

Florence Township Memorial High School

Student/Parent Handbook ***2024-2025***



2024-2025 FTMHS Parent/Student Handbook
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A Message from the Principal

Welcome to the 2024–2025 school year! Florence is a special place, and likewise, its schools are special in that they offer our students an opportunity to learn and grow within a very caring and supportive environment.

Parents, in order for your children, our students, to achieve their very best, it's important that we work together. Although we have many wonderful teachers at FTMHS, we believe that every child's first and most influential teacher is their parent or guardian. Your children respect and admire you. They watch you and listen carefully to your words. By working as **partners**, we will be able to communicate a very clear and consistent message to our young people.

Our goal at the High School is to provide each of our students with an **excellent education**. We believe that in order for this to occur, our school must have a culture of learning that is well-grounded in the principles of **respect, achievement, and integrity**. All people deserve respect at all times. Achievement is tied directly to a person's work ethic. **(Students – please understand that in order for you to achieve your dreams during and after high school – you *must* be willing to put forth your best effort each and every day.)** Lastly, being a person of integrity means doing the right thing simply because it's the right thing to do.

Thank you for taking the time to review our Student/Parent Handbook for the **2024-25** school year. It is full of important and useful information. Should you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

John Cogan

John Cogan
Principal, FTMHS

General School Information

- **1st Day of School for Students**
Thursday, September 5th, is our first day of school for students, and it will be a full day. Students should report to school no later than **7:30 a.m.**
- **Back-to-School Night**
This event will be held on Thursday, September 19th, from **6:00 p.m. – 8:00 p.m.**
- **Genesis Parent Portal**
The **Genesis Parent Portal** (<http://bit.ly/2hqH935>) is now open.
 - Please use this resource to complete/update/sign-off on important electronic forms.
 - Use this extremely valuable tool to monitor your child's **grades, assignments, and attendance.**
- **NewsFLASH**
At the beginning of each month, our **NewsFLASH** will be shared with students and parents. This newsletter celebrates our students and keeps everyone informed.
- **Character Education Program**
Every month at least one student – from each grade level – will be recognized for the fine job he/she has done in bringing the word of the month to life. These students are nominated by our school staff. The Character Education “**Word of the Month**” for September is **Friendliness.**
- **Principal's Academic List**
Each marking period, students who earn A's in ***all*** of their courses will be assigned to the “Principal's Academic List.” We have added this program based upon the feedback we received from students, staff, and parents. **We have students who are hungry to show what they can do, and we're eager to recognize them!**
- **Academic Achievement Program**
We will once again be challenging our students to settle for ***nothing less*** than their best. We want to see our students succeed, and we will be communicating to them that we want them to set their sights on earning a GPA of ***at least*** a 3.0 (or a “B” average) with no “D” or “F” grades in any course for each marking period of the school year. Students who earn ***at least*** a 3.0 will be recognized and **celebrated** throughout the school year for their academic accomplishments!
- **Grit & Gratitude Award** – With this program, one student from each grade level will be selected for the “Grit & Gratitude Award” each month. It is for students who try their best, show resilience, and express appreciation to those who help them.
- **AP (Advanced Placement) Courses at FTMHS**
The College Board has recognized our district as one of “***373 school districts in the U.S. and Canada that simultaneously achieved increases in access to Advanced Placement courses for a broader number of students and also maintained or improved the rate at which their AP students earned scores of 3 or higher on an AP Exam.***” As a result, we have been named to the **College Board's 9th Annual AP District Honor Roll.** Please click on this link to see the 9th Annual AP District Honor Roll: <http://bit.ly/33hjV3l>.

We offer **fifteen** AP courses at FTMHS for students in grades 9 – 12. These are **college-level courses** which have been approved by the College Board. These

courses provide our students with challenging learning experiences, and they also afford our students with the **opportunity to earn college credits** by virtue of their success on AP exams. This, in turn, allows our students and parents to save money on college!

Below are two websites that we encourage you to explore to learn more about the benefits of the College Board’s AP Program. The first link below is a search engine through which you can find out what AP exam scores are required for your child to earn college credit at the school of his or her choice. The second link is informational and will likely answer any questions you may have.

- o <https://apscore.collegeboard.org/creditandplacement/search-credit-policies>
- o <https://apstudent.collegeboard.org/exploreap>

Students who take AP courses can also earn dual credit through RCBC. Please contact your child’s School Counselor for more information about this.

- **Dual Credit Distance Learning Opportunities**

By virtue of a partnership with RCBC, we are again able to offer our 12th grade students **Dual Credit Distance Learning** opportunities for the **2024-25** school year! By “dual credit,” we mean that these opportunities will allow our students to **simultaneously** earn high school and college credit. This is an **extraordinary** opportunity for our students as it will provide them with interesting and challenging learning experiences as well as reduce the cost of college tuition!

