days</i>
June 12	Thursday	12:30 p.m. Dismissal/Tentative Last Day for Students, Teachers & Aides <i>9 Student & Staff Days</i>

This proposed calendar is not absolute. Therefore, any emergency closings due to inclement weather or other conditions necessitating the closing of school will be rescheduled at the discretion of the Board of Education.

These make-up days may occur during recesses, or days may be added to the end of the school year. If necessary, weekends may be utilized to comply with State attendance requirements.

Vacations scheduled during recess periods or in June are made at the individual's risk.

Weather Emergencies - Emergency Closing

If serious weather conditions make it dangerous for travel, school may be closed.

Closing notifications will be made via:

- Franklin Borough School social media outlets
- Realtime Parent Portal
- Facebook
- Franklin Borough School Website

Note that school closings will cancel all after-school activities.



PROMOTION AND RETENTION POLICY

A student will be promoted to the next grade level when he/she has successfully completed the course requirements at the presently assigned grade, achieved the instructional objectives set for the present grade, demonstrated the proficiencies required for movement into the educational program of the next grade, and demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience.

A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent and principal. Every effort shall be made to remediate a student's deficiencies before retention is recommended.

Students in grades 6-8 whose final average in any academic subject is a failing grade will be required to attend and successfully complete summer school before being promoted to the next grade level. Eighth grade students will not be allowed to participate in the graduation ceremony.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than 160 days during the school year. Please refer to **Policy 5410** for more information.

STUDENT RECORDS

The legal guardian of a child has the right to review his/her child's records. If you would like to schedule such a review, please call the office at **(973) 827-9775, ext. 7210**.

LEAVING SCHOOL GROUNDS

Students are not permitted to leave school grounds during the school day unless written permission has been secured from home and approved by the administration. Students who leave school must be accompanied by an adult.

MONEY AND VALUABLES

Students are discouraged from bringing valuables or excess money to school. Aside from lunch, if money is needed for anything (e.g. field trips), a note will be sent home to parents. *The school cannot be responsible for lost, damaged, or stolen personal items.*

LOCKERS

Lockers, desks, and cubbies are school property and should be treated as such. They are subject to administrative search. Backpacks, messenger bags, drawstring bags, and the like are to be kept in lockers and not brought to class.

PERIOD SCHEDULE

Morning Announcements 7:55 - 8:05

Period 1	8:10 - 8:51	Period 6	11:42 - 12:23
Period 2	8:52 - 9:33	Period 7	12:25 - 1:06
Period 3	9:34 - 10:15	Period 8	1:07 - 1:48
Period 4	10:16 - 10:57	Period 9	1:49 - 2:30
Period 5	10:59 - 11:40		

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Education will not tolerate harassment, intimidation, or bullying of students by school employees, other students, or third parties. Any grievance or allegations of harassment, intimidation, or bullying should be reported to either official listed below:

Harassment, Intimidation, and Bullying Specialist

Mr. Steven Untisz 973-827-9775, ext. 7216 suntisz@fboe.org

Harassment, Intimidation, and Bullying Coordinator

Dr. Lisa Vallacchi 973-827-9775, ext. 7211 lvallacchi@fboe.org

The policy and regulations regarding harassment, intimidation, or bullying are contained in **Policy 5512**.

FAMILY LIFE CURRICULUM

The family life curriculum is available in the school's main office and on the school website at www.fboe.org. Additionally, an outline of topics discussed is provided at Back-to-School Night.

Parents/guardians must notify the school in writing if they wish to withdraw their child(ren) from a specific part of this family life curriculum.

BREAKFAST AND LUNCH COSTS

Families are strongly encouraged to complete the federally funded lunch program application to update their eligibility status for the year. Applications are available on the Real time Parent Portal <https://fridayparentportal.com/portal/security/login.cfm> under Meal Application and the school website at www.fboe.org. Forms can be requested at any time throughout the school year, if household income changes.

2024-2025 Meal Prices

Free/Reduced Meals	—	Free
Breakfast	—	\$1.70
Lunch	—	\$3.65

MEAL PROGRAM (BREAKFAST AND LUNCH)

To monitor your child's lunch account or make credit or debit card deposits, you may use the Realtime Parent Portal under Food Services.

Students are not permitted to leave the school grounds at lunch time or any other time during the school day.

TRANSPORTATION TO AND FROM SCHOOL

Busing

Franklin students who live beyond a two-mile limit are transported.

A student may ride only the bus to which he/she has been assigned. Children who are not bus students are not allowed to ride the bus.

Parents are not to request that students change buses for social reasons. Any emergency situations concerning bus changes must be handled through the school principal at (973) 827-9775, ext. 7211.

Crosswalks

Students and parents are urged to cross streets only where crossing guards are provided. **Please do not cross Washington Avenue at School Plaza.** The service of the crossing guards is provided for the safety of our children. Therefore, it is important that the students and adults follow the directions given by the crossing guards at all times.

Student Use of Bicycles

Students are permitted to use bicycles starting in grade 4. Students must walk their bicycles upon approaching and leaving the school. The bicycles should be secured to the bike rack in the back of the school.

Reminder: Students under the age of 17 are required by law to wear a safety helmet. The Board will not be responsible for bicycles and helmets that are lost or damaged.

NOTE: Segways, scooters, skateboards, hoverboards/hovercrafts, and the like are NOT allowed on school property.

TESTING

All students in grades three through eight participate in the New Jersey Student Learning Assessments (NJSLA) in English, language arts, and math. Students in grade five and grade eight participate in the New Jersey Student Learning Assessment for Science (NJSLA-S).

FORGOTTEN ITEMS

All forgotten items such as lunch, homework or a musical instrument should be left on the table at the entrance of the school. Items will be retrieved and delivered to students by school personnel.

HONOR ROLL

High Honor Roll

To qualify for High Honor Roll, students must obtain an "A" average in all areas.

Honor Roll

To qualify for the Honor Roll, students must obtain a "B" average or better in all areas.

Honorable Mention

To qualify for Honorable Mention, students must obtain a "B" average or better in all major subjects (math, language arts, science, social studies) and only one "C" in another subject.

NATIONAL JUNIOR HONOR SOCIETY

The Franklin Borough School Chapter of the National Junior Honor Society recognizes 7th and 8th grade students who demonstrate outstanding accomplishments in the areas of scholarship, character, leadership, service, and citizenship. Students are chosen for membership by a five-member faculty council. Interested students must submit an essay and two letters of recommendation. Please visit the school website at www.fboe.org for details regarding how to become a member.



HEALTH SERVICES

As part of the health services program, the following assessments are administered to students in the following grades:

- a. Vision Screening - K, 2nd, 4th, 6th and 8th grade
- b. Audiometric Testing - K, 1st, 2nd, 3rd, and 7th grade
- c. Height and Weight - K through 8th

Parents and teachers are encouraged to contact the school nurse if they have any questions or wish a re-examination of a child who seems to be having difficulty with his or her school work. Parents are notified of any concerns that are discovered.

Scoliosis Screening Program - Students in grades 5 and 7 are examined yearly. Referral letters are sent to parents if their child is found with the possibility of scoliosis.

Medication in School

Students requiring medication at school must have a written statement from the family physician. Forms are available in the health office as well as on the school website at www.fboe.org. This medication consent identifies the type, dosage, and purpose of the medication. This statement must also be signed by a parent. Medication must be in a container from the pharmacy labeled in the proper manner. The parent must bring the medication to the nurse. Students are not allowed to carry medication on their person. Self-medication orders from a doctor are needed and qualify for emergency medications only.

Self-medication may only be permitted in strict accordance with Policy 5330 in circumstances with potentially life-threatening illness. Therefore, students are not permitted to carry or use cough drops, aspirin, etc.

The school nurse should be advised of any drug prescribed by the family physician which might alter the behavior or activity of the student (e.g. sedatives, tranquilizers, antibiotics, amphetamines). The nurse will convey this information to other appropriate personnel in the school.

Parents of children listed as having asthma should confer with the school nurse regarding the school policy for class trips and the use of an inhaler at school.

All medication orders need to be renewed each year.

Child Study Team (CST) Evaluations/Child Study Find

Children ages 2-1/2 to 5 may be eligible for a free preschool disabilities program. According to NJAC 6A:14, "preschool disabled" means an identified disabling condition which occurs in children between the ages of 3 and 5 and requires special education services.

A request for an evaluation by the CST may be made for these children or any other school-age child who exhibits conditions which may adversely affect his/her academic performance. Please call (973) 827-9775, ext. 7225 for information.



Preschool Enrollment Requirements (Medical and Age)

All students entering preschool shall be required to have a pre-school physical examination which should include a hearing and vision test. Additionally, preschool students must have at least one dose of flu vaccine by December 31st of each year.

Requirements for Registration

DPT	Four doses of DPT, with one dose given on or after child's 4th birthday, or any five doses.
Polio	Three doses with one dose given on or after child's 4th birthday, or any four doses.
Measles	Two doses if born after January 1, 1990 and entering school at kindergarten or first grade.
Mumps	One dose
Hepatitis B	Three doses are required for every student entering kindergarten and sixth grade.

Please send student immunization records to the school health office.

Parents of preschool and kindergarten students are reminded that all records must be complete before the opening of school. Preschool students must be **3 years** of age on or before October 1st. Kindergarten students must be **5 years** of age on or before October 1st. To register, the child's **birth certificate, immunization record, physical and proof of residency** must be provided.

Immunization Requirements (Meningitis and Tdap Vaccine Information)

Every child born on or after January 1, 1997, and entering grade six or a comparable age level special education program with an unassigned grade on or after September 1, 2008, shall have received one dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.

Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country after September 1, 2008 shall have received one dose of Tdap, provided at least five years have elapsed from the last documented Tdap dose.

There will be no grace period when school starts in September.

Visit <http://www.cdc.gov/meningococcal/> for more information.

Human Papillomavirus (HPV)

The State of New Jersey has required that school districts distribute information regarding the Human Papillomavirus (HPV) to parents of all students in seventh grade. Visit <http://www.cdc.gov/hpv/> for more information.

Management of Pediculosis (Head Lice)

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. Please refer to Policy 8454 for more information. General facts regarding lice can be reviewed at:

http://www.cdc.gov/parasites/lice/head/gen_info/index.html

Every Student Succeeds Act (ESSA) School-Parent Compact (ESSA) 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 students 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, student 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 inhome 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 districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I programs;
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.

Policy 2415 et al. is available for review through the school office or on our website at www.fboe.org

POLICIES AND/OR REGULATIONS

All Franklin Borough School policies and/or regulations are available at the school or on our website at www.fboe.org.

HOMEWORK POLICY

The Franklin Board of Education recognizes that homework is an integral part of the learning process. Teachers provide homework in an effort to extend and reinforce the learning experiences that occur in the classroom. Homework is varied and may include both long-term and nightly assignments.

In the event a student is absent from class, it is his/her responsibility to find out what work was missed and make the necessary arrangements with his/her teachers to secure assignments and make up work.

Homework assignments missed due to an absence of two or more days may be obtained for a student by calling the main office at (973) 827-9775, ext. 7210. The appropriate teachers will be notified, and the homework will be available in the office the following day



FRANKLIN BOARD OF EDUCATION

50 Washington Avenue
Franklin, NJ 07416
www.fboe.org

DIAL 911 IN AN EMERGENCY MUNICIPAL & NON-EMERGENCY NUMBERS

POLICE	Franklin Police State Police	(973) 827-7700 (973) 383-1515
FIRE	Franklin Fire Department	(973) 827-7700
AMBULANCE SERVICE	Wallkill Valley First Aid	(973) 827-7700
FRANKLIN BORO HALL	Municipal Offices	(973) 827-9280

AFFIRMATIVE ACTION POLICY

The Franklin Board of Education has designated the school counselor as the Affirmative Action Officer/504 Compliance Officer for the Franklin Borough School. Copies of the school's policies that relate to Affirmative Action are available to the public.

The Franklin Borough School District with Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Educational Amendments of 1972 (Title IX), Section 592 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (The ADA), and the Age Discrimination Act), and their respective implementing regulations which prohibit discrimination on the basis of race, color or national origin, sex, disability, and age, respectively. The district provides equal access and opportunity in employment and enrollment in all its programs and activities, regardless of race, color, national origin, sex, disability, or age.

Questions or complaints of discrimination should be directed to:

Nicole Charpentier School Counselor/Affirmative Action Officer
Franklin Borough School
50 Washington Ave.
Franklin, NJ 07416
(973) 827-9775, ext. 7216

In addition, inquiries or complaints concerning the application of Title IV, Title IX, Section 504, the ADA or Age Discrimination Act may also be directed to:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
1- 800-421-3481

HOTLINES AND LOCAL INFORMATION

Alcohol	1-800-322-5525
Alcohol and Substance Abuse Program	(973) 383-1533
Big Brothers/Big Sisters	(973) 300-4149
Center for Prevention and Counseling	(973) 383-4787
Child Abuse	1-877-652-2873
NJ Division of Child Protection and Permanency	(973) 383-8400
Division of Senior Services	(973) 579-0555
Domestic Abuse Hotline	(973) 875-1211
Emergency - Newton Memorial Hospital	(973) 383-2121
St. Claire's Hospital, Sussex	(973) 702-2600
Franklin Public Library	(973) 827-6555
Franklin Welfare Office	(973)-209-1617
NJ FamilyCare (for uninsured children)	1-800-701-0710
Planned Parenthood Services	(973) 383-5218
Poison Control	1-800-222-1222
Project Self-Sufficiency	(973) 940-3500
Prosecutor's Office	(973) 383-1570
Runaway Switchboard	1-800-786-2929
Suicide Prevention	1-855-654-6735
Sussex County Health Department	(973) 579-0370
Sussex County Helpline	(973) 209-4357
Sussex County Social Service Division	(973) 383-3600
Sussex County Transit Bus Reservations	(973) 579-0480

Sussex County One Easy Link: www.sussex.nj.us/