



FRANKLIN HIGH SCHOOL STUDENT HANDBOOK 2023-2024 SY

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FRANKLIN TOWNSHIP PUBLIC SCHOOLS

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Franklin High School Administration

Dr. Nicholas Solomon
Principal
Mr. Rod Brundidge
Vice Principal
Ms. Kelley Guerrero
Vice Principal
Mr. Michael Herman
Vice Principal
Ms. Sheronda Martin
Vice Principal
Mr. Ammon Barksdale
Supervisor of School Counseling
Mr. Kenneth Margolin
Director of Athletics

[Mission Statement: Franklin Township Public Schools embraces its diversity, fosters excellent educational innovation and empowers all students to achieve their highest potential.](#)

Dear FHS Students,

Welcome to the 2023-2024 academic year at Franklin High School! We sincerely hope you had a fantastic summer, and we are thrilled to embark on another successful journey together. Last year, FHS achieved several remarkable milestones, and we are determined to maintain this momentum as we forge ahead, creating new memories, setting fresh goals, and conquering novel challenges.

At Franklin High School, our foremost commitment is to provide a safe and intellectually stimulating environment that empowers each of you to become innovative thinkers, creative problem solvers, and inspired learners, fully prepared to thrive in the twenty-first century. Our dedicated staff is wholeheartedly devoted to delivering a rigorous, standards-based curriculum that fosters continuous growth and exploration for all students.

FHS offers a plethora of opportunities for every student to get involved and enrich their high school experience with enlightenment, success, and unforgettable moments. We strongly encourage all of you to engage in our wide array of co-curricular and athletic activities and teams on campus. Embrace the challenge of trying something new, stepping beyond your comfort zone, and discovering the joy of making new friends while creating memories that will last a lifetime.

The Franklin High School community has been a steadfast supporter of all our programs, and we strive to maintain this enduring partnership with both our students' families and the community for many more years to come. By working together and combining the support of our families with our best professional efforts, we can ensure academic growth and achievement for all students at FHS. As we begin this academic year, we extend our warmest wishes for a happy, healthy, and successful school year ahead. We eagerly anticipate meeting all our new students and welcoming back our returning classes with open arms.

Sincerely,

Nicholas Solomon

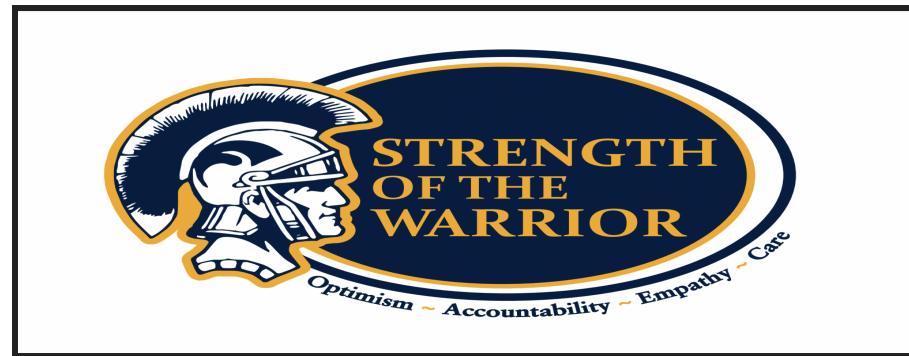
Dr. Nicholas Solmon, Ed.D

Franklin High School Administration

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Mr. Kenneth Margolin	Director of Athletics	Athletic Office~Events Lobby	kmargolin@franklinboe.org	Ext. 6403

FRANKLIN HIGH SCHOOL CODE OF ETHICS

"STRENGTH OF THE WARRIOR"



FHS - STUDENT EXPECTATIONS

p.b.s.i.s. strength of the warrior

- Follow Faculty & Staff Directives to Ensure Safety
- Know Who You Are Academically
- Manage Your Time Effectively
- Check In With A Trusted Adult When Feeling Uncertain or Ill at Ease
- Be Present, Involved & Respectful of Instruction
- Use technology for ethical & academic purposes while in school

- OPTIMISM -- /'ŌPTŌ.MIZŌM/ NOUN : HOPEFULNESS AND CONFIDENCE ABOUT THE FUTURE OR THE SUCCESSFUL OUTCOME OF SOMETHING.
 *SAME AS HOPE, CONFIDENCE, CHEER, GOOD CHEER.

- ACCOUNTABILITY - /ə.kəʊn(t)ə'biləpə/ NOUN : THE FACT OR CONDITION OF BEING ACCOUNTABLE; RESPONSIBILITY.
 *SAME AS ANSWERABILITY, REPORTING, CONSISTENCY.

- EMPATHY - /'EMPŌθə/ NOUN : THE ABILITY TO UNDERSTAND AND SHARE THE FEELINGS OF ANOTHER.
 *SAME AS RAPPORT WITH, SYMPATHY WITH, UNDERSTANDING OF, SENSITIVITY TOWARD, FELLOWSHIP WITH.

- CARE - /KER/ NOUN : THE PROVISION OF WHAT IS NECESSARY FOR THE HEALTH, WELFARE, MAINTENANCE, AND PROTECTION OF SOMEONE OR SOMETHING.
 *SAME AS SAFE KEEPING, PROTECTION, GUARDIANSHIP.

FRANKLIN HIGH SCHOOL :

Franklin High School, HOME OF THE WARRIOR, 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 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 by keeping in mind and governing themselves and one another by keeping in mind the following the goals that embody the spirit of the philosophy of Franklin High School

- ★ 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

FRANKLIN HIGH SCHOOL STUDENT EXPECTATIONS

- ★ Follow Faculty & Staff Directives To Ensure Safety
- ★ Be In Possession of your School ID At All Times
- ★ Know Who You Are Academically
- ★ Manage Your Time Effectively
- ★ Be Present, Involved & Respectful of Instruction
- ★ Check In With A Trusted Adult When Feeling Uncertain or Ill at Ease
- ★ Pair Up With Another Warrior For Favorable Support & Direction
- ★ Use Technology For Ethical & Academic Purposes While In School



MESSAGE FROM THE PRESIDENT OF FRANKLIN HIGH SCHOOL'S STUDENT BODY

Hello Warriors!

On behalf of the Student Government Community and myself, I would like to extend a warm welcome to all the students and staff as they take on the new year.

Freshmen, I hope you are ready to make FHS your home for the next four years. As you start this new journey, you will face some challenges but remember you are not alone. We're here to support and guide you along the way.

Sophomores and Juniors, welcome back! This is a great year to try new things and determine where you fit academically, but remember to balance your academics, extracurricular activities, and personal time. Don't overload yourself with too many commitments, balance your workload and make sure to prioritize self care, so you can perform better and enjoy your high school experience.

Seniors, we all started off with a rocky freshmen year through hybrid learning. But we have made it through those past challenging years together. As we prepare ourselves for what the future may hold, I know we will all succeed. Aside from academics, high school is an experience that will shape our character and help us grow as individuals. This year will surely fly by. Let us all cherish our final year, making new memories. Together, let's all support one another as we navigate obstacles that lie ahead and create the best version of ourselves. Thank you to our Franklin Faculty and staff, you all play an important role in our lives so that we can have the best educational experience.

You are all on the road to success, the future is in your hands.

Enjoy this Amazing Year Warriors!

Anaria Buchhan '24 Student Government President

FRANKLIN HIGH SCHOOL ALMA MATER



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

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★ATHLETICS★

ATHLETICS 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 FTPS 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.

Mr. Kenneth Margolin	Director of Athletes	D121 ~Athletic Office~Events Lobby	kmargolin@franklinboe.org	Ext. 6403
Mr. Anthony Brito	Assistant Director of Athletics	A103-6	abarksdale@franklinboe.org	Ext. 5206
Mrs. Sue Burd	AAA	D114	sburd@franklinboe.org	Ext. 6401
Ms. Angel Ladnier	Athletics Secretary	D121 ~Athletic Office~Events Lobby	aladnier@franklinboe.org	Ext. 6402

ATHLETIC ACADEMIC ELIGIBILITY :

The New Jersey Interscholastic Athletic Association Rules and Regulations regarding eligibility are mandatory. In addition, the Franklin School District FTPS 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.