- **Cell Phones**

In a classroom setting, a cell phone may only be used with a teacher’s permission. Otherwise, it is **prohibited** in a teaching and learning environment.

Students may only use their cell phones before school, after school, during lunch, and during passing time.

- **Breakfast & Lunch Program**

- o Our food services vendor, Sodexo, has introduced a variety of nutritionally balanced options into the lunch menu.
- o Breakfast is available in the high school cafeteria every morning.

Meal Prices	Paid Lunch	Reduced Lunch	Paid Breakfast	Reduced Breakfast	All Milk
High School	\$3.35	\$0.00	\$1.75	\$0.00	\$0.50
Adult Meals	\$4.60		\$2.00		

- **Chromebooks & 1:1 Learning Environment**

As you know, we have a **1:1 learning environment** at the High School.

- o The Chromebooks that your children will be using this year are expensive.
- o Please consider purchasing a **Protection Plan**. The cost of the Protection Plan is **\$35**, and parents may purchase this plan for their kids for the **2024-25 SY**.
- o Damage caused through abuse and neglect will, of course, not be covered through this plan. For example, in cases where it has been determined that a computer has been damaged deliberately, the student will be responsible to pay \$250 to cover the cost of a new Chromebook.
- o To purchase the Protection Plan, please have your child bring in a check for \$35. We are unable to accept cash. Checks should be made payable to “Florence Township Board of Education.”

- **Locks**

If your child has purchased a school lock, please make sure that he/she remembers to bring it to school to lock his or her locker. Students who have not purchased locks will have the option of purchasing or borrowing one at the start of the school year.

- Locks cost \$7, and they may be purchased in the Main Office.
- Students who elect to borrow locks must return them at the end of the school year.
- Student lockers are the school's property and our school has the right to search lockers as often as may be necessary to protect the safety and well-being of our school community.
- Students should not bring to school anything that is inappropriate.
- Students should not consider their lockers to be their private property.

- **Vaping & Vape Detectors** – Vaping is prohibited in our school/campus. Nothing is more important than the health and safety of our students. We have vape detectors in our school for this reason. Because we cannot determine the substance in vapes (and/or other related devices), any student with these devices (or any related paraphernalia) will be referred for drug testing.

- **PSAT/NMSQT**

We will be administering the **Digital** Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) to all of our **10th and 11th grade** students on **Wednesday, October 16th**. As a result, we will have a **delayed opening** (for our 9th and 12th grade students) on this date. Bus schedules will be forthcoming. Please note that this opportunity is coming at **no cost** to our students/parents and there is no need for our 10th or 11th graders to pre-register for the PSAT/NMSQT.

The PSAT/NMSQT is a standardized test that provides **first hand practice** for the **SAT**. The PSAT/NMSQT measures critical reading skills, math problem-solving skills and writing skills. In addition, it provides 11th grade students with an opportunity to enter **NMSC scholarship programs**, and it gives all participants the opportunity to gain access to **college and career** planning tools.

ADMINISTRATION AND KEY COMMUNICATORS

Board of Education

Dr. Christine S. Skinner, President
Mr. Anthony Nutter, Vice President
Mrs. Michele Boracci

Mr. Christopher Conti
Mrs. Sheray Norfleet
Mrs. Jennifer Papp

Mrs. Toby Popso
Mr. Michael Sullivan
Mrs. Traci Wainwright

Please dial 609-499-4620 to reach the High School Offices. When asked to do so, enter the extension number of the person you would like to reach.

Title	Staff Member	Extension
Central Office – 609-499-4600		
Superintendent	Dr. Donna Ambrosius	1000
Business Administrator	Mr. Luis Valencia	1007
Administrative Assistant	Mrs. Mary Wainwright	1001
Business Office Comptroller	Ms. Leah Koveloski	1004
Business Office Manager	Ms. Kerry Leon	1005
Assistant to the Business Administrator	Mrs. Wendy Spera	1006
Administrative Offices – 609-499-4620		
Principal	Mr. John M. Cogan	4202
Vice Principal	Mrs. Maria E. Sadar	4204
Athletic Director/Vice Principal	Mr. Derrick Goduto	4150
Technology Coordinator	Mr. Mukesh Gupta	4227
District Technology Assistant	Mr. Lucas Ciarlante	4229
School Resource Officer	Officer Darrell Fisher	4109
Guidance Counselor	Mr. Joseph Varga	4223
Guidance Counselor	Mrs. Nancy Sebastian	4224
Social Worker	Ms. Pam Tamowski-Czarnecki	4221
Substance Awareness Counselor	Mr. John Lamaestra	4225
ESS/Effective School Solutions	Ms. Christine Chamoun	4219
ESS/Effective School Solutions	Ms. Lauren Hernandez	4218
School Nurse	Mrs. Alison Emery	4212
Principal's Secretary	Mrs. Alyson Perino	4200
Vice Principal's Secretary	Mrs. Karla Haig Belcher	4201
Guidance Secretary	Mrs. Kathleen Gola	4217
Athletic Director's Secretary	Mrs. Carly Jones	4149
Child Study Team – 609-499-4600		
Director of Special Services	Mr. Chris Butler	2015
Psychologist	Ms. Rachel Dale	2019
Psychologist	Ms. Rachael Fruman	2029
Learning Disabilities Teacher Consultant	Dr. Courtney Sherwood	2018
Social Worker	Ms. Pam Tamowski-Czarnecki	2017
Board Certified Behavior Analyst	vacancy	2017
Physical Therapist	Ms. Wendy Lockhart/ESU	2017
Occupational Therapist	Ms. Haley MacNair	2017
CST Secretary	Ms. Candice Quillen	2017

FACULTY

Business & Technology Department

Mr. Christopher DeGaetano, Mr. John Dow, and Ms. Carey Kessler

English Department

Mrs. Sirena Broderick, Mr. Austin Brown, Mrs. Erika DeWitt, Ms. Cristina Donofrio, Mrs. April Eckart, Mrs. Julie Luyber, Ms. Georgie Rodan Ryan, Ms. Allison Shelley, and Mr. Matthew Weatherbee

E.S.L. Department

Ms. Jodi Diaz

Fine/Performing Arts Department

Mrs. Ann Croley, Mr. Marc Donovan, Mrs. Arielle Holmstedt, Mr. Steven Obetz, and Ms. Sara Rivera

Guidance Department

Mr. John Lamaestra, Mrs. Nancy Sebastian, and Mr. Joseph Varga

World Languages Department

Mr. John Anderson, Ms. Jodi Diaz, and Ms. Irahina Pacheco

Math Department

Mrs. Sirena Broderick, Mr. Matthew Candiotti, Ms. Anisha Chaudhari, Ms. Carey Kessler, Mrs. Leanne Pereda, Mr. Matthew Senni, and Mr. Edward Yaris

Physical Education, Health & Driver Education Department & Trainer

Mr. Cesar Pereda, Mrs. Amanda Racioppi, Mr. Zach Rinaldi, Mrs. Alyssa Zucchero, and Ms. Drew Andrews (Trainer)

School Nurse

Mrs. Alison Emery, R.N.

Science Department

Mrs. Sirena Broderick, Mr. Andrew DuBrul, Ms. Katherine Fisher, Mr. Michael Knazek, Ms. Erin LeBar, Mrs. Georgie Rodan Ryan, and Ms. Patricia Triglia

Social Studies Department

Mr. Christopher Bratty, Mrs. Sirena Broderick, Ms. Faye Johnson, Mr. Matthew Kresz, Ms. Erin LeBar, Mr. Erik Pyontek, Mr. Rodney Roberson, Mrs. Georgie Rodan Ryan, and Mr. Nathan Smith

Special Education/Social Worker/Speech/Classroom Assistants/Effective School Solutions

Ms. Michele Craig, Mrs. Sirena Broderick, Mr. Austin Brown, Ms. Anisha Chaudhari, Ms. Christine Chamoun, Ms. Carrie Don, Ms. Lauren Hernandez, Mrs. Linda Kramer, Ms. Erin LeBar, Mrs. Georgie Rodan Ryan, Ms. Allison Shelley, Mr. Nathan Smith, and Mrs. Pamela Tamowski-Czarnecki

2024-2025 School Calendar

Florence Township School Calendar Students and Certificated Staff

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

- EDP June 24 - August 16
- 4th - Independence Day
- ESY/Tutoring July 8 - July 31st

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 21 st

- 1 - Winter Recess
- 2 - Schools Reopen
- 20 - Martin Luther King Day
- 30 - RF & HS - end of 2nd MP
- 31 - Roebing Progress Reports

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

- 20-21 - New Staff Orientation
- 27 - Kindergarten Signing Day
- 28 - Preschool Welcome Day
- 29 - Hello Day - Riverfront
- 29 - Freshman Orientation FTMHS

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

February 18 st

- 7 - RF & HS Report Cards
- 13 - Parent Teacher Conferences R/HHS
- 14 - Staff PD
- 17 - President's Day

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September - 18 st

- 2 - Labor Day
- 3 - Orientation/Welcome Back Staff only
- 4 - Staff PD
- 5 - 1st Day for Students
- 17 - Roebing Open House /Harris Open House
- 18 - