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Failure to Report to an Administrative Detention
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Electronic Devices
Disruption
Noncompliance/Defiance/Disrespect
Littering on School Grounds
Obscene/Inappropriate Language/Materials
Cheating
Gambling or Possession of Instruments of Gambling
Inappropriate Use of Media Equipment
Students Driving/Parking Improperly/Driving Recklessly on School Grounds
Lacking Supervision/Loitering/Presence in Unauthorized Areas
Truancy
Misrepresentation (i.e. forged passes, notes, etc.)
Bus Misconduct
Gang Related Activity
Physical Aggression/Fighting
Lewd and/or Bizarre Behavior
Sexually Inappropriate Activity/Behavior/Gestures/Materials
Sexual Harassment
Dating Violence
Smoking
Pulling or Tampering with a Fire Alarm
Possession or Use of Weapons
Fireworks/Firecrackers; Smoke Bombs; Explosives; Live, Dummy or Blank Ammunition; Fake Devices, Mace, Tear Gas, Pepper Spray or Similar Substances
Unsafe Objects/Materials
Theft of, Possession of or Receiving Stolen Property
Vandalism/Graffiti/Destruction of School Property
Possession/Use of Alcohol/Controlled Dangerous Substances
Possession and Distribution
Threats/Menace
Assault
FRANKLIN TOWNSHIP BOARD OF EDUCATION

Board of Education

Nancy LaCorte, President
Ardaman Singh, Vice President
William “Bill” Grippo
Nishita Desai
Walter Jackson
Laurie Merris
Edward Potosnak III
Dr. Michael J. Smith
Patricia E. Stanley

Administration

Dr. John A. Ravally
Superintendent of Schools

Jonathan Toth
Assistant Superintendent for Business/Board Secretary

Daniel C. Loughran
Assistant Superintendent for Curriculum and Instruction

Orvyl Wilson
Director of School Management

Dr. Brenda Sofield
Director of Pupil Personnel Services

Brian Bonanno
Assistant School Business Administrator,
Manager of Human Resources

Mary L. Clark
Coordinator of Policies, Regulations & Communications
Franklin High School Administration

Dr. Nicholas Solomon  
Principal  
Mr. Ammon Barksdale  
Vice Principal  
Mr. Rod Brundidge  
Vice Principal  
Mrs. Genesi Martinez  
Vice Principal  
Ms. Sheronda Martin  
Vice Principal  
Mr. Kenneth Margolin  
Director of Athletics  
Ms. Dana Karas  
Director of School Counseling

DISTRICT MISSION STATEMENT

Franklin Township Public Schools embraces its diversity, fosters excellent educational innovation and empowers all students to achieve their highest potential.

A MESSAGE FROM THE FHS ADMINISTRATION

Dear Students:

Welcome to the 2021-2022 school year at Franklin High School! We hope that you enjoyed your summer and that you are as excited as we are to begin another successful year. FHS was able to maintain their Warrior Strength while in the midst of the dealings surrounding Covid-19, and we are geared up to keep the momentum going as we create new memories, reach for new goals, and accomplish new challenges in this upcoming school year.

Our commitment at Franklin High School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers and inspired learners prepared to thrive in the twenty-first century. The FHS staff is committed to providing and delivering a rigorous, standards-based curriculum that promotes opportunities for continued growth and exploration for all students.

FHS has a wealth of choices where every student can be involved and make their high school experience enlightening, successful and memorable. We want to encourage all of you to get involved in some of the many co-curricular and athletic activities and teams on campus. We challenge you to step outside your comfort zone and try something new. It can be a great way to make new friends and build memories that will last a lifetime.
The Franklin High School community has been a longtime supporter of all of the programs we offer here at FHS. We want to continue this partnership with the community and parents of our students for many years to come. With the support of our families, combined with our best professional efforts, we can ensure academic growth and achievement for all students at FHS.

We want to wish all of you a happy, healthy and successful school year. We look forward to meeting all of our new students and welcoming back our returning classes.

Sincerely,

The FHS Administrative Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Office</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Nicholas Solomon</td>
<td>Principal</td>
<td>A101-4</td>
<td>6122</td>
</tr>
<tr>
<td>Mrs. Genesi Martinez</td>
<td>Vice Principal, Grade 9</td>
<td>C306</td>
<td>5306</td>
</tr>
<tr>
<td>Mr. Ammon Barksdale</td>
<td>Vice Principal, Grade 10</td>
<td>B306</td>
<td>6306</td>
</tr>
<tr>
<td>Mr. Rod Brundidge</td>
<td>Vice Principal, Grade 12</td>
<td>B106</td>
<td>6206</td>
</tr>
<tr>
<td>Ms. Sheronda Martin</td>
<td>Vice Principal, Grade 11</td>
<td>C106</td>
<td>6506</td>
</tr>
<tr>
<td>Mr. Kenneth Margolin</td>
<td>Director of Athletics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Dana Karas</td>
<td>Director of School Counseling</td>
<td>A102</td>
<td>5206</td>
</tr>
</tbody>
</table>

**A MESSAGE FROM THE STUDENT GOVERNMENT PRESIDENT**

Dear Fellow Warriors,

My name is Joe Ayala, and it is an honor to serve as your Student Government President. Whether this is your first year here as a freshman or the last year here as a senior, just know, you are a Franklin Warrior. I wish all of you luck in your 2021-2022 academic school year. I hope you all succeed in all of your classes and electives! It will be a change coming back from “Summer Vacation Mode” but do your best to adapt to the new changes and of course, our new Principal, Dr. Nicholas Solomon.

This past year has been a big obstacle for us. We had to stay home and learn remotely, which for some of us, was worse than coming in person. We as Warriors need to learn to accept the obstacles and overcome them. We will come back twice as strong as how we started off! Let’s make this year a great one!

Every single one of you has something special inside of you, so let’s use our diversity to become better! And remember, we are Franklin Warriors, we “Bleed Blue to Win Gold!” If you have any
questions, please contact me or any other officer of Student Government, and we would be happy to help!

Have an amazing year warriors,

Joe Ayala
Student Government President

FRANKLIN HIGH SCHOOL PHILOSOPHY

Franklin High School is a high profile, suburban high school serving a multicultural student body. It mirrors a community that recognizes and aspires to provide the finest educational opportunities for students. The needs of the students are addressed by the Franklin High School educators using today’s technology with an eye on the future.

The following goals have been formulated to embody the spirit of the philosophy:

● To develop an intrinsic sense of worth, dignity and respect for self and others;
● To develop a positive attitude toward the life-long process of learning;
● To develop skills necessary for critical, analytical thought, effective communication, and creative problem solving;
● To develop specific professional, technological and vocational skills by way of comprehensive required and elective course program;
● To pursue creativity in the arts and to appreciate aesthetic expression of others;
● To acquire knowledge, habits and attitudes which promote personal and public health;
● To instill principles of ethics and values;
● To learn to be productive contributors to democracy, embrace the tenets of freedom, and to understand individual rights and responsibilities of citizenship;
● To encourage pursuit of excellence in academics, athletics, fine arts and interpersonal relationships.

The curriculum is broad based and focuses on competency, creative potential and technical mastery. The educational climate promotes self-esteem, encourages learning experiences beyond the school setting, fosters community service and instills responsibility and sharing of values. Students are prepared to compete in a global society. Our diverse programs, extra/co-curricular activities and services reinforce these goals. The collective efforts of the administration, faculty, students and community subscribe to the universal need to be recognized and respected in a secure and educationally progressive environment.
Recommended school responses for COVID 19 for the 2021-2022 school year:

1. Franklin High School will allow for social distancing within the classroom. This will be achieved by ensuring that students are seated at least six feet apart.
2. When social distance is difficult or impossible, face coverings will be required for students, and face coverings are always required for visitors and staff unless it will inhibit the individual’s health.
3. In a classroom setting where social distancing can take place (e.g., desks are 6 feet apart) or physical barriers are in place, face coverings can be removed while students are seated at desks, but should be worn when moving about the classroom.
4. Use of shared objects should be limited when possible or cleaned between uses.
5. Franklin High School will maintain hand sanitizing stations:
   A. In each classroom
   B. At entrances and exits of the building.
   c. Near lunchrooms and restrooms.
6. School officials should develop a school-wide plan where students are required to wash hands for at least twenty seconds at regular intervals during the school day and always before eating, after using the bathroom, and after blowing their nose, coughing, and/or sneezing.
   a. If washing with soap and water is not possible, washing with an Alcohol-based hand sanitizer should be used.
7. Franklin High School has established the process and location for students and staff health screenings.
8. If physical distance (six feet apart) cannot be maintained for individuals in line waiting to enter or exit the building, face coverings shall be worn while in the line.
9. Franklin High School will provide physical guides, such as tape on the floors or sidewalks and signs on walls, to help ensure that staff and students remain at least six feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways and stairwells).

Board Policy 1648 regarding screening procedures for student and employees upon arrival at school
1. Staff must visually check students for symptoms upon arrival (which will include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
2. Health checks must be conducted safely and respectfully. Results must be documented when signs/symptoms of COVID-19 are observed.

3. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. School officials will follow current Communicable Disease Service guidance for illness reporting.

4. If the school district becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, they must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.

5. The protocols the district will follow when someone tests positive for COVID-19, will include written procedures detailing the district’s COVID-19 related response for symptomatic students and staff. The procedure includes:
   a. Establishment of an isolation space. Students and staff with symptoms related to COVID-19 must be safely and respectfully isolated from others. Students should remain in isolation with continued supervision until they are picked up by an authorized adult.
   b. Following current Communicable Disease Service guidance for illness reporting.
   c. An adequate amount of PPE shall be available and provided for use.
   d. Methods to assist in contact tracing, which includes records of group/cohorts, assigned staff and daily attendance.
   e. Continuous monitoring of symptoms.
   f. Re-admittance policies consistent with Department of Health guidelines and information for schools and Department of Health/Communicable Disease Services Quick Reference Guide on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19.

6. School officials will encourage parents to be on alert for signs of the illness in their children and to keep their child home when they are sick.

7. School staff and visitors are required to wear face coverings; unless it inhibits their health or the individual is under two years of age.

8. Students are strongly encouraged to wear face coverings and are required to do so when social distancing cannot be maintained, unless doing so would inhibit the individual's health or the individual is under two years of age.

9. Accommodations for students who are unable to wear a face covering should be addressed according to that student’s needs and in accordance with all applicable laws and regulations. Exceptions to requirements for face coverings should be as follows:
   a. Interference with the individual’s health.
   b. The individual is in extreme heat outdoors.
   c. The individual is in water.
   d. A student’s documented medical condition, or a disability that is reflected in an IEP, precludes the use of a face covering.

Note: If a visitor refuses to wear a face covering for non-medical reasons and it cannot be provided to them at the point of entry, their entry to the school/district facility may be denied.

SOURCES
FRANKLIN HIGH SCHOOL CODE OF ETHICS
“STRENGTH of the WARRIOR”

BE TRUSTWORTHY
• Practice honesty
• Uphold and promote originality in your work
• Build a good reputation
• Honor all commitments

BE RESPECTFUL TO YOURSELF AND OTHERS
• Take care of yourself and practice a healthy lifestyle
• Treat others as you wish to be treated
• Celebrate our differences
• Use good manners and appropriate language

BE RESPONSIBLE
• Fulfill all individual and group obligations
• Accept personal responsibility for learning
• Exercise self-control
• Accept the consequences of your choices

BE FAIR
• Ignore and discourage rumors and gossip
• Recognize the needs of other people
• Respect the property of others and of the school
• Avoid blaming

BE CARING
• Show compassion and demonstrate kindness
• Practice humility and forgiveness
• Realize that to be different is not to be inferior
• Listen to understand

BE A GOOD CITIZEN
• Cooperate with all members of the school community
• Respect your environment and keep it clean
• Promote constructive changes
• Seek to understand and follow the rules

INCLEMENT WEATHER INFORMATION

90-Minute Delay Opening
Due to inclement weather conditions, there will be times when the start of the school day will be delayed for 90 minutes. This delayed opening will allow students and staff members’ additional time to arrive safely at school without having to cancel school for the entire day. It is also important to note that a 90-minute delayed opening of school satisfies the State requirement for a full day of classes. **On any day of early dismissal, should it be necessary for the district to have a delayed opening, the early dismissal will be cancelled and departure time from the schools will be as on a normal school day.**

Transportation schedules will be delayed 90 minutes. Students who take the bus should be at their assigned bus stop 90 minutes later than posted on bus pass. Most after-school student activities will be held as regularly scheduled. Announcements will be made if activities are cancelled. You may also call the Board of Education Office at 732-873-2400 Ext. 555 for a taped message.

In the event of a delayed opening due to inclement weather, please continue to listen to your radio in case a delayed opening changes to a school closing due to deteriorating weather conditions. Listen carefully for delays or closures for Franklin Township in Somerset and do not mistake it for another Franklin Township. Avoid calling the school so that we may take care of necessary items using the main phone line.

Emergency School Closing
When school is closed because of a storm, other emergencies, or when school has a delayed opening, the district will send out a phone blast, the district website [www.franklinboe.org](http://www.franklinboe.org) will be updated and the information will be posted on district television at Channels 27 Comcast and 34 Verizon Fios. The information will also be shared with the following media organizations. Franklin Reporter and Advocate; TAPintoFranklin; WCTC/WMGQ; NJ 101.5 - Trenton 101.5 FM; New Brunswick 1450 AM; WBUD - Trenton 1260 AM; Magic 98.3 FM; FIOS 1 News ; NEWS12NJ; WABC; WCBS; WNBC and WNYW-FOX

Typically, the announcements will begin no later than 6:00 a.m. Please continue to listen to the radio or TV in the event the 2 hour delay changes to a school closing due to deteriorating weather conditions.

**BELL SCHEDULES 2021-2022**
### Regular Day Bell Schedule

<table>
<thead>
<tr>
<th>Block Rotation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 Homeroom</td>
</tr>
<tr>
<td>7:21 a.m. – 8:20 a.m.</td>
</tr>
<tr>
<td>(A.M. Announcements 7:20 a.m. – 7:25 a.m.)</td>
</tr>
<tr>
<td>Block 2</td>
</tr>
<tr>
<td>8:24 a.m. – 9:23 a.m.</td>
</tr>
<tr>
<td>Block 3</td>
</tr>
<tr>
<td>9:27 a.m. – 10:26 a.m.</td>
</tr>
<tr>
<td>Block 4</td>
</tr>
<tr>
<td>10:30 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>Lunch 1</td>
</tr>
<tr>
<td>10:30 a.m. – 11:05 a.m.</td>
</tr>
<tr>
<td>Lunch 2</td>
</tr>
<tr>
<td>11:05 a.m. – 11:40 a.m.</td>
</tr>
<tr>
<td>Lunch 3</td>
</tr>
<tr>
<td>11:40 a.m. – 12:15 p.m.</td>
</tr>
<tr>
<td>Block 5</td>
</tr>
<tr>
<td>12:19 p.m. – 1:18 p.m.</td>
</tr>
<tr>
<td>Block 6</td>
</tr>
<tr>
<td>1:22 p.m. – 2:21 p.m.</td>
</tr>
<tr>
<td>(P.M. Announcements 1:22 p.m. – 1:26 p.m.)</td>
</tr>
</tbody>
</table>

### Minimum Session Schedule

*NO LUNCHES SERVED*

<table>
<thead>
<tr>
<th>Block Rotation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 Homeroom (+ 8 min.)</td>
</tr>
<tr>
<td>7:20 a.m. – 8:03 a.m.</td>
</tr>
<tr>
<td>(A.M. Announcements 7:20 a.m. – 7:21 a.m.)</td>
</tr>
<tr>
<td>Block 2</td>
</tr>
<tr>
<td>8:08 a.m. – 8:49 a.m.</td>
</tr>
<tr>
<td>Block 3</td>
</tr>
<tr>
<td>8:54 a.m. – 9:35 a.m.</td>
</tr>
<tr>
<td>Block 4</td>
</tr>
<tr>
<td>9:40 a.m. – 10:21 a.m.</td>
</tr>
<tr>
<td>Block 5</td>
</tr>
<tr>
<td>10:26 a.m. – 11:07 a.m.</td>
</tr>
<tr>
<td>Block 6</td>
</tr>
<tr>
<td>11:12 a.m. – 11:53 a.m.</td>
</tr>
<tr>
<td>(P.M. Announcements 11:10 a.m. – 11:15 a.m.)</td>
</tr>
</tbody>
</table>

(Classes are 40 minutes in length, 5-minute passing)

### 2 Hour Delayed Opening Schedule

<table>
<thead>
<tr>
<th>Block Rotation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-D</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 Homeroom</td>
</tr>
<tr>
<td>7:20 a.m. – 8:03 a.m.</td>
</tr>
<tr>
<td>(A.M. Announcements 7:20 a.m. – 7:21 a.m.)</td>
</tr>
<tr>
<td>Block 1</td>
</tr>
<tr>
<td>Block 2</td>
</tr>
<tr>
<td>Block 3</td>
</tr>
<tr>
<td>Block 4</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Block 5</td>
</tr>
<tr>
<td>Block 6</td>
</tr>
</tbody>
</table>

(Clases are 40 minutes in length; 5-minute passing)
ATTENDANCE

Attendance Policy
Regular attendance is essential to the total educational success and achievement of students. It is important that students attend school and each of their classes. Every class is important to the development of the overall success of each student. Attendance information is available online via the Genesis Parent Access and printed on every report card and progress report.

Reporting Student Absences
The parent/guardian must call the Attendance Office (732) 302-4200 x6308 on the morning of the student's absence. (Note: an answering machine will take calls prior to the start of school.). Upon the student’s return, he/she must bring a note from the parent/guardian to verify the absence. The note must be placed in either the attendance mailbox located in the Main Office, Events Lobby, or in the Attendance Office located in the Library. In lieu of a note, an email can be sent to FHSATTENDANCE @FRANKLINBOE.ORG from a parent’s personal email address as recorded in Genesis.

An automated phone call will be generated to inform the parent/guardian each time that a student is marked absent from school.

Early Sign Out
All students who wish to leave school prior to the end of the school day must be signed out at the security desk by the legal guardian unless the student is 18 years old. Students who are 18 or older must sign out with an administrator who will then immediately notify the parent/guardian prior to granting the request.

Daily Attendance
Each course has an attendance requirement. A student who fails to meet the attendance requirement may receive NO CREDIT for the course regardless of the grade earned. Assuming absences are not in daily succession, a student must receive two prior written notices before loss of credit is applied. In addition, repeated failure to attend school will result in contact with the appropriate authorities.

The following chart depicts the course of action for absences.

<table>
<thead>
<tr>
<th>Course</th>
<th>1st Warning Notice</th>
<th>2nd Warning Notice</th>
<th>Final Warning</th>
<th>Denial of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-year</td>
<td>4</td>
<td>11</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>Semester</td>
<td>2</td>
<td>6</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

A student who is absent may not participate in any extracurricular activities on the day of absence without the written approval of the Principal or his/her designee.

Notes for Absences
A note does NOT automatically result in an excused absence. Notes from parents/guardians will be considered a verified absence and will count towards an absence that can impact course credit. All notes regarding student absences are due within five school days of the student’s return to school. Any notes received beyond the five school days will not be considered.
All medical notes must be filed in the Attendance Office **within five days of the student’s return to school.**

**Excused Absences**
Absence from school, including absence for any portion of the day, shall be considered excused under the following conditions:

- Death in the immediate family;
- The New Jersey annual Take Your Child to Work Day
- Illness of the student – A physician’s note will be required for continuous absences that exceed 3 consecutive days and will also be required for students who have been absent because of contagious or infectious diseases or conditions as designated by the New Jersey State Department of Health, refer to Policy 5141.22
- Recovery from an accident – supported by a physician’s note;
- Requirements of a student’s individual health care plan;
- Quarantine;
- Requirements of the student’s Individualized Education Program (IEP);
- Alternate short or long term accommodations for students with disabilities;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
- Educational opportunities, such as college visitations (limit of three);
- The student’s required attendance in court (copies of court papers should be submitted);
- Observance of the student’s religion on a day approved for that purpose by the State Board of Education. This specific information may be found on the New Jersey Board of Education website;
- Administrative suspension from school; (Excludes bus suspension)
- Educational activities specifically related to the school program and previously approved by the building administrator;
- Other circumstances that, in the judgment of the building Principal, or his/her designee constitutes a good and sufficient cause for absence from school.

Documentation will be required for all excused absences. All students, including students who have been suspended, are to be offered make-up work for excused absences.

**Unexcused Absence (Truancy/Class Cutting)**
An unexcused absence is defined as the act of a student being absent from school for a day or any portion of a day or from an individual class for any reason other than those defined as excused. Teachers are not required to provide make-up work for students when they are truant or cutting class. However the student is still required to complete the work.

Examples of student **unexcused** absences include, but are not limited to the following:

- Family travel and vacations
- Performance of household or babysitting duties
- Other daytime activities that are unrelated to the school program

Parents are encouraged to plan vacation time according to the approved District Calendar. Families experiencing hardship may contact a school counselor or school administration for information on family support services if needed.

A student who accumulates 10 or more unexcused absences may be summoned to court along with his/her parents / guardians and referred to the Family Crisis Intervention Unit for counseling services.
Absences and Extracurricular/Athletic Participation

When a student is absent from school for any reason, he or she is excluded from all school activities, unless administrative approval is granted, including but not limited to class activities, student council, school trips, band or chorus rehearsals, practices, performances, club activities, dances, proms, and athletic games or practices on the day of the absence. The student is ineligible for extra-curricular participation until he or she has been in attendance for one full school day. Friday absences will also negate participation in Saturday and Sunday activities. All students must be in school for a minimum of four hours to be considered present in school for the day. A student must report to school before 10:21 AM in order to receive credit for being in attendance.

Unauthorized Student Cut Days

“Senior Cut Day(s)”, days immediately before or after vacations or long weekends, days after the Prom, etc. are NOT authorized by the school and students will be counted as or truant for such absences. These absences will count as unexcused.

Tardiness

- 1st tardy -- Warning
- 2nd tardy -- Brief student conference with student or call home
- 3rd tardy and subsequent tardies-- Teacher detention and phone call

Persistent lateness will result in:

- Administrator detention
- Mandatory Parent Conference
- Saturday School
- At the start of a new marking period, the process will reset.

Students who are tardy to school must sign in at the designated location in order to be counted as present in school for the day. Failure to sign in will result in an unexcused absence.

Attendance Appeal Process

Should a student receive notification of loss of credit, his/her parent/guardian may file an appeal in writing to the Principal or his/her designee within 10 school days of the student exceeding the maximum number of absences. The letter must indicate the name of the student, the name of the course, and should include a copy of the notification of loss of credit to which the letter refers. Parents will receive notification of the outcome of the appeal. Please do not wait until the end of the school year, the appeal will not be considered.

CREDIT APPEAL AND COMPLETION PROGRAM

A. Credit Appeals

- The high school will conduct a review of pupils on No Credit status at the end of the first semester for first semester courses and marking period courses only and at year end for full year and second semester courses.
- The high school attendance appeal committee will conduct a paper review of all written documentation provided by the parent/pupil.
- The high school attendance appeal committee shall be comprised of:

✔ Director of Guidance
✔ Vice Principal
✔ School Counselor – of pupil appealing, as well as counselor designee
The attendance committee will meet bi-monthly.

Pupils will remain on No Credit status until the attendance appeal committee renders a decision and/or the student completes the requirements of the Credit Completion Program.

The official transcript will indicate the total number of absences or refer to Genesis. (Currently, attendance is not on the transcript, but we anticipate it being placed on in the future.)

B. For students with disabilities, the attendance plan and punitive and remedial procedures set forth therein shall be applied, where applicable, in accordance with the students' Individualized Education Programs, pursuant to 20 U.S.C. § § 1400 et seq., the Individuals with Disabilities Education Improvement Act, the procedural protections set forth in N.J.A.C. 6A:14; accommodation plans under 29 U.S.C. § § 794 and 705(20), and individualized health care plans, pursuant to N.J.A.C. 6A:16-2.3(b)2ix

C. Credit Completion Program

- Upon completion of the Credit Appeals process, students will either have credit and final grade reinstated, will remain on No Credit status (final grade on permanent academic records will reflect an NC) or will be required to attend the Credit Completion Program.
- The Credit Completion Program will be administered by the high school Principal/designee. Students are required to observe the school district code of conduct while in attendance.
- The Credit Completion Program will be assigned using the following guidelines:
  - Full-Year - Between 16-25 absences
  - Half-Year - Between 9-13
  - Any student above these limits will be required to repeat the course in its entirety (they are not eligible for remedial course work)
- Students will only be allowed to appeal a course one time within the school year that the credit was lost. If this appeal occurs after a semester and/or marking period course, a contract will be established for all other courses and the student will appeal for lost credit upon course completion.

D. Credit completion hours will be tabulated using the following guideline:

- Every class absence above the threshold will be assigned on a 2 hours per 1 day calculation
  - i.e.- 21 absences in a full-year course= 6 hours of credit completion
    (3 days above X 2 hours per day = 6 hours)
  - Deviations from the above calculation must be signed off by Student Services

E. Dates/Times for the Credit Completion Program

- The dates of credit completion sessions will be established following each credit appeal process.

F. Senior-Only Credit Completion Option

- A senior who is on No Credit status may not participate in their graduation ceremony unless they attend the Senior-Only Credit Completion Option. This option allows seniors to appeal and fulfill their attendance obligations prior to graduation. Seniors on No Credit status who successfully complete the Senior-Only Credit Completion Option may be permitted to participate in graduation.
As per Alicia’s Law, students with IEPs will be allowed to participate in graduation ceremonies, regardless of credits earned and/or completion of New Jersey graduation requirements.

**DRESS CODE**

Appropriate dress and grooming can help to create a positive learning environment. Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial or material disruption of the school. Students have a responsibility to dress neatly and appropriately, to be clean, and well-groomed. Other attire may be allowed for special school activities with approval of the school administration.

1. clothing and accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment;
2. clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or are likely to cause a disruption within the school environment;
3. clothing, accessories and/or any words, pictures, diagrams, etc., thereon that are lewd, vulgar, indecent, plainly offensive or that cause or are likely to cause a material disruption;
4. head coverings of any kind in the building (except for religious or medical reasons);
5. bandanas anywhere on one’s person;
6. curlers, picks, combs, or hair rakes in the hair;
7. sunglasses or permanently tinted glasses (except for medical reasons);
8. dog collars, chains, wallet chains, spike jewelry or fish hooks worn as jewelry, accessories or ornamentation;
9. tank tops, tube tops, mesh tops, sheer tops, halters, or bare midriff tops;
10. shirts with necklines that are lower than the straight line from top of underarm across to opposite underarm (display of cleavage is not permitted);
11. shirts that do not cover shoulders, and shirt-tails that do not overlap the pants/skirt beltline (tops may not expose the midriff);
12. gloves in the building;
13. pajamas, loungewear, and dorm pants;
14. leggings or tight fitting spandex type pants, pants with side slits or holes above the knees, see-through pants, tights, or leotards worn as outer garments;
15. sagging pants, pants worn low on the hips so as to reveal underwear or skin (pants must be worn with both legs down; not one leg rolled up);
16. pant legs that extend past the sole of the shoe;
17. clothing that does not cover undergarments at all times;
18. dresses, skirts, shorts, culottes, and shorts that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides;
19. bedroom slippers, roller sneakers, slides, open back shoes, or heels higher than three (3) inches (shoes must be worn at all times; athletic shoes or closed shoes with a rubber sole should be worn for Physical Education, Science and recess; high heels, loose fitting sandals and flip flops are discouraged for safety reasons);
20. fringed garments in shop areas or in Drama and Art areas which contain machinery;
21. Items of clothing that would impair the health and safety of the student during normal school activities.

The administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents/guardians have a responsibility to assist students in being compliant with the dress code before they leave home for school. Teachers are expected to model the behaviors that we expect from students. All staff are

<table>
<thead>
<tr>
<th>Head Area</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No caps, visors, jacket hoods, bandanas, sweatshirt hoods, doo-rags, headbands or any other head gear, except with Administrative permission.</td>
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<table>
<thead>
<tr>
<th>Upper Garments</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No halter tops, tank tops, spaghetti straps or muscle shirts. No explicit graphics may show. All garments must cover shoulder to shoulder. No rips/tears or skintight items. All garments must be long enough to clearly overlap the beltline or stay tucked.</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Foot Covering</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>No flip flops, sandals or open toed shoes are permitted.</td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Lower Garments - Male</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergarments and the buttocks MUST remain entirely covered even while you are seated. Pants and shorts must be at the waist and without tears/rips.</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Lower Garments - Female</th>
<th>Acceptable</th>
<th>Not Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dresses, skirts and shorts must be at least mid-thigh or below in length. No yoga pants, leggings, rips/tears or skintight items are permitted.</td>
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<td></td>
</tr>
</tbody>
</table>

**GENERAL INFORMATION**

**Building Maintenance/Use**

All students are expected to cooperate in keeping the building clean and in good condition. Carelessly discarding papers on the floor, marking the walls and lockers and spilling food or drink makes the job of building cleanliness more difficult. **Eating food or drinking is permitted only in the cafeteria.**

Any group that desires to use any areas of the building either before or after school must first request approval through the Vice Principal in charge of building use and have a faculty member supervise the activity.

**Bus Transportation Rules**

Pupils transported on school busses are under the authority of, and directly responsible to, the driver of the bus. This would include any deliberate misbehavior that might interfere with the safe operation of the bus. For the purpose of this regulation, student transportation shall be defined as including the loading, en-route traveling, and unloading of students to or from school or a school-sponsored activity. In order to assure orderly and safe transportation of all passengers many of our busses are equipped with on board audio-video monitoring systems. While it is difficult to social distance our students during transportation, face coverings will be required for students, for the duration of their time on the school bus. Unless it will inhibit the individual’s health. All passengers are required to observe the following rules at all times:

1. Complying with the bus driver’s instructions at all times is essential and expected.
2. Remaining seated when the bus is in motion is required. Fasten your seatbelt when seated and leave it fastened until you arrive at your final destination.
3. Using or opening the emergency exit unless authorized by the bus driver, school, or police official is strictly prohibited.
4. Smoking on a school bus is prohibited by law and, on the first offense, shall be cause for denial of transportation.
5. Hitting, fighting, harassing, scuffling, making loud and unnecessary noise, acting boisterous or participating in gang related activity, is distracting to the driver, and is not permitted.
6. Being disrespectful or abusive to the bus driver or any other staff or student in conduct or language is not permitted.
7. Showing your Student I.D., grades seven (7) through twelve (12), to the bus driver upon request is required.
8. Refusing to give your name to the bus driver or giving a false name indicates misrepresentation and insubordination to the authority of the driver and shall be sufficient cause for immediate denial of transportation by the school administrator.
9. Using profanity and other foul language or gestures towards the bus driver, staff, or other students is not permitted.
10. Throwing articles on or out of the bus is not permitted.
11. Placing head, arms, or legs outside the window of the bus is strictly prohibited.
12. Eating or drinking on the bus is not allowed. Keep the bus clean and free of paper or other litter.
13. Transporting animals on the school bus is not permitted.
14. Inflating or having inflated balloons on the school bus is not permitted.
15. Boarding or attempting to board a bus other than the student’s arranged bus or attempting to leave the bus at another student’s bus stop without permission is not allowed.
16. Seating arrangements are at the discretion of the bus driver unless otherwise assigned by the school administration. When designated seating is used, students must sit in their assigned seats. A mandatory seating chart will be submitted to the building principal and kept on file.
17. Showing issued bus passes when called upon to do so by the bus driver or other school authority is required. Failure to produce the bus pass upon request of the driver shall be reported to the appropriate school administrator. A student shall not allow the use of his or her bus pass by another student.
18. Behaving orderly on the bus and at the bus stop is required. In addition, any reported incidents occurring at, to, or from the bus stop will be investigated and could result in disciplinary action as well as in police action.
19. Carrying equipment unrelated to authorized school activities will not be permitted i.e., out of season sports equipment. Wearing of skates, roller blades, heelies and the possession of skateboards is not permitted on the bus.
20. **Parents are not permitted to board the bus.**

Any problems relative to bus stops, etc. should be brought to the attention of the transportation coordinator, (732) 828-6620.

**Cafeteria Procedures and Conduct**

In the beginning of the school year, all parents will be asked to complete a “Free or Reduced Price Lunch” application. The confidential information from this application is used by the State to determine the level of financial aid appropriate for our school and determines student eligibility for the program. Questions regarding the free and reduced lunch program should be referred to Food Services located at the Board of Education office. The phone number is 732-873-2400 ext. 337.

We are pleased to inform you that our Food Service Department offers MyPaymentsPlus, a state-of-the art online prepayment service for children’s meals. Our district has made a progressive leap toward providing convenience to our parents and staff members through the use of this system, and hope that you will assist us in informing your school community of what we have made available to them.
This system allows parents to either go online to www.mypaymentsplus.com or call a toll-free number (866-277-9649) to make payments to their children's account using a check, credit card, or debit card.

Breakfast is served daily in the cafeteria at Franklin High School from 7 am to approximately 7:22 am. If you qualify for a free/reduced lunch, you also qualify for a free/reduced breakfast. **Food cannot be taken out of the cafeteria.**

The cafeteria is your dining area; help keep it clean. The following are rules that help to speed service and maintain a clean and comfortable place for everyone to eat:

- **Students must scan their student ID when purchasing lunch.**
- Clear the table when you have finished eating. Place milk cartons, paper and trays in their proper receptacles.
- Do not stand on the cafeteria tables/chairs.
- All food is to be eaten in the cafeteria. **Do not take food out of the cafeteria.**
- Students must report to the cafeteria on time.

**Students must have a valid pass when arriving late to and/or leaving the cafeteria.**

**Change of Address or Telephone Number**

Students/Parents are required to inform Franklin High School and the Registration Office at the Board of Education regarding any change in address or telephone number. The contact number for the Board of Education office is 732-873-2400. Also, please report these changes as soon as they are known to your school counselor. Lease, mortgage payment or utility bill will be required for proof of address change.

**Electronic Devices**

The Franklin Township Board of Education recommends that students do not bring personal communication devices to school. The Board assumes no responsibility in any circumstances for the loss, destruction, or theft of any personal communication devices brought to school at any time or to any extracurricular or after school activity. (POLICY: 3515.1 TELEPHONE/PORTABLE ELECTRONIC COMMUNICATION DEVICES)

Franklin High School understands a parental concern for their child’s safety, therefore, students are granted permission to have a cell phone, but it is required to store the device in a secure location (preferably the student's locker). If a parent wishes to contact a child, the parent can contact the main office or the grade level administrator.

If a student refuses to follow a staff member’s directive regarding electronic devices, the student will be referred to his/her Dean. The electronic device may be confiscated. The student will be deemed insubordinate if he/she did not comply with the reasonable request of the teacher and/or Dean. The legal guardian may be required to report to the school to retrieve the item. Administrators will be available before and/or after regular school hours to meet with parents for electronic devices to be picked up.

Repeat offenders may have their devices kept until the end of the marking period. ** ***Franklin High School is not responsible for lost/stolen devices. ***

**Emergency Drills**

We live in times where it has become necessary to prepare for dangerous situations. The Franklin Township School District has developed plans to deal with a variety of emergency situations. Lockdown drills/lockout drills/shelter-in-place/fire drills/evacuations will be conducted during the school year. Students must take these drills seriously.
Emergency Drills are held monthly to prepare students for an actual emergency. During a fire drill, the alarm consists of a continuous ring of the alarm bell. At this signal, all occupants will leave the building quickly and quietly by using the assigned exits. An emergency exit map is posted near the door in each room. Classroom windows and doors should be closed and lights turned off. Teachers are to take roll books (class attendance sheet) with them and re-take student attendance once all students have cleared the building to their assigned areas. Students/staff should be at least 150 feet from the building.

In the event a door or exit way is impassable, those affected will reverse their direction and proceed to the nearest exit. On the all-clear signal the students/staff will return to the building in the same manner in which they left.

Emergency Evacuation Drills will be conducted throughout the year. All students and staff must be at least 300 feet away from the building.

Students must adhere to the directions of Franklin High School staff during emergency drills. Non-compliance and/or disruptive behavior will be addressed by the policies described in the code of conduct.

Emergency Evacuation for Students & Staff with Disabilities
Whenever there is an emergency, Franklin High School staff will instruct all applicable students to report to the nearest area of refuge. A staff member will be available at each area of refuge to assist students and staff. At no time should a student be left alone.

Field Trips
Groups of students under faculty supervision are often granted the privilege of participating in educational field trips that are an outgrowth of their classroom or school activities.

To be eligible to participate in the educational field trip the student must satisfy the following:

- A signature from each of his or her teachers on the "Parent Permission Form".
- Return the standard Field Trip Permission Slip to the teacher or sponsor signed by the parent/guardian and all teachers. Emergency information must be completed.
- Students must be a member of the class or organization taking the trip.

Students who are serving In-School-Support (ISS) and/or Out-of-School Suspension (OSS) are not eligible to participate. Students who have received three (3) or more infractions of ISS/OSS are also ineligible to participate in field trips.

Students are responsible for any missed or alternate assignments. It is the responsibility of the trip sponsor to check that all students planning to participate are eligible.

All school policies and regulations apply during school-sponsored trips and activities.

Flag Salute
NJ Statute Title: 18A:36-3 Display of and salute to flag; pledge of allegiance. “…except that pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the US government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing.

Genesis Parent Access
The online Genesis Parent Access is a service that allows parents to keep track of their child’s academic progress and attendance. Genesis Parent Access is a secure read-only service. The
information about your child is kept private and is password protected. Parents/guardians will not be able to see other student’s records. If parents/guardians have other children anywhere in the district they will need to provide the information for the other children and will be able to access all the information from one account. All parents/guardians who have legal rights to view their children’s school records may use the Genesis Parent Access. However, students are not permitted to register themselves to access this site. They may use the site if their parents choose to share their User ID and password with them.

To receive an account a parent/guardian must complete the Genesis Registration Form. You will receive your account information via email. To make revisions to the contact information, a parent/guardian must complete the Genesis Parent Account Revision Form. Both forms are available at school and on the Franklin High School website. Completed forms may be submitted in person to the student’s school counselor.

Parents/Guardians that are having difficulty with the service or account should email the Franklin Township Public Schools helpdesk at helpdesk@franklinboe.org

**Health Services**
The health services of Franklin High School are available to any student who becomes ill or injured during school hours or during school related activities. It is necessary for all students entering the nurse’s office to have a pass. Those students who do not have a pass will be sent back to class to obtain one. The school is not permitted by New Jersey statutes to administer any medications, prescription and/or over the counter, without a note from the physician and parental consent. The necessary forms may be obtained in the nurse’s office. All medications are to be kept in the nurse’s office and must be brought in their original container, labeled with the student’s name, name of the medication and the dosage to be given during school hours. Students may carry and self-administer Epi-pens and/or asthma inhalers providing the appropriate forms are completed by their physician and parent.

Parents/guardians of sick or injured students requiring medical attention will be notified immediately. In the event the parent/guardian cannot be reached, only the person on the student’s emergency card identified, as the emergency contact person, will be notified. No student will be sent home sick or injured to an empty house without the parent being notified.

Please notify the Health Office of any existing medical issues as the information becomes available. This information is vital in helping the health care providers make the most informed decisions concerning student care.

**Lockers**
At the beginning of the school year, each student is assigned a hall locker. Under no circumstances are students permitted to share lockers or combinations with other students. Lockers are the property of the Board of Education. Students are permitted use of lockers as a convenience. Students are not permitted to use lockers after the late bell rings.

Locker inspections are made periodically to maintain the condition and cleanliness of lockers. Any closed containers including but not limited to book bags, purses, gym bags kept in lockers selected for inspection will be opened and their contents examined. Writing inside and outside of school lockers is considered destruction of school property.

**Lost & Found**
The Lost & Found is located in the Cafeteria. Articles not claimed by the end of each marking period will be given to charity, discarded or distributed to students or families in need.

**Passes**
No student is permitted in the halls during class without a Hall Pass signed by a staff member. When a pass is issued, the destination is to be reached by the shortest route. Students are not to loiter or wander to other areas of the building. They are to keep their Hall Pass visible at all times. **Passes will not be issued during the first and last five minutes of a period.**

**School Dances**
School dances are for students of FHS, and students are required to bring their student ID card for entry. All students attending the dance are expected to follow school rules and regulations.

**Students attending a dance must arrive to the dance no later than one hour after it begins and must have their current (2021-2022) high school ID. Students may not leave until the end of the dance or the designated time. Once students leave the dance, there will be no re-entry.**

**School Property**
The student is held responsible for the proper care and use of all books, supplies, apparatus or equipment issued to him/her by the school. **Failure to maintain proper care of the above listed items will result in financial consequences.**

**Senior Student Parking**
All students must register their automobiles in B-106 with the Secretary. There are limited spaces for student parking. FHS parking permits will be distributed on a first-come first-served basis. When the student parking area is full, no other permits will be issued. The owner’s registration card, driver’s license, and insurance card must be submitted for recording. We MUST Charge a $ 5.00 Fee for each parking permit. **PAYMENT MUST BE MADE IN CASH.**

All vehicles must display a current FHS parking permit. Students are bound by the rules and regulations on parking given to them when they register their vehicles.

Any student found parking in the staff parking spaces, parking without a permit, or driving in a disorderly manner while on school property, may be subject to disciplinary action.

**Any vehicle brought onto school property is subject to search. All contents are included in the scope of a search. In addition, all vehicles approved to use the parking facilities must comply with State Law requiring that all vehicles be insured, properly tagged, and registered at all times. Failure to maintain auto insurance or vehicle registration will result in loss of parking privileges. Administration reserves the right to revoke student parking privileges. Reckless driving will result in parking privileges being terminated.**

**Student IDs**
Each student will receive a current identification card and lanyard during the first weeks of the school year. **This card will be used for daily admission to school, cafeteria, all school activities and serve as the student’s library card.** **IDs must be in the student’s possession and visible at all times.** A student will be charged $3.00 for each replacement ID and $2.00 for a replacement lanyard; this fee will be automatically charged to the student’s account.

**Use of Computers in Educational Programs**
The Franklin Township Public School District provides computer equipment, computer services and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

The computer administrators and staff members employed by Franklin Township Public Schools reserve the right to monitor all activity on district computers. **Any action by a user that is determined by a computer administrator/staff member constituting an inappropriate use of resources or one improperly restricts/inhibits other users from using and enjoying**
these resources, is strictly prohibited and may result in termination of the offending user’s access. It may also result in other action related to the district’s discipline code. The District may modify these rules at any time.

Visiting Procedures
- All parents, guardians and visitors must report to the high school Security Desk and state their purpose and provide ID; once approved he/she is to sign in and receive an ID tag to proceed further.
- Students who are suspended from school (OSS) are not permitted on school property. Any suspended student who is found on school property will be considered a trespasser unless he or she has permission in advance of the Principal or designee to be on school property.
- **At no time are students to open doors for visitors and/or staff members.**

Any person not complying with these guidelines shall be considered a trespasser and as such may be prosecuted to the fullest extent of the law.

Working Papers
Students under the age of 18 years of age and currently enrolled in school who are seeking employment must obtain working papers. Working paper applications are available in the Main Office. Completed applications are to be returned to the Main Office for processing. Students receiving working papers for the first time must show their birth certificate and provide proof of a physical examination.

**GRADING POLICY**

Franklin High School has four marking periods. Each marking period grade counts for 22% and the final exam counts for 12% of the final grade. A marking period will consist of approximately 45 days. Report cards will be issued as soon as possible after the close of the marking period. The report card, besides reporting the student’s academic achievement, will also report the attendance for each individual class.

<table>
<thead>
<tr>
<th>Numeric grades and their equivalent:</th>
<th>A = 90 – 100</th>
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<tbody>
<tr>
<td></td>
<td>B = 80 – 89</td>
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<td></td>
<td>C = 70 – 79</td>
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<td></td>
<td>D = 60 – 69</td>
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<td>F = 59 &amp; Below</td>
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**Honor Roll**

<table>
<thead>
<tr>
<th>Principal’s Honor Roll</th>
<th>Grades of 97 or higher</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished Honor Roll</td>
<td>Grades 91 to 96</td>
</tr>
<tr>
<td>Honor Roll</td>
<td>Grades of 80 to 90</td>
</tr>
</tbody>
</table>

- Student must be enrolled in at least four (4) classes at FHS in order to be eligible for Honor Roll recognition
Grades from Share-Time, Vo-Tech or Career Internship Program will not be considered when determining Honor Roll eligibility.

**Weighted Grades**
- Advanced Placement – 10 quality points above numerical grade for GPA calculation
- Honors Classes – 5 quality points above numerical grade for GPA calculation
- Concurrent Enrollment Program (CEP) – 5 quality points above numerical grade for GPA calculation
- Students must maintain a 80% average in an Honors/AP course in order to be recommended for the next level Honors/AP course
- Student must maintain a 90% average in a standard course in order to be recommended for an Honors/AP course
- Students must take the College Board AP Exam in order to be considered for college credit.

**EXCEPTIONS TO GRADING POLICY**

**Long Term Illness**
Students who expect to be absent from school for an extended period of time because of illness, injury or unusual circumstances, are eligible for “alternate instruction” (refer to Home Instruction). Information may be obtained by calling the school nurse at 732-302-4204. The days that a student receives alternative instruction will be counted as days of school attendance.

**Incomplete Grades**
An “Incomplete” can be given during any of the four marking periods. Students have two weeks to complete the work. Extenuating circumstances may warrant closer examination and additional time. The “Incomplete” must be resolved within two weeks after the end of the first, second and third marking periods and within one week after the end of the fourth marking period. If the student does not complete the makeup work by the end of the allotted time and no extenuating circumstances exist, he or she will receive the appropriate grade.

**Exempt from Final Exams**
Any senior who has an “A” average prior to the final exam may be exempt from taking the final exam.

**Failure to Take a Final Examination**
Any student who does not take the final examination when eligible to do so will receive a zero (0) for the exam and it will be averaged to determine the final grade. Anyone unable to take the final examination because of illness (doctor’s note needed), death in the immediate family, religious holiday, or court subpoena will be given an “Incomplete”. The incomplete must be resolved within two weeks of the date of the scheduled examination. Again, extenuating circumstances may warrant additional time. It is the student’s responsibility to contact the school to make arrangements for any final examinations he or she might have missed. Any senior who has an “A” average prior to the final exam may be exempt from taking the final exam.

**GRADUATION REQUIREMENTS**

In order for a student to graduate from Franklin High School and receive the state endorsed Franklin Township Board of Education diploma, each student must:

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A. Demonstrate a minimum proficiency required by the state in language arts literacy and mathematics by means of subject specific NJSLA assessments, a Substitute Competency Test, or meet the criteria of the NJDOE Portfolio Appeal. And

B. Successfully complete a minimum of 120 credits. The course work must include the following course requirements:

Curriculum Requirements for Grades 9-12

<table>
<thead>
<tr>
<th>Credits</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Language Arts Literacy</td>
</tr>
<tr>
<td>15</td>
<td>Mathematics (including Algebra I and Geometry)</td>
</tr>
<tr>
<td>15</td>
<td>Science (including Biology, Chemistry and one additional lab science)</td>
</tr>
<tr>
<td>15</td>
<td>Social Studies</td>
</tr>
<tr>
<td>20</td>
<td>Health and Physical Education or JROTC (Junior Reserve Officers Training Corps) and/or 5 credits for each year of enrollment</td>
</tr>
<tr>
<td>5</td>
<td>21st Century Life &amp; Careers and Technical</td>
</tr>
<tr>
<td>5</td>
<td>Visual, Fine and Performing Arts</td>
</tr>
<tr>
<td>2.5</td>
<td>Financial, Economic, Business, and Entrepreneurial literacy</td>
</tr>
<tr>
<td>5</td>
<td>World Language</td>
</tr>
<tr>
<td>17.5</td>
<td>Electives**</td>
</tr>
</tbody>
</table>

** Elective credits can be satisfied by taking courses beyond the required amount in all subject areas.

** In order to move from one grade level to a higher-grade level, students in grades 9-12 are required to pass the course and credit requirements.

GUIDANCE PROGRAM AND STUDENT SERVICES

Guidance Department
The Guidance Department is an integral part of the support system that aims to ensure that all students at Franklin High School meet with success. Franklin High School strives to provide balanced classrooms where diverse ethnic/cultural backgrounds are taken into consideration. Equal opportunity is promoted for all students to achieve. The Guidance Department and counselors are the student’s link between school and home. Students can expect professional advice and assistance from the Guidance Department and counselors. The counselor’s role entails helping students in personal, vocational, and educational areas. Student contacts with a school counselor can be voluntary or scheduled. Counselors are available for individual conferences. Students may be scheduled to meet with school counselors in groups and classroom settings.

School Counselor Assignments 2021-2022
<table>
<thead>
<tr>
<th>Students with Last Names Beginning With...</th>
<th>Counselor/Location</th>
<th>Phone Extension</th>
</tr>
</thead>
</table>
|                                        | Ms. Dana Karas (A103-6)  
  Director of Guidance                  | Ext. 5206         |
|                                        | Ms. Cirila Bush (A103)  
  Guidance Secretary                    | Ext. 5208         |
|                                        | Ms. Pat Naulty (A103)  
  Guidance Secretary                    | Ext. 6703         |
| **A-B (Grade 9, 10, 11, 12)**          | Ms. Deirdra Kea (A103-1)  
  Ex. 6311                              |
| **C-Da (Grade 9, 10)**  
  C-E (Grade 11, 12)  | Mrs. Heather Danberry (A103-11)  
  Ext. 6310                             |
| **De-Ge (Grade 9)**  
  De-G (Grade 10)  
  F-G (Grade 11)  
  F-He (Grade 12)  | Mr. Joshua Duncan (A103-8)  
  Ext. 5210                              |
| **Go-Le (Grade 9)**  
  H-K (Grade 10)  
  H-J (Grade 11)  
  Hi-L (Grade 12)  | Mr. Argyris Eleftheriou (A103-9)  
  Ext. 6225                              |
| **Li-M (Grade 9)**  
  L-N (Grade 10)  
  K-Mc (Grade 11)  
  M-Mi (Grade 12)  | Mr. Chance Summerer (A103-4)  
  Ext. 6111                              |
| **N-Ro (Grade 9)**  
  O-Ra (Grade 10)  
  Me-O (Grade 11)  
  Mo-Re (Grade 12)  | Dr. Wendy Bordeau (A103-7)  
  Ext. 5311                              |
| **Ru-Te (Grade 9)**  
  Re-Si (Grade 10)  
  P-R (Grade 11)  
  Ri-St (Grade 12)  | Ms. Jacqueline Schumacher (A103-5)  
  Ext. 5308                              |
| **Th-Z (Grade 9)**  
  Si-Z (Grade 10)  
  S-Z (Grade 11, 12)  | Ms. Kimberly Fromme (A103-10)  
  Ext. 5211                              |

18 Year Old Waiver
Students who are 18 or older may sign a waiver that will allow them to receive direct communication from the school pertaining to academic, attendance, and discipline information.

**Home Instruction**
When a student will be confined to the home for 10 or more school days, as determined through written documentation by their doctor, a parent may request Home Instruction by contacting the school nurse. The information is sent to Pupil Personnel Services to be evaluated by the school doctor. The school doctor determines if home instruction occurs.

**Homework for Extended Illness**
For absences of five or more days, homework assignments should be acquired by contacting the counselor. School counselors will obtain the work requested and follow up. Students who are absent for fewer than five days should obtain the assignments from teachers and complete them in the appropriate amount of time discussed and agreed upon with the teacher.

**Program of Studies**
The counselors are the primary education specialists in helping a student determine what courses he or she will pursue. A schedule must be based on the student's future goals. The counselor, student and parents, by working and planning together, can select courses appropriate for post-high school objectives. Counselors will assist in all aspects of those plans including choice of a college, technical or business school, Armed Forces, or employment opportunities. The counselors can provide information on financial aid and scholarships.

**Schedule Changes**
It is difficult to accommodate schedule changes. Therefore, **schedule changes will be considered only for the following reasons:**

- The correction of a clerical error in the schedule (i.e., a missing course, a conflict between two or more courses, or not having the appropriate prerequisite).
- A recommendation from the Child Study Team.
- A recommendation from a building administrator for disciplinary, attendance, or instruction reasons.
- A student is repeating a course with the same teacher he/she previously had.
- A recommendation from a teacher for a level change.

Scheduling changes will not be considered for any of the following reasons:

- Course content or standards differ from student expectations.
- Dropping a course because it is not needed for graduation.
- Inability of a student

**Early Dismissal**

- Counselors will review the student's schedule to determine feasibility of request, ensuring that missed credits will not negatively impact student’s graduation requirements.
- An Early Dismissal Application Form must be completed by the student, signed by the student and parent/guardian, and notarized by a Notary Public in the presence of the student's parent/guardian.
- Once approved, Early Dismissal is added to the student’s schedule.
- A list of all students who have been granted early dismissal is given to the Security Desk and sent to the Administration.

**Withdrawal of Courses**
Decision-making responsibilities regarding schedule changes shall rest primarily with counselors.
I. Withdrawal from Full-Year Courses
   a) If a student withdraws from a full-year course up to October 5, the course will not show up on the student’s transcript.
   b) If a student withdraws from a full-year course after October 5, a “WF” or “WP” (Withdrawal) will appear next to the course on the transcript, depending on the course grade at the time of withdrawal.

II. Withdrawal from Half-Year Courses
   a) If a student withdraws from a half-year course prior to the 3rd week of the course, the course will not show up on the student’s transcript
   b) If a student withdraws from a half-year course after the 3rd week of the course, a “WF” or “WP” (Withdrawal) will appear next to the course on the transcript, depending on the course grade at the time of withdrawal.

All schedule changes will require a “Course Drop-Add” form, which can be found in the Guidance Office.

Testing Program
The testing program in the high school is comprehensive and includes the administration of the NJSLA Assessment and End of Course Biology. Every student in Grades 11 will be administered the Preliminary Scholastic Aptitude Test (PSAT) in October. Other tests available to students on an interest or need basis are: Armed Service Vocational Aptitude Battery, Scholastic Aptitude Test (SAT), Advanced Placement (AP) Tests, and American College Test (ACT).

Transcript Request
All requests for official transcripts require a completed and signed transcript request form available in the Counseling Department. Official transcripts will be mailed directly to the requesting agency. Official transcripts are not given to students or parents. However, unofficial transcripts are available through the Counseling Department.

Transfer and Withdrawal from School
Anyone wishing to withdraw or transfer from school may do so by reporting to the Guidance and Counseling Office at Franklin High School to obtain the necessary forms, directions, and procedures. Both the parent/legal guardian of and student are required to be present at the time of transfer or withdrawal (parent/legal guardian must present identification). The parent/legal guardian must submit the new home and address (if applicable) and the name and address of the school the student will be attending. School counselors are available to assist in the decision making process.

Tutoring
The counselor and parent can assist the student in the following ways:
   1. encourage the student to seek help from the subject teacher after school
   2. make the student aware of teacher’s availability one day per week for help
   3. arrange tutoring with a member of the National Honor Society at a time convenient for both students

INTERVENTION AND REFERRAL SERVICES

Intervention & Referral Services (I&RS)
Students who are experiencing ongoing academic/health and/or behavioral difficulties which interfere with school success may be brought to the attention of the I&RS Committee. Referral of a student may be made by administrative, instructional and other professional staff or parents to
determine the eligibility of services through this committee. Active parental involvement is encouraged in the development and implementation of interventions with this general education program. If I&RS services have been implemented; after a final review by the I&RS Team, the student may be referred to receive District services that fall under Section 504 or Special Education.

Functions of the I&RS Committee include the following:

- Identify learning, behavior and health difficulties of students.
- Collect thorough information on the identified learning, behavior and health difficulties.
- Based on the collected data, develop and implement action plans, which provide for appropriate teacher interventions or referral school and community resources.
- Actively involve parents or guardians in the development and implementation of intervention and referral services action plans.

Student Assistance Counselor (SAC)
The program offers a wide range of services to address the common issues and needs presented by our students including problems associated with depression, suicide related issues, teen pregnancy, substance use, violence and the stresses that accompany these serious matters. The services of the Student Assistance Program are confidential and offered in a comfortable, non-threatening environment. Parents, students and staff may make referrals to the program.

Tobacco Information and Support Group
Franklin High School Student Assistance Program, in conjunction with UMDNJ School of Public Health provides a tobacco information and support group for all interested students. The goal of this program is to provide information and support to assist students in healthy decision-making regarding the use of tobacco and tobacco products. Parents, students and staff may make referrals to this program. Parental consent is required.

**HARASSMENT, INTIMIDATION or BULLYING (HIB) PROCEDURES**

Definition of HIB (Harassment, Intimidation or Bullying)
"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that: (a) reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of emotional harm to his/her person or damage to his/her property; (b) has the effect of insulting or demeaning any student or group of students; or (c) creates a hostile educational environment at school for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

How to Report Incidents of HIB
Harassment, Intimidation or Bullying (HIB) reporting can be done anonymously. *Call, email or submit a letter.*

The Investigation Process
Contact a Dean:

| Mr. Steve Foster | Grade 12 Dean | B106 | (732) 302-4200 ext. 6436 |

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Mr. John Paczkowski  | Grade 11 Dean  | C106  | (732) 302-4200 ext. 6505
Mr. Marc Tirella   | Grade 10 Dean  | B306  | (732) 302-4200 ext. 4511
Ms. Cheryl Iaione  | Grade 9 Dean   | C306  | (732) 302-4200 ext. 4525

Deans will:
- Collect and review all statements related to the incident.
- Consult with an Administrator.
- Interview victim/offender/witnesses (separately).
- Make determination whether to refer the incident to the Franklin High School HIB Specialist (Mr. Chance Summerer).

**NOTE:** If the case is referred to the HIB Specialist, then the Student Assistance Coordinator (SAC) must see the victim(s) and the perpetrator(s) within 24 hours.

**Consequences**
The HIB Specialist will assign an appropriate level of suspension if HIB is determined.
- **1st Offense:** 1-5 days OSS
- **2nd Offense:** 5-10 days OSS *(possible Expulsion Review Committee hearing before the BOE)*
- CST notification if applicable.
- Re-entry meeting with parents, students, teacher, counselor, SAC and CST.
- If necessary, the process for Intervention & Referral Services (I&RS) will begin.
- Follow-up with counseling for victim and offender

**Bystanders**
A student may be found to have committed an act of bullying without being the individual who performed the overt act. Examples of this enabling type of behavior may include encouraging a bully to physically attack a student, spreading rumors, or shunning a student who has been ostracized by a group. Bystanders will be subject to disciplinary action. Deans will consider the nature of the behavior before determining a remedial action and/or disciplinary consequence.

**Retaliation**
A person who commits an act of retaliation or reprisal against the individual who reported the original act of harassment, intimidation or bullying, or an individual who falsely accuses someone of harassment, intimidation or bullying is subject to the same disciplinary consequences as the original aggressor. The level of disciplinary consequence may match the level of the original consequences given to the aggressor or may increase to the next level of consequence as outlined in the Student Code of Conduct. All disciplinary sanctions will be implemented with consideration of the individual’s due process rights.

Questions or concerns related to these procedures should be directed to Mr. Chance Summerer, HIB Specialist at (732) 302-4200 ext. 6111.

**INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES**

Students who wish to participate in after school clubs and activities **must** scan into Turnstile by 2:35 for attendance purposes and report immediately to the activity. Bus passes must be obtained from a teacher or club advisor.

In addition to the high school education program, FHS has traditionally sponsored an active program of interscholastic athletics and extra and co-curricular activities. All students are
invited and encouraged to participate in athletics and extra and co-curricular activities. We believe that strong athletic and extra and co-curricular programs foster skill development, leadership, character and good sportsmanship, as well as self-confidence and school pride. The Franklin Township Board of Education, administration and staff at FHS recognize that academic achievement is the highest priority in the process of educating students. We also recognize the value of extra-curricular activities and athletics as an important part of a comprehensive educational experience.

It is our desire to establish standards that promote student participation in athletics, extra-curricular and co-curricular activities while motivating them to strive for academic excellence and good sportsmanship. Participation in school athletics, extra and co-curricular activities is a privilege and not a right, students who continue to demonstrate disregard for the rules and regulations of the school will become ineligible to participate in athletics, co-curricular and extra-curricular activities.

**Junior Reserve Officers Training Corps (JROTC)**

JROTC is not a recruitment program for the military. Participation in JROTC incurs no obligation toward military service. Our mission is to build better citizens, not to steer students toward enlistment. The JROTC program is designed to teach high school students the value of citizenship, leadership, service to the community, personal responsibility and a sense of accomplishment, while instilling self-esteem, teamwork and self-discipline. Its focus is reflected in its mission statement, "TO MOTIVATE YOUNG PEOPLE TO BE BETTER CITIZENS". It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. The program is a stimulus for promoting graduation from high school and it provides instruction and rewarding opportunities that will benefit the student and the community.

**FHS Clubs/Activities**

You can enhance your high school experience by actively participating in one or more of the wide range of student activities at FHS. An activities bus is available at 3:45pm. Tuesday, Wednesday and Thursday for busing students who stay for participation in activities.  

**Please note: Under certain circumstances, parents/guardians may be required to pay a transportation fee.**

- Academic League
- African & Islands United
- Amnesty International
- Anime Club
- Art Club
- Asian Awareness
- ASPECTS After Hours Media Group
- Aviation Club
- Black Youth Awareness
- Book Club: Cover to Cover
- Captain’s Leadership Council
- Class Advisor 9
- Class Advisor 10
- Class Advisor 11
- Class Advisor 12
- Computer Science Club
- DECA (Distributive Education Club of America)
- Environmental Club
- F=MA Physics Competition Team
- FBLA (Future Business Leaders of America)
- F.I.R.S.T. Robotics (For Inspiration & Recognition of Science & Technology Robotics)
- French Club
- Girl Up
- Girls Who Code
- H.O.S.A.
- J.R.O.T.C. Color Guard Team
- J.R.O.T.C. Drill Team
- J.R.O.T.C. Raider Team
- Junior Achievement
- Junior Classical League
- Junior State of America
- Key Club
- Korean Pop Culture Club
- LatinX Warriors
- LaunchX
- Library Club
- Literary Journal (Epiphany)
- Mathematics League
Interscholastic Sports
In addition to a broad range of clubs and activities, Franklin High School offers a comprehensive interscholastic program.

<table>
<thead>
<tr>
<th>FALL SEASON</th>
<th>WINTER SEASON</th>
<th>SPRING SEASON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys/Girls Cross Country Cheerleading</td>
<td>Boys Basketball</td>
<td>Baseball</td>
</tr>
<tr>
<td>Field Hockey</td>
<td>Girls Basketball</td>
<td>Boys Tennis</td>
</tr>
<tr>
<td>Football</td>
<td>Boys/Girls Bowling</td>
<td>Boys/Girls Track and Field Golf</td>
</tr>
<tr>
<td>Girls Tennis</td>
<td>Boys/Girls Indoor Track Cheerleading</td>
<td>Softball</td>
</tr>
<tr>
<td>Soccer</td>
<td>Boys/Girls Swimming Wrestling</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: A student who is academically eligible at the start of a sport season will be allowed to complete that season as long as he or she is in compliance with the three ISS/OSS and eighteen-day absent rule.

NATIONAL HONOR SOCIETY

The National Honor Society of Franklin High School is a duly chartered and affiliated chapter of the National Honor Society. Membership is open to 10th-12th grade students who meet the required standards in all four areas of evaluation: scholarship, leadership, service, and character. The national office of the National Honor Society establishes standards for selection, which have been revised to meet our local chapter needs. Students are selected to be members by a five-member Faculty Council, appointed by the Principal, which bestows this honor upon qualified students on behalf of the faculty of the school. The chapter adviser serves as an ex-officio member of the Faculty Council.

Scholarship
The scholarship criterion requires that a student have a **weighted** cumulative grade point average of 94.0 (not rounded) or better and have taken at least four (4) honors/advanced placement core courses during grades nine, ten, and/or eleven. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate’s leadership, character, and service.

**Leadership**

For leadership, the chapter requires at least one sustained leadership position. This position can be held in or out of school, must clearly demonstrate that the candidate directed a group of people, and it must be described and documented fully per the directions set forth in the Student Information Forms. For the purposes of admission to the society, activities accounting towards leadership cannot also count towards service.

**Service**

For service, a student must provide documentation of twenty (20) hours of sustained school and/or community service. The Faculty Council is looking for candidates who have a history of commitment to service-oriented projects. By definition, service activities cannot be compensated, financially or otherwise (i.e. class credit, membership, travel, discounts, food, etc.) Additionally, this service cannot be performed for a member of the student’s immediate or extended family. Service activities demonstrate inconspicuous responsibility, selflessness, courtesy, assistance, willingness, enthusiasm, and sacrifice. For the purposes of admission to the society, activities counting towards service cannot also count towards leadership.

**Character**

To evaluate a candidate's character, the Faculty Council uses various forms of input: first, students are asked for self-input in which they will identify and describe any issues that might be of concern to the Council; and second, the student's discipline record will be reviewed by the Faculty Council.

All National Honor Society members are required to participate in activities beneficial to our community, above and beyond the Chapter Service of tutoring. The required hours of Individual Service must be fulfilled through the Franklin High School Chapter’s sponsored/approved activities. All service activities are discussed at meetings and posted to the chapter’s electronic media/email.

Each year a member must complete at least thirty hours total of tutoring and service. Students must achieve at least ten (10) hours of individual service and five (5) hours of peer tutoring by June 1st of the school year. The remaining 15 hours can be either service or tutoring, at the student's discretion. Failure to complete the required hours for individual service and peer tutoring will result in dismissal from the Franklin High School Chapter of the National Honor Society. Service and tutoring activities are to be tracked as they are completed, with the adult supervisor verifying that these activities were completed.

The Faculty Council carefully reviews the Students Activity Information Forms and discipline record to determine membership. A majority vote of the Council is spring for juniors and the fall for seniors. Non-selection appeals should be directed to the Principal within two weeks of the council’s decision.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. First and second year members are expected to attend the ceremony. Once inducted, new members are required to maintain the same level of performance, or better, in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings and participation in the chapter service projects. If a student fails to meet his/her membership obligations, he/she will be subject to consequences and may include dismissal.
Dismissal and hearing procedures are available from the chapter adviser. Students should realize membership in the National Honor Society is a privilege and not a right.

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser.

**PHYSICAL EDUCATION AND HEALTH PROGRAM**

**Physical Education Grading Policy**
The Grading Policy for Physical Education classes will consist of a point system. Students can receive a maximum of two and a half (2.5) points per day. One and a half (1.5) points will be earned for dress/participation in the class and one (1) point will be earned for class attitude, behavior; and an understanding of the rules of the activity. A maximum of twelve (12) points can be earned for tests conducted at the end of each activity period. A letter grade will then be calculated using the district’s grading scale based on the number of points a student has earned.

If a student has an unexcused absence from school or their physical education class, they will lose two and a half points for the day. The student can make up their absence during intramurals after school on Tuesday, Wednesday and Thursday from 2:30-3:30.

**PE Class Attire**
All students must change out of their school clothes and into their "PE" clothes. At no time are mid-drift, cut-off, V-neck or sleeveless T-shirts, or athletic department game uniforms allowed as attire during class. Athletic shorts or sweatpants with no buckles, zippers or straps are to be worn. Jeans or any other denim material is not permitted. Jewelry is not permitted to be worn during PE classes. Footwear must be socks and sneakers. Work boots, ballet shoes, and sandals are not permitted. Improper footwear also results in being unprepared. Each unprepared is equal to -5 points. **Any student who has five (5) unprepared days in any one (1) marking period fails physical education for that marking period.** Parents/Guardians will be contacted after the second time. The PE staff has an open door policy with parents and guardians at all times during the marking period. A student who is unprepared can earn two and a half (2.5) points by attending the intramural program after school on Tuesdays, Wednesdays, and Thursdays.

**Locks & Locker Room**
Students will receive a school issued Master Lock and locker at the beginning of the school year to be used to safely store their personal belongings during PE class. If a lock is lost or misplaced, the student will be responsible for purchasing a new lock from the school for $5.00. The school and physical education staff are **NOT** responsible for any lost or stolen items. **Students are NOT permitted to bring any electronic devices (I-pods, mp3 players, cell phones or money) to be left in the lockers in the PE locker rooms.** Students should also not leave their clothes or personal belongings out in the locker room without being locked in a locker. Students must return their locker lock at the end of the school year. Failure to do so will result in a $10.00 charge to cover the cost of the lock. If a student has a lock that has been removed or damaged in the locker room, it is the student’s responsibility to report this infraction to their health and/or physical education teacher immediately.

**Physical Education Medical Release Procedure**
All students who request a medical release for one day or a short series of days must present the school nurse with a parental or Doctor’s note requesting such. This note will become part of the student’s medical record. If granted the building nurse will issue a medical release pass excluding the student from the participation in class.
A parent may write a request to have their child excused from PE class; a doctor’s note is required for any excuse more than three (3) days.

A student with a medical excuse for a period of one (1) to two (2) weeks with a doctor’s note must complete a two page written report that will be assigned by the PE teacher.

Students in the Class of 2020 and beyond – 2 years of Math must include at least 1 year of Algebra and 1 year of Geometry. A lab must be a component of at least one Science course if the high school offers a lab experience.

Earn a minimum SAT score of at least 1080 (Reading and Mathematics section only) or a sum of at least 93 on the ACT’s.

ATHLETIC CODE OF CONDUCT

All student athletes participating in the high school interscholastic athletic programs are held to the highest standard of character and sportsmanship. Each coach will issue our Board of Education approved Athletic Code of Conduct contract. The Code of Conduct must be signed by both the participant and his/her parent or guardian and returned to the coach prior to the first interscholastic contest. Failure to do so may result in delay of participation.

Athletic Academic Eligibility
The New Jersey Interscholastic Athletic Association Rules and Regulations regarding eligibility are mandatory. In addition, the Franklin School District Board of Education has adopted the following guidelines for students participating in all school athletics.

A 9th grade student will automatically be eligible in his/her first semester. To be eligible in the second semester, he/she must have achieved one half of 30 or 15 credits for participation in spring sports.

All students in grades 10-12 will be required to achieve 30 credits in the year prior to participation in the first semester of the school year. To be eligible in the second semester, the student must have achieved 15 credits.
Students shall be eligible for high school athletics for eight consecutive semesters beginning when the student originally started ninth grade, as long as all other eligibility requirements are met. All students must be medically cleared by a physician in order to participate. The necessary medical forms are obtainable online at the FHS Website, under the Athletic link. Students should contact the Athletic Office with any questions about eligibility.

These academic requirements will apply to all cheerleaders, student managers, student trainers, and athletes. Additional information regarding eligibility can be obtained upon request from the Director of Athletics or Principal.

**Athlete Age Eligibility**
A student cannot participate if he/she has reached the age of 19 prior to September 1st of the current school year. A 9th grade student cannot reach the age of 16 prior to September 1st of his/her freshman year.

**Athlete Attendance Eligibility**
In order for a student to participate in a scheduled athletic event, practice, or school function, he/she must be in school on the day of the event or the last day of school prior to the Saturday event based on the following time frame: 1) entry to school before 8:00am – no note required – eligible to practice or play 2) entry to school between 8:01 – 10:33am – note required, approval by athletic director – upon approval, eligible to practice or play 3) entry after 10:33am – note required – not eligible to play or practice. An excuse from a doctor or prior written approval from the Director of Athletics or an administrator are the only VALID excuses. Excessive absenteeism, tardiness, and cutting classes will not be tolerated. These offenses justify removal from a team with consent of the Director of Athletics.

**Athletic Equipment Accountability**
Athletic equipment used by student participants must be returned or paid for at the end of the sport season and prior to the issuance of any awards or recognition. Equipment will not be issued for any upcoming season until all equipment accounts are cleared from the preceding season.

**Athletic Awards**
Awards are to be considered a privilege. They, therefore, can be revoked or recalled (including violations of any ATHLETIC CODE POLICIES).

**Cause for Suspension from an Athletic Team**
To be eligible, a student must have an acceptable academic, citizenship, and disciplinary record. Gambling, stealing, the use of tobacco (in any form), possession, sale, and use of drugs (including steroids), and/or alcoholic beverages are prohibited and will be disciplined as follows:

A first offense violator shall be suspended from play for a period of at least one-week. This will include all games and practices.

Additional offenses for the same violation listed above will result in his/her dismissal for the remaining part of the season, involving intervention with the director of athletics.
In addition, Board Policies and the Student Handbook, clearly detail all aspects of drug, alcohol, substance use and abuse, including other sanctions.

Suspension for cause other than the above-mentioned are at the discretion of the coach and the director of athletics. These violations include, but are not limited to insubordination, profanity, fighting, unsportsmanlike conduct, and unexcused absence from practice, unsatisfactory attitude, and a failure to follow any additional rules and regulations that the coach deems necessary to maintain discipline and facilitate the efficient execution of daily procedures.

Imposed suspensions in excess of one week require consultation with the director of athletics. Parental notification by the coach involved will be required in all cases of suspension.

Discipline referrals and school suspensions are justification for suspension or removal from a team.

**Conflicting Activities during Sports Season**
Prior to the start of any season, an athlete must realize his/her obligation to the team and refrain from scheduling any conflicting activity during that season.

**Athlete Injuries**
Any athlete, who sustains an injury during a school related athletic activity, must report it to his/her coach immediately, which in turn will report it to the district Athletic Trainer. The Athletic Trainer will then be responsible for providing this information to the school nurse. If any injury occurs outside of school it must be reported to the coach prior to the athlete’s next practice or game.

**Transportation To and From Athletic Events**
No student-athlete is permitted to use personal transportation to or from any away athletic event. Official school transportation will be provided, originating at the school and returning back to the school. In a family emergency this rule will be waived as long as prior approval is given by the director of athletics and transportation request form has been completed by parent/guardian.

**Athlete Personal Conduct**
As an athlete, pride in your school, team and yourself is all part of good sportsmanship. Your pride is reflected in your personal conduct. Student athletes will not violate the rules of common decency with each other. They shall respect the authority of coaches and other school staff and shall conform to requests made by them.

In addition, an athlete’s appearance should be a matter of pride, which means cleanliness and neatness in dress and equipment. Student athletes are expected to dress properly when representing their team and school at any athletic or academic function.

**Athletic Academic Assistance (AAA)**
The concept of the AAA program is “Student-athletes must be in passing status in all subjects in order to participate in extracurricular athletic activities.”

AAA program and outlined major points to provide all with a clear understanding of the procedures:
● Within the first week of school in the fall the active team rosters will be sent to all HS teachers with clear directions on how to refer student-athletes who are in danger of failing. The same procedures will follow through the winter and spring athletic seasons.
● Teachers will be instructed to alert the AD or his/her designee via email utilizing a referral form they will receive at the first opportunity of signs that a student-athlete is in danger of failing.
● The AD or his/her designee will also perform an academic assessment of all student-athletes on the four and six week periods throughout the season.
● The AD or his/her designee will also utilize the interim reports and report cards to identify any student-athletes that are not progressing academically.
● Once a student-athlete has been referred by the teacher a meeting student is held. With feedback from the subject area teacher and involving the coach, parent and/or guardian an action plan is developed.
● If the student-athlete is failing the AD or his/her designee will place the student-athlete on “academic athletic probation” for a period of ten school days (two weeks). At which time the student will be removed from his P.E. class and reassigned to a tutorial class room.
● The tutorial class room will be staffed by teachers from the HS.
● We will utilize members of the National Honor Society to act as peer tutors for the student-athletes that are assigned.
● During the ten day probationary period the student-athlete will be allowed to continue his/her participation but if they do not attend the mandatory tutorial on a particular day, they will not be allowed to practice or play that day.
● At the conclusion of the ten day probation period another academic assessment is conducted by the AD or his/her designee. If the student-athlete has improved his status he/she is removed from probation and returned to active status and his/her PE class.
● If the student-athlete has not improved his/her status or caught up on work that was incomplete, the student-athlete is removed from active participation status and can no longer practice or play until they are reinstated by the AD or his/her designee. At that point the student-athlete is returned back to PE and it is now assumed that the student-athlete can utilize the after school hours for extra help, since he/she is no longer practicing.

**Guidelines for Spectators**

NJSIAA regulations and those of the Skyland Conference govern all athletic events. Our athletic program meets the basic needs of many students and is of great value. The success of the program is due to the work of coaches and students involved. If the program is going to continue to be successful, spectators must encourage good sportsmanship, courteous treatment of visitors and absolute fairness under all conditions.

**Spectators must:**
Be Courteous: To the teams, officials and other spectators.

Be Enthusiastic: By “rooting for the team, not by “booing” opponents.

Be Fair: Have confidence in the honesty and integrity of the officials. Remember they are neutral; spectators are often partisan.

Be Cooperative: Don’t walk on the court; stay back from the sidelines; don’t yell during free throws or introductions.

Be a Good Sport: By support of the team before, during and after the game.

Be a Good Fan: This is a game with a respected opponent; not a fight with a bitter enemy.

**Spectator Regulations**

No smoking in the school or on school property.
No food or liquid refreshments in the Gym.
No consumption of alcoholic beverages at any event.
No mechanical noisemakers or electronic devices at any event.
No whistling; it interferes with the game.
Cheerleaders remain seated during indoor play.
Display good sportsmanship at all times.
Let the athletes play the game, the coaches’ coach and the officials officiate.
Enjoy the game.

**N.C.A.A. ATHLETIC REQUIREMENTS**

- Graduated from High School
- Juniors and seniors must earn a Core Grade Point Average of at least 2.30.

**NOTE:** The required Grade Point Average is related to the SAT or ACT test scores. 2.30 is the minimum requirement for full participation. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA G.P.A.
For the Class of 2022 and beyond – must earn a core grade point average of at least 2.3. The required Grade Point Average is related to the SAT or ACT test scores. 2.3 is the minimum requirement. Only courses that satisfy the NCAA definition of a course can be used to calculate your NCAA G.P.A.

<table>
<thead>
<tr>
<th>Core Units Required for NCAA Certification</th>
<th>DIV I</th>
<th>DIV II</th>
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<tbody>
<tr>
<td>English Core</td>
<td>4 years</td>
<td>3 years</td>
</tr>
<tr>
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TOTAL CORE UNITS REQUIRED 16 16

NOTE: For Junior/Seniors: 2 years of math must include at least 1 year of Algebra and 1 year of Geometry. A lab must be a component of at least one Science course if the high school offers a lab experience.

Earn a minimum SAT score of at least 1010 (Reading and Mathematics section only) or a sum score of at least 86 on the ACTs.

******PLEASE NOTE: FOR THE CLASS OF 2022, YOU DO NOT NEED A SAT OR ACT SCORE DUE TO THE PANDEMIC
**N.C.A.A. ATHLETIC REQUIREMENTS**

- Graduated from High School

- **Juniors and seniors must earn a Core Grade Point Average of at least 2.00.**
  
  NOTE: The required Grade Point Average is related to the SAT or ACT test scores. 2.00 is the minimum requirement. Only courses that satisfy the NCAA definition of a core course can be used to calculate your NCAA G.P.A.

- **For the Class of 2022 and beyond –** must earn a core grade point average of at least 2.3. The required Grade Point Average is related to the SAT or ACT test scores. 2.3 is the minimum requirement. Only courses that satisfy the NCAA definition of a course can be used to calculate your NCAA G.P.A.

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Earn a minimum SAT score of at least 1010 (Reading and Mathematics section only) or a sum score of at least 86 on the ACTs.
STUDENT BEHAVIORAL EXPECTATIONS

- **Regular Attendance** – Students are expected to attend school regularly and to attend all classes.

- **Punctuality** – Students are expected to be on time for school and classes.

- **Work Habits** – Students are expected to be prepared for and to participate in each class, to meet performance standards, to have the necessary class materials, to complete class work and homework accurately and on time, and to prepare for quizzes, tests and examinations.

- **Academic Honesty** – Students are expected to maintain the highest standards of honesty in their work. A student violates this when he or she misrepresents him or herself by cheating, copying, plagiarizing, counterfeiting, using false identification, or making false reports by posing as a parent to excuse absences, tardiness, or to sign school related documents.

- **Respect For Self And Others** – Students are expected to be honest, behave with dignity and treat others with respect and courtesy. Behavior of the individual should not interfere with the rights of others; this includes the use of appropriate language, actions and attire. Students are expected not to harass others verbally or physically. Students are expected to come to school free from the influence of tobacco products, alcohol or drugs. Students are expected to refrain from using or possessing such substances. Students should also refrain from any inappropriate touching and sexual contact.

- **Respect For Authority** – Students are expected to comply with all school rules and to obey the laws. Students are expected to respond in a respectful manner to all adults while under the jurisdiction of the school and while participating in school-sponsored activities.

- **Respect For Property** – Students are expected to treat all property belonging to the school and to others with care.

- **Freedom From Fear** – Students are expected to contribute to a safe school environment free from fear. Acts of violence, HIB, weapons and contraband are never acceptable.

Rules of conduct relate to students when they are present in the school building, on school grounds, while they are being transported to and from school, school-sponsored trips, after-school related activities, practices, meetings, etc. Each individual student is expected to exhibit high standards of conduct and show evidence of self-discipline. Students are, at all times, expected to respect the rights of others, to take care of school property, to be courteous, and to be thoughtful.

**DISCIPLINE FOR ALL ACTS OF STUDENT MISBEHAVIOR**

Franklin High School students are reminded that they are to show respect to all school district employees regardless of their position. When any type of disorder occurs in the school, and where positive identification is established, offenders will be disciplined. (It must be recognized that not all the offenders can be identified.) Verbal insubordination as well as physical acts will be recognized as grounds for disciplinary action.
Rules and regulations outlined in this manual are designed to supplement the routine classroom management techniques of the teacher. Students are reminded that all administrators, teachers, security personnel and other staff in the building have the authority to enforce the rules and regulations associated with the discipline policy. Teacher authority is not in any way limited to the classroom or particular students.

Faculty use of behavior management strategies in their classroom is considered the first line of discipline for minor misconduct. As such, teachers may utilize the following strategies prior to referring a student for administrative disciplinary action (this is not a comprehensive list):

- Conferencing with the student;
- Contacting the student’s parent/legal guardian;
- Assigning a teacher detention;
- Seeking assistance from colleagues to create a plan to support the student with meeting positive behavioral expectations;
- Documenting student misconduct using Genesis Notes, the Office Discipline Referral Form and Multiple-Offense form as necessary.

The student may be referred to the building administrator when
- a) the nature of the misconduct warrants immediate attention, and/or
- b) problem behavior continues despite the use of teacher-mediated behavior management and disciplinary strategies.

District Administrators and staff have the right to question students regarding any situation that either jeopardizes student safety or property.

Please note: Any person, including but not limited to students, school employees, parents, other adults or juveniles, who enters on any school property, any school building, or school bus, may be video and/or audio taped as part of the measures taken by the District to provide a safe, secure, and orderly environment. Information recorded on school surveillance equipment may be used as evidence in disciplinary and/or legal proceedings.

The district administration maintains a system of Counseling, Detention, In-School Suspension, Mandatory Conference Parent Program (MCPP) and Out-of-School Suspension, as consequences for unacceptable student behavior.

Please note: Administrators who receive students for disciplinary action consider the type, scope, and severity of the infraction in order to assign an appropriate consequence. If warranted, additional steps and more severe discipline may be applied to any infraction.

Incidents that occur in high volume areas (e.g. cafeteria, assemblies, hallways or during emergency drills) will be treated more severely.

Counseling
Deans/Administrators may require students to meet with their individual school counselors, Student Assistance Coordinators, or Child Study Team case managers as necessary. Referrals to the above school personnel may be in addition to an assigned consequence.

Teacher/Administrative Detention
Detention is given for behavior inconsistent with school, district or State rules, regulations, policies or guidelines. These are listed in, but are not limited to, those described in this handbook. Detention will be held on Tuesday through Thursday after school from 2:37 p.m. - 3:37 p.m. in Room B125. Teacher Detentions are held during teachers’ office hours.
Students must arrive at the designated location and be in his or her seat by 2:37 p.m. and stay until dismissed by the detention monitor at 3:37 p.m. **Students, who arrive late to detention or leave detention for an extended period of time, may be assigned additional disciplinary consequences.** Students will not be released from detention for any reason, i.e. extra help, practice, etc. Students must bring schoolwork to do in detention. Students may not talk, use electronic devices or be disruptive in detention. Students must follow the directions of the detention monitor.

If a student has a compelling reason why he or she cannot attend detention, then it is his or her responsibility to discuss it prior to the scheduled date with his/her Dean to request the possibility of rescheduling the detention. Detention rescheduling is not automatic. Students who do not attend detention and do not visit the Dean in advance to make arrangements for a postponement will be considered cutting detention and appropriate action will be taken. **Students who do not attend ("cut") scheduled detentions may be assigned other disciplinary consequences.**

**In-School Suspension (ISS)**

Deans may assign students to In-School Suspension which meets during the school day from 7:21 a.m. to 2:21 p.m. In-School Suspension (ISS) may be used for the temporary removal of student(s) from a particular class for one period or from specific class/classes for a designated number of periods and/or days. Students are required to attend ISS on the assigned day and time and must report directly to the ISS room (B118). Any student who does not report on time or is removed from ISS for non-compliance will be subject to further disciplinary action, which may include OSS. Arrangements will be made with the teachers of students in ISS to provide class assignments.

**Mandatory Conference for Parent Program (MCPP)**

Mandatory Conference Parent Program is offered when a mandatory conference for parents is deemed necessary.

In most cases MCPP begins at the end of the instructional day in which it was issued. It requires parents to attend a mandatory conference with an administrator or Dean the day following the infraction. After the mandatory conference, the student will be officially readmitted to school. The MCPP will include but is not limited to the following infractions: tardy to class, hallway infractions, class cuts, and willful misconduct.

**Out-of-School Suspension (OSS)**

Out-of-School Suspensions are usually the result of those infractions as identified under Title 18A: 37-2 (et. seq.) or violations of NJDOE reportable offenses under the violence, vandalism, weapons, and drug abuse laws. However, these are not the only offenses for which Out-of-School Suspension will be given.

In most cases, OSS begins at the end of the instructional day in which it was issued. However, the Administration retains the right to suspend a student immediately if it is determined that waiting until the end of the instructional day could jeopardize the safety and well-being of the school environment.

In all cases of Out-of-School Suspension, an "in person" parent/guardian conference (Re-entry Meeting) with the appropriate Dean and Vice Principal is mandatory before the student is readmitted. In extenuating circumstances, a responsible adult designated by the parent/guardian may be present at the conference in lieu of the parent/guardian.

During the period of suspension, the student has the obligation to keep up with his/her work.
It shall be the responsibility of the student and/or his or her parent/guardian to obtain all assigned work.

The student or parent/guardian shall have the responsibility for obtaining the assignment in a manner prescribed by the school.

There shall be a reasonable deadline for completing the schoolwork.

Makeup work completed by the student within this policy and school procedures shall be given full credit.

Students are not permitted on school property and are not allowed to participate in any school-related activities during the time of their OSS. Students found on school property during the period of his or her suspension will be considered trespassing. This includes but is not limited to participation in the following extra-curricular and co-curricular activities:

- Class activities/spectator
- Student Council
- School trips
- Band, chorus, play rehearsals, practices or performances
- Club activities
- Athletics, including games and practices
- Dances, proms or participation in all other co-curricular activities

Please note: Members of the National Honor Society may lose their membership in the Society as a result of one OSS. A decision, in this circumstance, will be reached following a conference with the NHS advisors, the Principal, the student and his or her parent or guardian. A second OSS during the course of the school year will result in automatic dismissal from the National Honor Society.

3-Strike Rule and Eighteen-Day Absence Rule
As participation in school athletics, extra-curricular and co-curricular activities is a privilege and not a right, students who continue to demonstrate disregard for the rules and regulations of the school district will become ineligible to participate in athletics, co-curricular and extra-curricular activities. Any student who receives three incidents of OSS (3-Strike Rule) or who has accumulated eighteen days or more absences during the school year will lose the privilege of participating in all activities for the remainder of the school year. This ineligibility precludes participation in activities such as:

- Class activities
- Student Council
- School trips
- Band, chorus, play rehearsals, practices or performances
- Club activities
- Athletics, including games and practices
- Dances, proms or participation in all other co-curricular and extra-curricular activities

LEVELS OF DISCIPLINARY CONSEQUENCES

Level 1- School personnel will enforce appropriate disciplinary consequences for violations of the Student Code of Conduct that involve the students, parents/guardians, school personnel, and legal law enforcement as is appropriate.
Level 2- Consequences will include conferencing and the assignment of detentions or other disciplinary remedies, but not out-of-school suspension.

Level 3- Out of school suspension shall be given. At this level the student shall be removed from the school for a short time in accordance with School Board Policies and State Law per the following steps:

   a) A suspension of one to three (1-3) days requires a parent conference to return to school;
   b) A suspension of three to five (3-5) days requires a referral to SAC (Student Assistant Coordinator) and parent conference with Principal;
   c) A suspension of five to ten (5-10) days requires referral to I&RS team and parent conference with Principal

Note – For Levels 1, 2 and 3 excessive cumulative suspensions at any level in a single year may result in:

- Referral to school counselor, SAC, I & RS (Intervention & Referral Service) or Child Study Team (CST);
- Change in academic placement;
- Additional behavioral intervention;
- Movement to Level 4.

Level 4- Mandatory suspension shall be given and a mandatory assessment shall be conducted. At this level there will be a mandatory ten (10) day suspension of the student accompanied by an assessment for future placement. The student’s records will be reviewed by the building administration to determine if the discipline infraction requires program modification. If the modification includes Out-of-District placement in a non-classified situation approval of the Director of School Management and Student Advocacy is required.

Level 5- This level may result in expulsion. Level 5 provides for long-term suspension or permanent separation of the student from the school system:

- Ten (10) day suspension pending Board hearing;
- Home instruction pending Board hearing;
- Board hearing pending expulsion.

INFRACTIONS/DISCIPLINARY CONSEQUENCES

Tardy to School
Failure to arrive at school at the scheduled start time and/or arrival late to school without
permission will result in disciplinary consequences. Each accumulation of five tardies to school will result in Teacher Detention, Administrative Detention, ISS, or MCPP. Students arriving at school late are to report immediately to their scheduled classes.

Tardy to Class
When a student is late to class or other assigned area (including Lunch), without documentation, the classroom teacher will record the lateness and give a verbal warning. Each time the student accumulates three tardies in any one class or assigned area (i.e. study hall, library, cafeteria, gym, and auditorium) per marking period, the teacher will make parent contact and assign the student to their office hour detention. Students who arrive to class after the late bell will be recorded as late and five (5) tardies will be counted as one “cut” from class.

Cutting Class or Assigned Areas
Students who are absent from any assigned period without prior approval or a legitimate pass or who walk out of class are subject to disciplinary action for cutting.

Please note: Students who arrive to class 10 minutes or more after the late bell will be recorded as a cut.

1st Offense and all other offenses
● Parent contact made by teacher
● Teacher detention
● Referral to grade level Dean of Students
● Administrative detention, ISS, or MCPP

Hall Sweeps
“Hall Sweeps” may be necessary in order to address students who are tardy and/or not in class. Throughout the school year, the administrators reserve the right to monitor students’ movement throughout the building.

In an effort to encourage students to report to class on time, the faculty and administration will conduct hall sweeps. Students caught in a hall sweep could be subject to receive the following:
● Warning
● Administrative Detention
● ISS
● MCPP

The lunch period does not exempt a student from the consequences of being in the halls during a “hall sweep.”

Failure to Report to a Teacher Detention
● Administrative Detention, ISS or MCPP

Failure to Report to an Administrative Detention
● 1st Offense – One day ISS and letter sent home.
● 2nd and all other offenses – ISS, parent contact and/or MCPP.

Inappropriate Dress
Dressing in a manner that interferes with teaching, learning, and the safety of students is prohibited.
● 1st Offense – warning and opportunity to correct the attire
● 2nd Offense – ISS
● 3rd Offense – ISS and MCPP

Electronic Devices
Using electronic devices during normal school hours in prohibited areas (i.e. hallways, gymnasium/classrooms - unless authorized by teacher for instructional purposes only) will result in the following disciplinary consequences:

● Device will be confiscated and returned at the discretion of administration

Disruption
Causing an interruption in a class or activity which may include chronic talking, yelling or screaming, making noises with materials, horseplay or rough-housing, throwing objects, pranks, unsportsmanlike conduct and/or sustained out-of-seat behavior will result in the following disciplinary consequences:

● 1st Offense - Teacher Detention and parent contact
● 2nd Offense and all other offenses - Administrative Detention, ISS, MCPP, or OSS

Noncompliance/Defiance/Disrespect
Refusing to follow directions, refusal of a student to give his/her name, talking back, or engaging in socially rude interactions toward staff and/or students that include negative verbal statements or gestures will result in the following disciplinary consequences:

● 1st Offense – Teacher Detention and parent contact.
● 2nd Offense and all other offenses – Administrative Detention, ISS, MCPP, or OSS

Littering on School Grounds
● 1st Offense – warning and student must remove litter and place in appropriate container
● 2nd Offense and all other offenses – one day of detention and parent contact

Obscene/Inappropriate Language/Materials
Verbalizing or writing messages, and/or making gestures that include swearing, name calling, profanity, and/or explicit messages of a violent/sexual nature will result in the following disciplinary consequences:

● 1st Offense – Teacher Detention, parent contact by the teacher, referral to Dean, Administrative Detention
● 2nd Offense and all other offenses – Administrative Detention, ISS, MCPP, or OSS

Cheating
Cheating takes various forms, including copying from another student, plagiarizing, using cheat sheets or other unauthorized sources, allowing others to copy, or using online research paper or language translation services.

Any form of cheating will result in a grade of zero (0) for the test or assignment for which it occurred. The consequences for plagiarism will depend on the extent of the plagiarized material used in the assignment. The teacher will contact the parent or guardian as well as the school counselor:

Any recorded incident of cheating or plagiarism will automatically disqualify students from membership in the National Honor Society; these students will receive a zero (0) for the assignment, and a parent conference with the Principal or designee will be held.
Gambling or Possession of Instruments of Gambling
This includes but is not limited to the distribution or possession of organized sports pools, dice, cards or other instruments of gambling and placing and/or accepting wagers on sporting events.

- 1st Offense – ISS and parent contact
- 2nd Offense and all other offenses – OSS and a parent conference to return to regular classes

*Depending upon the severity of the gambling offense, the maximum level of disciplinary action may result in Expulsion.

Inappropriate Use of Media Equipment
Reproducing unauthorized information (fraud), viewing or obtaining pornography or sexually explicit materials, introducing computer viruses, threatening/menacing, sending or receiving hate materials (i.e. messages via social media, text messages), committing a bias offense, harassing, ‘sexting’ (sending sexually explicit messages/photos electronically) will result in OSS. Immediate parent contact and meeting with the School Resource Officer is required to return to the regular school program.

Students Driving/Parking Improperly/Driving Recklessly on School Grounds
Failure to comply with rules and regulations of driving may result in the following:

- suspension of parking privileges
- parent contact and meeting with the School Resource Officer
- possible traffic summons

Lacking Supervision/Loitering/Presence in Unauthorized Areas
Students must remain in the room or area indicated by his or her schedule. Students found in areas of the school other than those indicated on their schedule, students who are in the halls without a valid pass from a teacher or administrator, students who are loitering and not taking the most direct route between destinations, and student in unauthorized areas of the building (e.g. storage room) are subject to discipline. This includes after school.

- Parent contact
- Administrative Detention
- ISS
- MCPP

Truancy
Students who are not in school during school hours or leave school without parental permission or knowledge will be considered truant.

- 1st Offense – one day of ISS, zero for all class work missed as a result of the truancy, parental contact, referral to a Dean
- 2nd Offense and all other offenses – additional days of ISS, zero for all class work missed as a result of the truancy, referral to a Dean, MCPP, report to Truancy Officer

Misrepresentation (i.e. forged passes, notes, etc.)

- 1st Offense – Administrative Detention and parent contact by teacher and Dean
- 2nd Offense and all other offenses – One day ISS and parent contact by teacher and Dean

Bus Misconduct
Inappropriate student behavior on the school bus will be addressed in accordance with the Student Code of Conduct and administered by the child’s building principal or vice principal similarly to other student misbehaviors that occur in the school building or classroom. However,
to insure safe student transportation, the following conduct is specifically prohibited on the school bus and violations may result in revocation of school transportation privileges:

- Fighting
- Smoking
- Exiting the bus from the emergency exits without being directed to do so by the bus driver
- Throwing objects out of the bus window
- Purposely damaging the bus
- Any other behaviors that occur on the bus that may jeopardize the health, safety, or well-being of the other individuals that are either in or around the bus.

The sequence of disciplinary actions for these more serious infractions are as follows:

**First Offense** – An administrative conference shall be held with the student. The student shall be given a minimum of three (3) and a maximum of five (5) days out of school suspension. The parent/guardian shall be advised of the action taken by the administration via telephone and by written notice. A personal re-entry conference shall be held with the parent/guardian prior to the student’s return to school.

**Second Offense** – An administrative conference shall be held with the student. The student shall be given a minimum of five (5) and a maximum of seven (7) days out of school suspension. The parent/guardian shall be advised of the action taken by the administration via telephone and by written notice. A personal re-entry conference shall be held with the parent/guardian prior to the student’s return to school.

**Third Offense** – An administrative conference shall be held with the student. The student shall be given a minimum of five (5) and a maximum of ten (10) days out of school suspension and a ten (10) day suspension of bus privileges. The parent/guardian shall be advised of the action taken by the administration via telephone and by written notice. A personal re-entry conference shall be held with the parent/guardian prior to the student’s return to school.

**Fourth And All Subsequent Offenses** – An administrative consultation shall be held with the student, the parent/guardian, and when possible, the District Transportation Supervisor. The student shall be given a minimum of five (5) days of out of school suspension and a minimum of thirty (30) days of bus privilege suspension. Students may receive permanent denial of bus privileges at the discretion of the building principal.

Notes:

1. When a student's bus privileges have been suspended for misconduct, it is the parent/guardian's responsibility to provide the child with transportation to and from school.
2. Any person, including but not limited to students, school employees, parents, other adults or juveniles, who enter on any school property, any school building, or any school bus, may be video and audio taped as part of the measures taken by the District to provide a safe, secure, and orderly environment. Information recorded on school surveillance equipment may be used as evidence in disciplinary and/or legal proceedings.

**THE FOLLOWING BEHAVIORS WILL RESULT IN IMMEDIATE REMOVAL FROM CLASS OR ACTIVITY.**

**Gang Related Activity**

Wearing of clothing or jewelry associated with a gang and/or using written, verbal or gestures that are symbolic of gang signs, or other indicators of gang related activity.
Physical Aggression/Fighting
Delivering actions that involve substantial physical contact toward another where injury may occur (e.g. hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) is regarded as physical aggression. Play fighting/horse playing is also considered physical aggression.

Any/all individuals involved in fighting will be disciplined in accordance with the regulations described below. Involvement in fighting includes but is not limited to, all combative behaviors, verbal instigations, or any behaviors that may result in student fighting with each other.

- 1st Offense – one to three days OSS and parent conference to return to regular school program, referral to Dean/VP
- 2nd Offense – three to five days OSS and parent conference to return to regular school program, referral to Dean/VP
- 3rd Offense and all other offenses – five to nine days OSS and parent conference to return to regular school, referral to Dean/VP

Lewd and/or Bizarre Behavior
Any student who exhibits lewd, and/or bizarre behavior shall face a suspension of not less than three days. In addition, the student will be referred to the SAC counselor, school counselor and/or the student’s CST case manager will be notified. This may include possession or viewing of pornographic material. A conference with the school counselor, the student, parent and the Grade Level Administrator will be held in order for the student to return to school.

Sexually Inappropriate Activity/Behavior/Gestures/Materials
The following behaviors are considered sexually inappropriate: verbalizing, writing, texting or ‘sexting’ messages, and/or making gestures that include pornographic content, mature themes, inappropriate touching, solicitation, and/or explicit messages of a sexual nature. Disciplinary consequences for sexually inappropriate behavior will depend upon the severity of the behavior, with consequences ranging from level 1 to level 3.

Sexual Harassment
Franklin Township Public Schools will not tolerate any form of sexual harassment. Any student who engages in sexual harassment of another student or school employee will be subject to suspension from school, a parental conference administration, and may have criminal charges filed against him/her on behalf of the offended student(s) or school employee. Examples of student sexual harassment include but are not limited to such acts as remarks or sexual graffiti, sexual jokes and catcalls of sexual nature, or acts of physical abuse. Each incident will be handled individually per Franklin Township Board of Education Policy.

Dating Violence
Dating violence means a pattern of behavior where one person threatens to use, or actually uses physical, sexual, verbal, or emotional abuse to control a dating partner in accordance with N.J.S.A. 18A:37-34.

Franklin Township Public Schools believes a safe and civil environment in school is necessary for the students to learn. Acts or incidents of dating violence at school will not be tolerated and will be dealt with in accordance with the District Student Code of Conduct.

Consequences may include, but are not limited to: parent contact, counseling, temporary removal from the classroom, classroom or administrative detention, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

Smoking
This includes use or possession of tobacco or smoking paraphernalia. Students found in the act of vaping, smoking, holding, possessing, using or disposing of a cigarette, tobacco products or related objects (including lighters and matches) and related activities in the presence of a teacher, administrator or security personnel will be subject to the following discipline:

- **1st Offense** – one to three days OSS, parent contact and counseling by the Substance Awareness Counselor (SAC)
- **2nd Offense** – three to five days OSS, smoking cessation services through SAC and parent conference

**Pulling or Tampering with a Fire Alarm**
- **1st Offense** – Five to nine days OSS with a fine and complaint signed for each offense to the Franklin Township Police Department
- **2nd Offense** – Ten day OSS, pending Administrative Review/Superintendent’s Hearing/Expulsion Hearing/Police Intervention

**Possession or Use of Weapons**
Weapons include but are not limited to the following: all firearms [those enumerated in NJSA 2C: 39-11 (et. seq.) and 18 USC 921 (et. seq.)], razors, clubs, explosive devices, guns or look-a-like weapons, open or wrapped belts, knives of any sort, sharp pointed objects intended to cause bodily harm, etc. These type items are not to be brought to school. The “Zero Tolerance for Weapons Act” is supported by the Franklin Township Board of Education. Any student who is found to be in possession of a firearm (whether operative or not) on school property, on school bus, or at a school sponsored function or found committing a crime while possessing a firearm or who is convicted or found to be delinquent for a firearm offense shall be immediately removed from the school’s regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Franklin Township Board of Education.

Any student who assaults a student, teacher, administrator, Board of Education member, or other school district employee with or without a weapon other than a firearm on school property, a school bus, or at a school-sponsored function shall be immediately removed from the school’s regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending an expulsion hearing before the Franklin Township Board of Education.

**Fireworks/Firecrackers; Smoke Bombs; Explosives; Live, Dummy or Blank Ammunition; Fake Devices, Mace, Tear Gas, Pepper Spray or Similar Substances**
The use or possession of such materials or substances in school, on school property, on school bus or at a school-sponsored activity is prohibited.
- **1st Offense** – Five to ten days OSS and parent conference to return to school.
- Repeat Offenders - Referral to the Franklin Township Board of Education for an expulsion hearing.

**Unsafe Objects/Materials**
The use or possession of unsafe objects/materials in school is prohibited. Students found possessing or using such devices will have them confiscated.
- **1st Offense** – one to three days OSS
- **2nd Offense and all other offenses** – four to ten days OSS and/or possible referral for expulsion review hearing.

**Theft of, Possession of or Receiving Stolen Property**
- **1st Offense** – one to three days OSS, parent conference, and possible complaint signed with Franklin Township Police Department.
● **2nd Offense** – three to Five days OSS, parent conference, and complaint signed with Franklin Township Police Department.
● **3rd Offense** – five to nine days OSS, parent conference, and complaint signed with Franklin Township Police Department, possible recommendation for expulsion review.

**Vandalism/Graffiti/Destruction of School Property**
● **All Offenses** – OSS, cost reimbursement to the school district for replacement, possible further disciplinary action/police notification

*Depending upon the severity of the offense, the maximum level of disciplinary action may result in Expulsion.

**Possession/Use of Alcohol/Controlled Dangerous Substances**
It is the policy of the school district to take positive action through education, counseling, parental involvement and medical referral. Students who are concerned about their use of substances are encouraged to talk with the Student Assistance Coordinator or any other faculty member, or administrator. If an administrator, faculty member or other employee is concerned that a student may be using substances, the Student Assistance Coordinator will interview the student. If an administrator, faculty member or other employee suspects a student of being under the influence of substances, the following procedure must be followed in accordance with NJSA 18A:40A 10-11.

A student may be under the influence of substances when he/she is exhibiting physical and/or behavioral characteristics indicating use. When it appears to any teaching staff member, school nurse or other personnel that a pupil may be under the “influence of substances” as defined shall report the matter as soon as possible to the school nurse, Principal, or his/her designee. The Principal shall immediately notify the parents and arrange for an immediate examination of the pupil including an alcohol/drug screen. The examination may be performed by a physician selected by the parent or taken to the school physician or an emergency room. If the parent/guardian is not available or unwilling to cooperate with the school administration, the Principal or Principal’s designee will act as loco parentis and the Principal or Principal’s designee will accompany the student to the hospital emergency room. The cost of the medical examination and drug screen conducted by the Board approved medical facility will be paid for by the Franklin Township Board of Education.

The student must be examined immediately and a written report must be presented to the school within 24 hours of parental notification. The examination must include a drug/alcohol screen with the Franklin Township Board of Education medical form accompanying the student. **Refusal/failure to take a drug/alcohol screening will result in disciplinary consequences.**
A written report must accompany the student upon his/her return to school certifying the pupil is physically and mentally able to return to school.

If the results of the testing indicate: 1) that the student was under the influence; 2) that the test was adulterated; or 3) that the student is guilty of possession or distribution of alcohol or narcotics, as revealed by an investigation by the administration, then the student will be subject to the disciplinary action listed below.

● **1st Offense** – three days OSS; meeting with student, parent, SAC, school counselor and Principal or designee; five mandatory sessions with SAC; an evaluation by a facility approved by the Commissioner of Health if deemed clinically appropriate.
● **2nd Offense** – three to five days OSS; meeting with student, parent, SAC, school counselor and Principal or designee; five mandatory sessions with SAC; an evaluation by a facility approved by the Commissioner of Health if deemed clinically appropriate.
● **3rd Offense** – five to nine days OSS; meeting with student, parent, SAC, school counselor and Principal or designee; five mandatory sessions with SAC; an evaluation by a facility.
The above policy also applies to students on a school-sponsored trip and/or school sponsored activity.

Possession and Distribution
A pupil found to have possessed, distributed, used or administered chemical substances in violation of law and Board Policy will be reported to appropriate law enforcement officers and will be subject to discipline in accordance with Board Policy No. 5610 – suspension and expulsion. It is unlawful for any person to possess or distribute any substance which is not a drug but represented as one. Any student, who possesses, distributes or consumes a substance with the intent of leading a reasonable person to believe the substance is a substance governed by the Safe and Drug Free School Zone Policy, will be dealt with as if the substance were real.

Threats/Menace
Students who threaten a student, teacher, administrator, board of education member or other school district employee with harm, death, or causes the person to fear for his safety or life shall be disciplined as follows:

- **1st Offense** – three to five days OSS, parent conference to return school, possible complaint signed, referral to Dean/VP
- **2nd Offense** – five to nine days OSS, parent conference, complaint signed, referral to Dean/VP
- **3rd Offense** – ten days OSS, possible hearing before Superintendent of Schools, refer to Dean/VP, possible expulsion

Assault
Assault is causing or attempting to cause bodily injury to another person. Assault also includes an attempt by physical menace to put another in fear of imminent serious bodily injury.

Any student who assaults a student, teacher, administrator, board of education member or other school district employee or guest of the school district on school property, a school bus, or at a school sponsored activity will be immediately suspended from school pending the result of a board of education hearing.

The Administration reserves the right to make modifications to existing consequences when it deems those modifications are appropriate.

**APPEAL PROCESS**

Students and parents or guardians are granted the right to appeal or make their concerns known and have them considered and disposed of fairly by using the regular chain of command within the school in the following order:

- The student or parent may schedule a conference with the person or persons with whom the concern arose, and the appropriate administrator.
- If this does not result in a satisfactory resolution, the parent or guardian or student may file a written appeal with the Principal. The appeal must be filed within five school days. Failure to submit an appeal within the five days shall constitute acceptance of the decision at the first level of the appeal. After receiving the written appeal, the Principal will review the matter and conference with all involved parties. The Principal will then render a fair decision based on all the information presented.
- If this does not result in a satisfactory resolution, the Principal will refer the matter to the next step in the appeal process.
A written summary, including final disposition and decisions, shall be maintained at each level of the appeal process and forwarded to:

- The student’s file.
- The next step of the appeal process.

Note: The board of education and the administration recognize that it is impossible to develop regulations for every situation that requires discipline. For this reason, the board of education authorizes the Principal and his/her designee to use appropriate measures to manage any situation not specifically identified in this handbook or in the board of education policy. The Principal, Vice Principal, and staff will exercise a fairness and sound judgment when dealing with these types of situations.

The administration reserves the right to assign discipline for any situation not specifically covered in this handbook. In addition, the administration also reserves the right to make modifications to existing circumstances when it deems those modifications are appropriate.

ALL SUSPENSIONS OF TEN DAYS OR LESS CANNOT BE APPEALED BEYOND THE BUILDING PRINCIPAL WHOSE DECISION IS FINAL.

NEW JERSEY STATE LAW FOR SUSPENSION AND EXPULSION

18A: 37-2 Causes for Suspension or Expulsion of Pupils

Any pupil who is guilty of continued and willful disobedience or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

Conduct, which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct, shall include but not be limited to, any of the following:

- Continue and willful disobedience;
- Open defiance of the authority of any teacher or person, having authority over him;
- Conduct of such character as to constitute a continuing danger to the physical wellbeing of other pupils;
- Physical assault upon another pupil;
- Taking or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility; incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- Incitement which is intended to and does result in truancy by other pupils; and
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.
Mem’ries are dear when we sing Franklin High,

Enter to learn we’ll go forth to serve her well,

Years will pass by for us, names left behind,

Yet we will stay with you, pleasant thoughts in mind

For it’s you that we love for our years spent with Alma Mater

Our years with dear Franklin High.

Composer:  Dr. Jack Pirone

FHS Band Director 1961-1970