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 the student-athlete 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 at the first opportunity of signs that a student-athletes 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 tutorial sessions in the school's library, which will be supervised by the AAA Coordinator

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 the Director of Athletics – 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.

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.

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, including Vaping, 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. FTPS Board Policies and FHS 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.

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.

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.

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.

★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.

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:

Course	1 st Warning Notice	2 nd Warning Notice	Final Warning	Denial of Credit
Full-year	4	11	18	19
Semester	2	6	9	10

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.

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.

Excused Absences :

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

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

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.

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.

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.***

REPORTING STUDENT ABSENCES :

The parent/guardian must call on the morning of the student's absence. (Note: An answering machine will take calls prior to the start of the school day.). Upon the student's return, a note from the parent/guardian must be brought in 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 Guidance Office. **In lieu of a note, an email can be sent to from a parent's personal email address as recorded in Genesis.**

Attendance Office	(732) 302-4200 x6308	fhsattendance@franklinboe.org
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An automated phone call will be generated to inform the parent/guardian each time that a student is marked absent from school

TARDINESS :

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

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

Persistent tardiness will result in:

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

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.

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 and referred to the Family Crisis Intervention Unit for counseling services

★FHS BELL SCHEDULE★



FRANKLIN HIGH SCHOOL Schedule



A Day (Drop 4 & 8)	B Day (Drop 3 & 7)	C Day (Drop 2 & 6)	D Day (Drop 1 & 5)
1- 7:20-8:20 60 Minutes	4- 7:20-8:20 60 Minutes	3- 7:20-8:20 60 Minutes	2- 7:20-8:20 60 Minutes
2- 8:24-9:23 59 Minutes	1- 8:24-9:23 59 Minutes	4- 8:24-9:23 59 Minutes	3- 8:24-9:23 59 Minutes
3- 9:27-10:26 59 Minutes	2- 9:27-10:26 59 Minutes	1- 9:27-10:26 59 Minutes	4- 9:27-10:26 59 Minutes
5- 10:30-12:15 Class/Lunch (Class 1: 10:30-11:36, Class 2: 10:30-11:01 & 11:44-12:15, Class 3: 11:09-12:15) 115 Minutes	8- 10:30-12:15 Class/Lunch (Class 1: 10:30-11:36, Class 2: 10:30-11:01 & 11:44-12:15, Class 3: 11:09-12:15) 115 Minutes	7- 10:30-12:15 Class/Lunch (Class 1: 10:30-11:36, Class 2: 10:30-11:01 & 11:44-12:15, Class 3: 11:09-12:15) 115 Minutes	6- 10:30-12:15 Class/Lunch (Class 1: 10:30-11:36, Class 2: 10:30-11:01 & 11:44-12:15, Class 3: 11:09-12:15) 115 Minutes
6- 12:19-1:18 59 Minutes	5- 12:19-1:18 59 Minutes	8- 12:19-1:18 59 Minutes	7- 12:19-1:18 59 Minutes
7- 1:22-2:21 59 Minutes	6- 1:22-2:21 59 Minutes	5- 1:22-2:21 59 Minutes	8- 1:22-2:21 59 Minutes

Lunch 1 – 10:30 – 11:05
Lunch 2 – 11:05 – 11:40
Lunch 3 – 11:40 – 12:15

Lunch 1 – 10:30 – 11:05
Lunch 2 – 11:05 – 11:40
Lunch 3 – 11:40 – 12:15

Lunch 1 – 10:30 – 11:05
Lunch 2 – 11:05 – 11:40
Lunch 3 – 11:40 – 12:15

Lunch 1 – 10:30 – 11:05
Lunch 2 – 11:05 – 11:40
Lunch 3 – 11:40 – 12:15

Minimum Session Schedule * No Lunches Scheduled {40 Minute Classes - 5 Minute Passing}	2-Hour Delayed Opening Schedule {35 Minute Classes - 5 Minute Passing}
Block Rotation Days A-D	Block Rotation Days A-D
Block 1 7:25 -8:08 a.m.	Block 1 9:20-9:55 a.m.
Block 2 8:13-8:53 a.m.	Block 2 10:00-10:35 a.m.
Block 3 8:58-9:38 a.m.	Block 3 10:40-11:15 a.m.
Block 4 9:43-10:23 a.m.	Block 4 11:20a.m. - 12:58 p.m. Lunch 1: 11:20 - 11:50 a.m. Lunch 2: 11:54 - 12:24 p.m. Lunch 3: 12:28 - 12:58 p.m.
Block 5 10:28-11:08 a.m.	Block 5 1:03 - 1:38 p.m.
Block 6 11:13-11:53 a.m.	Block 6 1:43 - 2:21 p.m.

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 buses 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 buses are equipped with on board audio-video monitoring systems. All passengers are required to observe the following rules at all times.

- 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
- Being disrespectful or abusive to the bus driver or any other staff or student in conduct or language is not permitted
- 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

- Carrying equipment unrelated to authorized school activities will not be permitted i.e., out of season sports equipment. Wearing of skates, roller blades, heeies and the possession of skateboards is not permitted on the bus
- Complying with the bus driver's instructions at all times is essential and expected
- Eating or drinking on the bus is not allowed. Keep the bus clean and free of paper or other litter
- 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
- Inflating or having inflated balloons on the school bus is not permitted
- **Parents are not permitted to board the bus**
- Placing head, arms, or legs outside the window of the bus is strictly prohibited
- 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
- 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.
- 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
- 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
- Showing your Student I.D., grades seven (7) through twelve (12), to the bus driver upon request is required
- Smoking on a school bus is prohibited by law and, on the first offense, shall be cause for denial of transportation
- Throwing articles on or out of the bus is not permitted
- Transporting animals on the school bus is not permitted
- Using or opening the emergency exit unless authorized by the bus driver, school, or police official is strictly prohibited
- Using profanity and other foul language or gestures towards the bus driver, staff, or other students is not permitted

Any problems relative to bus stops, etc. should be brought to the attention of the transportation coordinator:

FTPS Transportation	(732) 828-6620	transportation@franklinboe.org
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★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 FTPS Board of Education office.

<u>FTPS Food Services</u>	(732) 873-2400 ext. 337	foodservices@franklinboe.org
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PAYMENT :

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 or call a toll-free number to make payments to their children's account using a check, credit card, or debit card.

MyPaymentsPlus	www.mypaymentsplus.com	866-277-9649
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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:

- All food is to be eaten in the cafeteria. Do not take food out of the cafeteria
- 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
- Students must report to the cafeteria on time
- Students must scan their student ID when purchasing lunch
- Students must have a valid pass when arriving late to and/or leaving the cafeteria

CELL PHONE POLICY :

Cell phones will be put away in a bag or backpack and placed on silent during instructional time. (mini lesson, teacher driven notes or directions, class discussions or activities). Cell phones can be used appropriately at the **discretion of the teacher**. Appropriate cell phone use is defined as the following: Using Educational apps (Google classroom, Kahoot, etc.) Listening to music while completing individual work. ([Full Cell Phone Policy](#))

★DIGITAL CITIZENSHIP★

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 constitutes 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. FTPS reserves the right to modify these rules at any time.

ELECTRONIC DEVICES :

(POLICY: 3515.1 TELEPHONE/PORTABLE ELECTRONIC COMMUNICATION DEVICES)

The Franklin Township FTPS 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.

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.

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:

~Devices will be confiscated and returned at the discretion of the Administration. Franklin High School is not responsible for lost/stolen devices.~






★DRESS CODE★

- 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;
- 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;
- 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;
- Head Coverings Of Any Kind In The Building (Except For Religious Or Medical Reasons);
- Bandanas Anywhere On One's Person;
- Curlers, Picks, Combs, Or Hair Rakes In The Hair;
- Sunglasses Or Permanently Tinted Glasses (Except For Medical Reasons);
- Dog Collars, Chains, Wallet Chains, Safety Pins, Spike Jewelry Or Fishhooks Worn As Jewelry, Accessories Or Ornamentation;
- Tank Tops, Tube Tops, Mesh Tops, Sheer Tops, Halters, Or Bare Midriff Tops;
- Shirts With Necklines That Are Lower Than The Straight Line From Top Of Underarm Across To Opposite Underarm (Display Of Cleavage Is Not Permitted);
- Shirts That Do Not Cover Shoulders, And Shirt-Tails That Do Not Overlap The Pants/Skirt Beltline (Tops May Not Expose The Midriff);
- Gloves In The Building;
- Pajamas, Loungewear, And Dorm Pants;
- 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;
- 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);
- Pant Legs That Extend Past The Sole Of The Shoe;
- Clothing That Does Not Cover Undergarments At All Times;
- Dresses, Skirts, Shorts, Culottes, And Skorts That Are Shorter Than The Extended Tip Of The Longest Finger With Arms Hanging Naturally At The Sides;
- 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);
- Fringed Garments In Shop Areas Or In Drama And Art Areas Which Contain Machinery;
- Items Of Clothing That Would Impair The Health And Safety Of The Student During Normal School Activities

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

The FHS 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. FTPS CODE OF CONDUCT PG.14 2023-2024

Head Area No caps, visors, jacket hoods, bandanas, sweatshirt hoods, doo-rags, headbands or any other head gear, except with Administrative permission.	Acceptable 	Not Acceptable 
Upper Garments 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.	Acceptable 	Not Acceptable 
Foot Covering No flip flops, sandals or open toed shoes are permitted.	Acceptable 	Not Acceptable 
Lower Garments - Male 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.	Acceptable 	Not Acceptable 
Lower Garments - Female Dresses, skirts and shorts must be at least mid-thigh or below in length. No yoga pants, leggings, rip/tears or skintight items are permitted.	Acceptable 	Not Acceptable 

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.

★EMERGENCY PROCEDURES★

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/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.**

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.

★ SCHOOL COUNSELING DEPARTMENT ★

COUNSELING 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.

Mr. Ammon Barksdale	Supervisor of School Counseling	abarksdale@franklinboe.org	Ext. 5206
Ms. Cirila Bush	Counseling Secretary	cbush@franklinboe.org	Ext. 5208
Mrs. Pat Naulty	Attendance Secretary / Student Records	pnaulty@franklinboe.org fhsattendance@franklinboe.org	Ext. 6703

School Counselor Assignments 2023-2024 SY

	9th	10th	11th	12th		
Deirdra Kea	A-Bo	A-B	A-B	A-B	dkea@franklinboe.org	Ext. 6311
Heather Danberry	Br - Do	C-Fr	C-Da	C-Da	hdanberry@franklinboe.org	Ext. 6310
Diondra Simmons	Dr - Ha	Fu-J	De-Ge	De-G	dsimmons@franklinboe.org	Ext. 5210
Daniel Clark	He - Li	K-Mi	Go-Le	H-K	dclark@franklinboe.org	Ext. 6225
Luisanny Ortiz	Lo - Nu	Mo-N	Li-M	L-N	lortiz@franklinboe.org	Ext. 6111
Wendy Bordeaux	Nw - Ri	O-P	N-Ro	O-Ra	wbordeau@franklinboe.org	Ext. 5311
Jacqueline Schumacher	Ro - Su	Q-So	Ru-Te	Re-Si	jschumacher@franklinboe.org	Ext. 5308
Kimberly Frommé	Sw - Z	Sp-Z	Th-Z	Sl-Z	kfromme@franklinboe.org	Ext. 5211

★GRADING POLICY★

FINAL EXAMS :

Structure : The final exam period will be 2 hours The first 30 minutes will be a review Each exam will be 90 minutes

Students in AP courses that took the AP exam in May - Only exempt from the courses that are aligned to the AP Exam. This would include 9th, 10th, 11th, and 12th graders. Seniors who are in AP courses - Only exempt from the final exam that is aligned to the AP Course.

All students are required to take a final exam as the school year concludes.

Students that are exempt will receive an Excused/Exempt mark in Genesis Senior Attendance (No exam attend/stay home) Grading Final Exam is 12% of the grade (each MP is worth 22%)

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.

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.

MAKE UP FINAL EXAMS :

Make up Days will be announce by the Building Principal

Make Up Exams will be taken with a School Counselors

Paper-based Exams only

Exams will be graded by the appropriate Department Supervisor

GRADUATION REQUIREMENTS :

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



A: Successfully complete a minimum of 120 credits as mandated by New Jersey State Minimum Graduation Requirements by Content Area 120 credits (N.J.A.C. 6A:8-5.1)

The course work must include the following course requirements:

English	4 Years	20 Credits
American History	2 Years	10 Credits
World History {A Changing World}	1 Year	5 Credits
Mathematics	3 Years	15 Credits
Science (Physics, Chemistry, Biology)	3 Years	15 Credits
World Language	1 Year	5 Credits
Personal Finance	½ Year	2.5 Credits
Gender Race & Equity	½ Year	2.5 Credits
Physical Education or JROTC (Junior Reserve Officers Training Corps)	4 Years	20 Credits
Visual & Performing Arts	1 Year	5 Credits
21 st Century Life & Careers and Technical	1 Year	5 Credits

** 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 are required to pass the course and credit requirements

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

STUDENT ASSISTANCE COUNSELOR (SAC):

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 mental health, depression, suicide related issues, teen pregnancy, substance use, violence and the stressors that accompany these serious matters. The SAC department aims to offer a safe and supportive environment where students can seek guidance, make positive choices, and work towards their personal well-being goals. 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.

Stacey Hale - FHS Student Assistance Coordinator : shale@franklinboe.org 732-302-4200 Ext. 4663 {B233}	Sheyna Britton- FHS Student Assistance Coordinator : sbritton@franklinboe.org 732-302-4200 Ext. 4321 {C235}
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SUBSTANCE USE INFORMATION AND SUPPORTIVE COUNSELING SERVICES:

Franklin High School Student Assistance Program offers both individual and group-based substance use counseling and vaping education services 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 substances and vaping products. Parents, students and staff may make referrals to this program. Parental consent is required.

CREDIT APPEAL AND COMPLETION PROGRAM / SEAT TIME CREDIT RECOVERY :

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 grade level Dean or/and Vice Principal will review the status of student's "Adjusted Credit" status.

The FHS attendance appeal committee will review all written documentation provided by the student and or their family.

Students will remain in "Adjusted Credit" status until the attendance appeal committee renders a decision and/or the student completes the requirements of the Credit Completion Program. The dates of credit completion sessions will be established following each credit appeal process.

Seniors cannot participate in the graduation ceremony if they have not satisfied their Seat Time/ Credit Completion obligation(s).

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.

CHANGE OF ADDRESS OR TELEPHONE NUMBER :

All Families are **required** to inform Franklin High School and the Registration Office of FTPS Board of Education of any change(s) regarding address, telephone number or email address. 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.

FTPS Registration Office	732-873-1227	registration@franklinboe.org
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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

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.

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.

To receive an account a parent/guardian must complete the Genesis Registration Form : www.franklinboe.org

Parents/Guardians that are having difficulty with the service or account should email :FTPS Helpdesk : helpdesk@franklinboe.org

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

TESTING PROGRAM :

The testing program in the high school is comprehensive and includes the Administration of the NJGPA Assessments. Every student in Grades 10-11 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

WORKING PAPERS :

Students under the age of 18 years of age and currently enrolled at Franklin High School and is seeking employment, please visit the attached link embedded in the FTPS District Website to access updated information to the new " NJ Working Papers Process : [NJ Working Papers Process - franklinboe.org](http://franklinboe.org)

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 September 30, the course will not show up on the student's transcript.
- b) If a student withdraws from a full-year course after **September 30**, 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

HALL 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.**

~HARASSMENT, INTIMIDATION OR BULLYING (HIB) PROCEDURES~

DEFINITION & SUMMARY 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 through HIBster : HIBster - Reporting Form or by contacting any Administrator, Dean or Staff member of Franklin High School.

THE INVESTIGATION PROCESS :

Administrators and Deans will in conjunction with FHS HIB Specialist Mr. D. Clark, & School Counselor, regarding HIB allegations. All determinations and conclusions will be communicated by the FHS HIB Specialist. All HIB investigations processes will be guided by [FTPS Code of Conduct 2023-2024 SY](#) . Questions or concerns related to these procedures should be directed to :

Daniel Clark - HIB Specialist {A103-9}	732-302-4200 ext. 6225	dclark@franklinboe.org
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★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.

FHS Health Office	732-302-4200 ext. 6320	Fax # 732-302-4211
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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.

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.

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.

INTERSCHOLASTIC ATHLETICS AND EXTRACURRICULAR ACTIVITIES :

Students who wish to participate in after school clubs and activities must scan into Turnstile by 2:35pm 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 FTPS 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 ranges of student activities at FHS. Late Busses are available at 3:45pm. Tuesday, Wednesday and Thursday for busing students who stay for participation in activities. **Under certain circumstances, parents/guardians may be required to pay a transportation fee.**

<ul style="list-style-type: none"> • 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 • Bridge to Employment (BTE) • Captain's Leadership Council • Class Advisors • Computer Science • DECA (Distributive Education Club of America) • E-Sports • Environmental Club • Epiphany Literary Magazine • Fashion and Design Club • FBLA (Future Business Leaders of America) 	<ul style="list-style-type: none"> • F.I.R.S.T Robotics • French Club and Honor Society • Future Educators of America Club • H.O.S.A (Health Occupations Students of America) • J.R.O.T.C Drill/Color Guard/Raider Team • Junior Achievement • Junior Classical League • Junior State of America • Key Club • Library Club • Mathematics League • MedTech • Mental Health Awareness • Miss Representation Club • Model Congress Club • Model United Nations Club • National Honor Society • Newspaper: The Franklin Warrior • Neuroscience Club • P.A.C.E. Club 	<ul style="list-style-type: none"> • Racket Club • REBEL (Reaching Everyone by Exposing Lies/Anti-Tobacco program) • Red Cross • RIME (Raritan's Introduction of Minorities to Engineering) • Co-Advisor • School Store • Science League • Science Research • Sisters Training for Life • Spanish Club & Hispanic Honor Society • Stock Market Club • Student Government • Thespian • Ultimate Warriors • Voice for Change • Warriors Helping Warriors • Warriors Unite • Yearbook Club • YPAR (Youth Participatory Action Research) • Youth in Action (YPAR)
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★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 canceled 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 canceled. You may also call the FTPS 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 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-FOXW**

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.

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.

★FVPA PROGRAMS★

A 9th grade student will automatically be eligible to participate in FVPA after school programs in his/her first semester. To be eligible in the second semester, he/she must have achieved one half of 30 or 15 credits.

- 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
- To be eligible, a student must have an acceptable academic, citizenship, and disciplinary record
- Discipline referrals and school suspensions are justification for suspension or removal from participation in a FVPA club
- Students participating in FVPA programs are expected to attend school regularly and to attend all classes
- Students are expected to be on time for school and classes
- 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
- 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

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 FTPS 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.

★ PHYSICAL EDUCATION AND HEALTH PROGRAM ★

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.

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.

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.

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.

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 at the dance no later than one hour after it begins and must have their current (2023-2024) FHS Student 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.**

STUDENT PARKING :

All students must register their automobiles in B 306 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. 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.

Students who are 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.

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. 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. **At no time are students to open doors for visitors and/or staff members.**

~FTPS CODE OF CONDUCT 2023-2024 SY~

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.

The Franklin High School Administration reserves the right to make modifications to existing consequences when deemed appropriate

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 (MCP)** 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 teacher(s) of students in ISS to provide class assignments.

Mandatory Conference for Parent Program (MCP)~

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

In most cases MCP 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 MCP 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

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
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***This handbook is intended to provide Franklin High School Students with a guide of reference to govern and empower themselves to
“...achieve their highest potential”.
FTPS Administration and Franklin High School Administration wishes all students
a safe, healthy and successful 23-24 school year.***