



Claremont Elementary School

175 Claremont Road
Franklin Park, New Jersey 08823
(732) 210-3500
Miguel Rivera, Principal, ext. 11094
Angela Pape, Vice Principal, ext. 11095

Dear Parents/Guardians,

As we begin a new school year, it is important to familiarize yourself with the district's attendance policies as well as changes to the code of conduct as outlined below. Additional information can be found in our Family Handbook, available to you on our school website www.franklinboe.org/ces.

ATTENDANCE

School achievement begins with regular attendance. Parents/Guardians must ensure that all school-aged children in their care are in school on time daily. Frequent absences, tardiness, and/or early dismissals from school can negatively impact your child's academic performance and achievement, and can cause considerable disruptions to teaching and learning for all.

I. Student Absence

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
 - Date of Absence
 - Reason for absence
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- Parents/guardians **must** submit a note or medical documentation explaining each student's absence (headache, vomiting, etc.) in order for the absence to be considered **excused**. 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**.
 - Any absence that does not fall into one of the categories listed in the *Franklin Township Board of Education Policy 5113*, found on the district's website, is considered "**unexcused**."

- If a parent/guardian is planning an extended leave from school for **10 days or more (consecutive)**, 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 re-register the student online on the district's website.
- When a student accumulates **four (4), eight (8), and ten (10) days of unexcused absences**, parents/guardians will be notified. Students who accumulate **ten (10) unexcused absences** or who show a pattern of truancy will be referred to the Truant Officer.
- 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 Security 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 office before 3:45 pm.

Reasons for early dismissal include the following:

- Personal illness as determined by the nurse
- 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 office has been notified, and the child is signed out by the parent or guardian

III. Change in Dismissal Procedure

Any changes to a student's dismissal procedure on a given day must be reported to the main office no later than 3:15pm to ensure adequate time for communication with the child's teacher

CODE OF CONDUCT UPDATE

Please be advised that the Franklin Township Board of Education has made the following revision to the Student Code of Conduct for the 2023-2024 school year:

- "High heels, loose fitting sandals, **crocs**, and flip flops are not permitted for safety reasons"