Genesis Update

Franklin Township Public Schools will be utilizing several electronic forms district-wide this school year. These forms, which require parental and, in some cases, student acknowledgment, will be available on the GenesisParent Portal before the school year begins. This year, these forms will include the acceptable use of district computers/network form, permission to participate in G Suite for Education - formerly Google Apps; a media consent form; and the acknowledgment of the student code of conduct form. If you do not have access to Genesis or would prefer to have these forms sent home with your child in paper form, please contact the main office of your child’s school.
AHoy Claremont Elementary School! This handbook is for you and your child and gives you information about school policies and procedures. Please read this handbook alongside your child. They are expected to know and follow our school rules and to be familiar with the guidelines discussed so that our school atmosphere remains positive and productive.

Here at Claremont Elementary School, we believe that providing our students with a supportive academic environment will help them develop self-confidence and a desire to strive for excellence in the 21st Century. We also believe in fostering an atmosphere of cooperation and teamwork. We encourage students to become good decision-makers. They will learn the Pillars of Character as well as CES’s overarching expectations.

Practice Kindness
Act Responsibly
Work Hard; &
Show Respect.

Finally, we expect that all students will adhere to these expectations not only in their homerooms but in all specialty area classrooms. We also expect students to follow the district guidelines as cited within the district’s Code of Conduct which can be found on our district’s website.

We look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communications.

For 2021-2022, we are letting our dreams set sail! Remember, we cannot change the direction of the wind, but we can certainly adjust our sails.

Respectfully Yours,

Nicole Bevere
Principal

Madlen Rizkalla
Vice Principal
A PROFILE OF STUDENTS WHO ARE ALWAYS “Ready to Set Sail” AT CLAREMONT ELEMENTARY SCHOOL

STUDENTS who attend school regularly and arrive on time;

STUDENTS who take responsibility for themselves in the way they act, talk and look;

STUDENTS who exhibit good study skills, work habits, and who can collaborate well with others;

STUDENTS who are motivated to take academic risks in the classroom;

STUDENTS who bring outside experiences into the classroom to enrich the learning activities;

STUDENTS who do their homework regularly, submit assignments on time, and who are open to constructive criticism;

STUDENTS who have good manners... can say “please” and “thank you”...are friendly, courteous, and show respect to everyone at Claremont Elementary School;

STUDENTS who are honest with themselves and others;

STUDENTS who follow the school rules for acceptable behavior at Claremont Elementary School and model that behavior for others; and

STUDENTS who volunteer to do a little extra to make their class, Claremont Elementary School, and our community a better place.
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**Points of Interest: Must Reads**

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<thead>
<tr>
<th>Attendance Procedures</th>
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<tbody>
<tr>
<td>● Parents/guardians <strong>must</strong> submit a note or medical documentation explaining each student’s absence. When students are absent for more than <strong>three (3) consecutive school days</strong>, they must submit a medical excuse from their physician. Such notes must be submitted <strong>within five (5) days of the student's return to school</strong>.</td>
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<tr>
<td>● Any absence that does not fall into one of the categories listed in the policy is considered “unexcused.”</td>
<td></td>
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<tr>
<td>● If a parent/guardian plans an extended leave from school for more than ten (10) consecutive days, the parent/guardian must come to CES to complete an Extended Leave/Withdrawal Form. Upon return, the parent/guardian must re-register the student at the Board of Education building.</td>
<td></td>
</tr>
<tr>
<td>● When a student accumulates <strong>four (4), eight (8), and ten (10) days of unexcused absences</strong>, parents/guardians will be notified. Students who accumulate <strong>ten (10) unexcused absences</strong> or who show a pattern of truancy will be referred to the Truant Officer.</td>
<td></td>
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<tr>
<td>● Students must be present for a minimum of four hours to be considered present for a full day of school.</td>
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<table>
<thead>
<tr>
<th>Birthday/Nutrition Policy</th>
<th>Pages 7-8</th>
</tr>
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<tbody>
<tr>
<td>● The <strong>last fifteen (15) minutes</strong> of the designated day at the end of each month is to allow grades K to Grade 5 students’ birthdays to be recognized.</td>
<td></td>
</tr>
<tr>
<td>● <strong>Pre-K students will celebrate their birthdays on the day of their birthday.</strong></td>
<td></td>
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<tr>
<td>● We <strong>cannot accommodate</strong> parents accompanying the snack to the classroom to serve the snack, take photographs, organize games, etc.</td>
<td></td>
</tr>
<tr>
<td>● For all grade levels, Pre-K to 5, birthday snacks should be simple. Please refrain from sending in a whole birthday cake. All would appreciate a simple, healthy snack that is easy to distribute.</td>
<td></td>
</tr>
<tr>
<td>● Please be advised that <strong>invitations for private birthday parties are NOT permitted to be distributed through the school.</strong> Teachers cannot be asked to send home personal invitations via backpack, whether for every student or not.</td>
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<tr>
<th>Sick Child Procedure</th>
<th>Pages 14-15</th>
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<tr>
<td>● In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician. The school <strong>cannot provide transportation</strong>. In extreme emergencies, the local First Aid Squad will be called.</td>
<td></td>
</tr>
<tr>
<td>● The district <strong>requires that all new Pre-Kindergarten and Kindergarten children have a physical.</strong> In addition, all new students to the district (PreK-5) entering from out of state must also have a physical.</td>
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<table>
<thead>
<tr>
<th>Visitation Procedure</th>
<th>Page 20</th>
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<tbody>
<tr>
<td>● All visitors must report to the security desk prepared with a legal ID. Anyone who has signed in at the security desk will be issued a visitor’s pass.</td>
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<tr>
<td>● For <strong>parent visitation</strong> to a classroom, the school policy calls for:</td>
<td></td>
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<tr>
<td>o A one day notice to the teacher</td>
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<tr>
<td>o 30-minute time limit</td>
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<tr>
<td>o Visitation by the parent to their child’s classroom only</td>
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<tr>
<td>o A member of the administrative team has to accompany the parent</td>
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</tbody>
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*Pending District COVID Safety Guidelines*
ARRIVAL PROCEDURES
Students who are not being bused should **not** arrive before 9:15 a.m. unless they are in the YMCA before care program or are a part of a before-school activity such as Dance Troupe, a musical rehearsal, etc.

**Buses and Vans**
*Please ensure that your child knows their bus letter!*
Each morning, buses and vans will park and unload our Pre-K-Grade 5 students on the rear side of our school building. Streets leading to the main building will be closed at this time to regular traffic. Students will remain on their buses until 9:15 am, at which time they will exit and move to their designated building entrances. As a safety precaution, all children should be reminded to walk on the portion of the sidewalk **away from the curb**. Additionally, the CES Safety Patrol will assist in both arrival and dismissal.

**Car Riders**
Students arriving by car must be dropped off in front of the Main Entrance. Parents/guardians should remain in their vehicles. Students should exit using the passenger rear door. Supervision is in place, and children will be escorted by staff and safety patrol.

**Students arriving for the YMCA Care Program** (7:00 am and 9:00 am) Students and their families should use the rear entrance adjacent to the cafeteria marked “CARE ENTRANCE.” A parent must escort and sign their child in.

**Walkers**
Walkers should enter the building at the main entrance.

**ATTENDANCE**
I. Student Absences
When a child is unable to attend school, please call the main office at **(732) 210-3500 ext. 10901 as soon as it is known that your child will be absent** and leave the following information:
- Student’s name
- Teacher’s name
School achievement begins with regular attendance. Parents/Guardians must ensure that all school-aged children in their care are in school on time daily. Additionally, school personnel will communicate any attendance problems or concerns to parents/guardians promptly.

It is important to remember that parents/guardians must submit a note or medical documentation explaining each student's absence. When students are absent for more than three (3) consecutive school days, they must submit a medical excuse from their physician. Such notes must be submitted within five (5) days of the student's return to school.

Under New Jersey law and regulation, individual Boards of Education determine categories of absences, which the District will consider “excused.” Franklin Township Board of Education Policy 5113 on absences is available on the district website. Any absence that does not fall into one of the categories listed in the policy is considered “unexcused.”

Notes must also be submitted for absences for family travel or vacations, the performance of household or babysitting duties, and other daytime activities unrelated to the school program. However, they are “unexcused” absences.

Parental permission is not considered an excused absence.

If a parent/guardian is planning an extended leave from school for more than ten (10) consecutive days, the parent/guardian must complete an Extended Leave/Withdrawal Form which can be found on the district’s website. Upon return, the parent/guardian must schedule an appointment online to re-register the student at the Board of Education building located at 2301 Rt 27, Somerset, NJ 08873.

When a student accumulates four (4), eight (8), and ten (10) days of unexcused absences, parents/guardians will be notified. It is hoped that through communicating and working together, the parent/guardian, student, and the school will be able to develop and implement effective strategies that will result in improved student attendance and academic achievement.

It should be noted that students who accumulate ten (10) unexcused absences or who show a pattern of truancy will be referred to the Truant Officer. Additional unexcused absences/truancy will result in referral to the Franklin Township Municipal Court.
Students must be present for a minimum of four hours to be considered present for a full day of school.

II. Student Tardiness
A student is considered tardy if arrival is after 9:30 A.M.
A student who arrives late must report to the Main Office, where their arrival time will be recorded, and a late pass will be issued. The principal will address excessive tardiness.

III. Early Student Dismissal
A student dismissed early must be signed out in the Main Office before 3:45 pm.
- Personal illness as determined by the nurse or administration
- Emergencies require a need for a parent or guardian to sign a child out of school personally. Only authorized individuals on the student's contact emergency list will be permitted to pick up the child
- Personal reasons when the administration or office has been notified, and the child is signed out by the parent or guardian

BIRTHDAY RECOGNITION
Claremont Elementary School Staff are always happy to celebrate a student’s birthday. They have designated the last fifteen (15) minutes of a special day at the end of each month to allow grades Pre- K- Grade 5 students' birthdays to be recognized.

Pre-K students will celebrate their birthdays on the day of their birthday. If you would like to send in a special healthy snack on a designated Friday, noted below, please contact your child's teacher by Monday of that week.

- September 24th: All September Birthdays
- October 29th: All October Birthdays
- November 19th: All November Birthdays
- December 17th: All December Birthdays
- January 28th: All January Birthdays
- February 25th: All February Birthdays
- March 25th: All March Birthdays
- April 29th: All April Birthdays
- May 27th: All May Birthdays
- June 17th: All June, July, and August Birthdays
For all grade levels, K to 5, birthday snacks should be simple. Please refrain from sending in a whole birthday cake as this creates a more time-consuming snack period than our schedules allow. A simple, healthy snack is easy to distribute and will be appreciated by all.

As you may know, New Jersey recently enacted a new School Nutrition Policy to promote healthy food alternatives to students in public schools. In addition to the cafeteria menu changes, the new policy affects foods served during parties and birthday celebrations. **Soda is completely prohibited, as is all candy and all items that contain sugar as the primary ingredient.** If you are sending a treat to celebrate your child’s birthday, muffins, fruit, or snack bags are acceptable, i.e., Goldfish, pretzels, Chex mix. Please DO NOT send in goody bags.

Kindly check with your child’s teacher or the school nurse about any potential food allergies that may be in your child’s class. All items should include a list of ingredients for staff to refer to. **Lastly, please remember this is a special snack time treat and not a class party.** Therefore we cannot accommodate parents accompanying the snack to the classroom to serve the snack, take photographs, organize games, etc.

Please be advised that invitations for private birthday parties are NOT permitted to be distributed through the school. Teachers cannot be asked to send home personal invitations via backpack, whether for every student or not.

At the start of the year, teachers will invite parents to be put on a classroom directory shared with other parents who choose to participate. Parents will be able to use this directory to reach out to other parents to invite classmates to birthday parties and playdates.

**BUS POLICIES**

The large volume of students who ride buses necessitates strict adherence to the following policies:

- All bussed children will be sent home on their assigned buses unless the school has been notified in writing that the parent/guardian will pick the child up at school.
- Students may not change their bus assignment or their bus stop without explicit permission from Transportation.
- Children in the YMCA Program must be picked up and signed out by a parent or guardian each day.
- Buses will be identified by a LETTER, which students will be expected to learn and know.
- All students will be assigned a seat on their bus. Good conduct is expected. Discipline issues will be handled through a bus referral/parent reporting system.

*All questions should be directed to Teri Peterson, Transportation Safety Coordinator at 732.828.6620 tpeterson@franklinboe.org*
CAFETERIA (BREAKFAST & LUNCH)/RECESS

For the 2021-2022 school year, all students are eligible to receive free lunch. Your child, therefore, may eat lunch provided free of charge from school or bring their lunch from home.

Breakfast will also be available, free of charge, for the 2021-2022 school year for any student who chooses to eat breakfast upon arrival.

For the 2021-2022 academic year, the following schedule is in place:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Lunch Begins</th>
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<tbody>
<tr>
<td>Pre-K</td>
<td>11:50 am</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>1:10 pm</td>
</tr>
<tr>
<td>Grade 1</td>
<td>11:50 am</td>
</tr>
<tr>
<td>Grade 2</td>
<td>11:50 am</td>
</tr>
<tr>
<td>Grade 3</td>
<td>1:10 pm</td>
</tr>
<tr>
<td>Grade 4</td>
<td>12:30 pm</td>
</tr>
<tr>
<td>Grade 5</td>
<td>12:30 pm</td>
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I. Recess

When weather permits, students will go outside for recess and are expected to follow these rules:

- Students should be dressed appropriately for the weather.
- Food and drink are not permitted outside.
- Students will follow the structured play schedule/calendar provided to their homeroom teacher in September.
- Good sportsmanship is required at all times.
- Do not send equipment from home.
- Games involving physical contact are not permitted. Students must keep within the boundaries of the playground.
- Students will line up when the whistle is blown and return playground equipment to its proper place.
- Students will follow the directions of the adults supervising the playground.
II. Lunch Time
While in the cafeteria, children are assigned to tables by class and are expected to behave in a calm, quiet and orderly fashion. The following guidelines have been established to provide a safe and pleasant atmosphere:

- An adult in charge will send students to the lunch line.
- All jackets, coats, etc., are to be left at the student’s cafeteria seat when the students are called to the lunch line.
- Since cutting in line is not acceptable behavior, anyone found cutting will be sent to the back of the line.
- Students must stay in their assigned seats. Permission is necessary to dispose of garbage or to use the bathroom.
- Tables must be kept clean. Trash must be picked up around the table and appropriately discarded.
- School rules, such as walking at all times, using appropriate language and manners, and respecting others, are enforced in the cafeteria.
- Students who occasionally forget their lunch money may charge.

YMCA Before and After CARE Program

In an attempt to meet the demands of working parents, the district has partnered with the YMCA. The YMCA program is offered Monday through Friday for both before and aftercare. The morning program begins at 7:00 a.m., while the afternoon session concludes at 6:00 p.m. Rate information for AM, PM or both sessions are available here. Financial aid is available from the YMCA. The process begins by filling out a financial assistance application and gathering documents from the financial assistance checklist. The contact at the YMCA for this Program is Michael Lee, who can be reached via email at mlee@gscymca.org. Please contact him about registration, rates, availability for 3-year-old students, and financial aid information.

There is no a.m. YMCA program in the event of a delayed opening.

In the event of an early school closing, the YMCA will be held, with the understanding that parents will pick up their children as swiftly as possible.

CHANGE OF ADDRESS/TELEPHONethe school office must have a current address and telephone number for every student. Please be sure to update your information immediately in the Genesis Parent Portal if any changes occur.
CONFERENCES
A parent-teacher conference is scheduled during the week of November 29th through December 3rd. It is a beautiful opportunity to learn about the progress of your child. If you wish to confer with your child's teacher at any other time, please contact them at school to arrange for an appointment.

DIVISION OF CHILD PROTECTION AND PERMANENCY
By law (N.J.S.A. 9:6 8 .10) and (18A: 36-25) and Department of Education regulations (N.J.A.C. 6A: 16-11), any person having reasonable cause to believe that a child has been abused or neglected by a parent or caretaker is required to notify DCP&P at 1-877-652-2873 (1-877-NJ-ABUSE) immediately.

EMERGENCY FORMS
Emergency forms will be made available to parents via the Parent Portal in Genesis. Parents/Guardians should review, make corrections, or change as necessary. We must have the most current information. Please be sure that all information is accurate and alternate contacts are available to act on your behalf in the case of an emergency.

Please update Genesis immediately of any changes that occur throughout the year.

Note: Any court orders/custody orders must be on file in the main office.

EMERGENCY CLOSINGS/SNOW DAYS
School closings or delayed openings that are due to inclement weather will be publicly announced via radio stations WNJO (FM 94.5), WMGQ (FM 98.3), WPST (FM 97.5), WKXW (FM 101.5), WBUD AM 1260), WHWH (AM 1350), WCTC (AM 1450), WOR (AM 710).

Emergency closings are also announced through the district’s emergency telephone line: (732) 873-2400, ext. 555. Updated changes are also on our website at www.franklinboe.org and school channel 14.

In the event of a delayed opening, school hours will be:

PreK - Grade 5 11:10am – 3:50pm

ENRICHMENT AND GIFTED AND TALENTED
The Franklin Township Enrichment Program provides opportunities for students who possess or demonstrate high ability levels in one or more content areas. The
Enrichment Program in Franklin Township is based on Joseph Renzulli’s Schoolwide Enrichment Model, which provides enrichment for all students through a tiered system that consists of three types of activities. An integral part of the model includes project-based learning activities that focus on developing 21st-century skills with a strong emphasis on problem-solving, creativity, and critical thinking.

For 2021-2022, Digital Citizenship will again be provided to all students in grades 3-5, one time per cycle. This class will be co-taught by the Library/Media Specialist and your child’s homeroom teacher. Students will learn research and presentation skills by working on scaffolded projects.

Additionally, Student College will run for the 2021-2022 school year. This semester-long class affords all students in grades 4-5 the opportunity to choose two elective courses, one in Semester 1 and one in Semester 2, based on their interests. Student College will meet one time per cycle and is a non-graded course.

**GRADING AND REPORTING**

Our district has recently revised our elementary report card. For the 2021-2022 school year, students in grades one through five will receive trimester, standards-based report cards.

Report Card Distribution dates are as follows:
- December 17, 2021
- April 4, 2022
- June 24, 2022

Although you will have the opportunity to speak with your child's teacher during their conference, the following hyperlink is meant to guide how your child's performance will be evaluated.

[https://www.franklinboe.org/Page/18064](https://www.franklinboe.org/Page/18064)

For our Pre-Kindergarten, the district will use the KEA GOLD reporting tool.

Research shows that the first three years of life lay the foundation for all future learning and development. GOLD’s expanded progressions highlight the critical importance of those foundational skills and how they build upon each other to support children’s development and learning through the early years.

Our main goal is to develop the whole child. By using GOLD, the teachers of our youngest learners are given the tools to expand their role in supporting children’s development and learning, which is essential to the child’s future development and education. All teaching and learning are scaffolded to meet children’s
individual needs. We are placing as much importance on social-emotional skill development as on mathematics, language, literacy development, and cognitive development. All of these skills are equally essential for future success in school and life.

With GOLD, teachers can meet children where they individually are and the progression and set a path for supporting their development and learning moving forward.

Parents will be able to see progression in development and learning when viewing the report card.

**SCHOOL COUNSELORS**

Two full-time student school counselors are available during the school year. A child's parent or teacher may make a counseling referral at any time during the school year. Written parental approval must be obtained before the initiation of regular counseling contacts, i.e., Lunch Bunch. They can be contacted by phone or email at the following:

Leslie Chong, Ichong@franklinboe.org ext: 13072; and
Nicole Paciulli, npaciulli@franklinboe.org ext: 13071.

**HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

All students are expected to follow the district's harassment, intimidation, and bullying policies. These policies can be found at the Board of Education's website: www.franklinboe.org. Claremont School's Anti-Bullying Specialist is Ms. Leslie Chong. She can be reached at (732) 210-3500, ext. 13072 or Ichong@franklinboe.org

In addition, Ms. Nicole Bevere, Principal, should be contacted with any bullying concerns on our campus.

**HOMEWORK**

Meaningful, engaging homework assignments that reinforce student learning and promote parental collaboration are an important part of a student’s learning experience. Typically, **students may receive 10 minutes of homework per day per grade level.** For example, a first-grade student may receive up to 10 minutes of homework each night, while a third-grade student may receive up to 30 minutes each night. These time allocations are in addition to nightly reading as
all students are required to read daily and record that activity onto their reading log.

Parents can help by setting aside a specific time and quiet workspace for homework or school-related activities. Students are responsible for any classwork and homework missed due to absences.

*Parents are encouraged to reach out to their child's teacher should students struggle to complete their work in these time frames.*

**LOST AND FOUND**

A Lost and Found area for most items (lunch boxes, clothing, etc.) is located in the cafeteria. Eyeglasses, money, or other valuables that have been lost will be held in the cafeteria.

**MEDIA CENTER**

Students use the media center for instructional purposes with their class. Books may be checked out for up to two weeks. Students are held financially responsible for lost or damaged books.

**MEDICATION**

Please follow the Board of Education policy if your child requires medication of any kind. Medication is defined as any prescription drug or prescribed over-the-counter drug. All medication must be delivered to the school nurse in its original labeled container and accompanied by a note from the physician stating the name of the medication, the dosage and time of administration, its purpose, and how long it is to be administered.

- The parent must submit a written request that the medication is administered. Forms are available in the nurse’s office.
- All medication will be secured and dispensed by the school nurse (or parent).

**NURSE /HEALTH SERVICE**

Emergency care in the school is limited to first aid for accidents or illnesses in school or on the way to school. In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician. The school
cannot provide transportation. In extreme emergencies, the local First Aid Squad will be called.

The district requires that all new prekindergarten and kindergarten children have a physical. In addition, all new students to the district (PreK-5) entering from out of state must also have a physical. We encourage you to have your family doctor perform the physical examination since they are familiar with your child's health history. Please provide the required note from your family physician stating that this exam has been conducted and have them include any significant findings. The school nurse will contact you if conclusions from any of the screenings need follow-up attention. Our school nurse is Ms. Maribeth Virzi (732) 210-3500, ext. 15500

Positive Behavior Support in Schools (PBSIS)
School-wide Positive Behavior Support is an evidence-based approach to building a positive school climate that creates a continuum of support for students to promote positive social behaviors. At Claremont Elementary School, we call this, “We Strive to be “PAWSitive,”” which aligns with our school’s new overarching expectations and values:

We Strive to be “PAWSitive” at CES
Practice Kindness, Act Responsibly, Work Hard & Show Respect
HALLWAY
- Head in the right direction
- Always keep hands to your sides
- Line is straight
- Leave room in front of you
- Stay to the right

BATHROOM
- Flush the toilet
- Leave the area clean
- Use your quiet voice
- Soap and water to wash your hands
- Head back to class

BUS
- Be kind to everyone
- Use your quiet voice
- Seat belts on!

CAFETERIA
- You should always say “Please” and “Thank you”
- Use your quiet voice
- Make sure your area is clean

PLAYGROUND
- Play by the rules
- Listen to adults
- Always keep hands and feet to yourself
- You should always be kind
PERSONAL PROPERTY
Claremont Elementary School cannot assume responsibility for lost or damaged items. Students **should not bring** valuable personal possessions to school or distracting toys, games, electronic devices, etc. Common sense and consideration are the best guides in determining what is appropriate.

PTO ACTIVITIES
The PTO is a valuable and vital part of the school’s functioning. In addition, the PTO has been highly involved in improving our school.

**Parents/guardians are strongly encouraged to become PTO members and support the organization by attending meetings and PTO-sponsored events. Volunteers are always welcome.**

The 2021-2022 our PTO Presidents is Mrs. Kimberly Stephens. She may be contacted through email at: **kimberlystephenspto@gmail.com**.

**Be sure to join the Claremont PTO Facebook page for updates.**

SAFETY DRILLS
**Emergency Drills** are conducted twice each month. Detailed routes are posted inside the door of each classroom. Students are reminded to follow safety rules established in the building. There is no talking during safety drills.

**Off-Site Evacuation Drills** are conducted, at a minimum, one time during the school year. Students are escorted to a designated off-site location. All procedures are explained and practiced with students. Students are reminded to follow safety rules established in the building. There is no talking during an evacuation drill.

SAFETY PATROL
In addition to certified staff being positioned throughout the campus, fourth and fifth-grade students will have the opportunity to apply and be selected for the Claremont safety patrol during arrival and dismissal. Approximately 60 students serve in this role during the Fall and Spring of the school year.
STRUCTURED PLAY

In order to provide students with a more structured environment during recess, various developmentally appropriate play activities will be scheduled on a rotating basis. Activities are supervised and may include: soccer, basketball, four square and blacktop games, track and field, and playground. Students will be apprised of this schedule in advance.

TELEPHONES

Students are not permitted to use cell phones or smartwatches during the school day. If a parent has given their child permission to carry a cell phone, it should be off and stored in their backpacks during the instructional day. If a child is wearing a smartwatch, parents cannot call the child while school is in session. In the case of an emergency, a parent should contact the school directly.

TEXTBOOKS

Students are responsible for returning the textbooks issued to them and all library books that they borrow. In the event of a loss or damage, they will be financially responsible.

VISITORS

Claremont Elementary School welcomes parents, community members, professional guests, and other visitors.

All visitors must report to the security desk prepared with a legal ID. Anyone who has signed in at the security desk will be issued a visitor's pass. For parent visitation to a classroom, the school policy calls for:

- A one day notice to the teacher
- 30-minute time limit
- Visitation by the parent to their child's classroom only
- A member of the administrative team has to accompany the parent
Regular School Hours

Pre-Kindergarten – Grade 5

Student Arrival/First Bell          9:15
Late Bell                           9:30
Dismissal Begins                    3:50

Minimum Session Hours
Pre-Kindergarten – Grade 5
9:30-2:10

Delayed Opening
Pre-Kindergarten – Grade 5
11:30-3:50
Safe Return Plan Guidelines
As Detailed on the Franklin Township Board of Education Website

The Franklin Township Public Schools Safe Return Plan details how the district will apply the current guidance from the Federal, state, and local governmental, educational, and health agencies when all our staff and students return to in-person instruction in September of 2021.

This Safe Return Plan referenced many of the district's procedures and protocols in the 20-21 school year when the district operated on a fully remote and hybrid pivot program. These can be found in more detail in the FTPS Restart and Recovery Plan for the Reopening of Schools.

The Safe Return Plan was shared with the Board of Education and the Franklin Community on June 11, 2021, and was available for public comment through June 16, 2021.

The District Safe Return Committee (formerly the Restart and Recovery/Reopening Committee) reviewed the final version of the Safe Return Plan, which addressed and incorporated, where applicable, the comments offered by the community.

The Safe Return Plan is also part of the Federal American Rescue Plan Act ESSER III Application and will be reviewed every six months. A summary of the Safe Return Plan was included in the ESSER III Application.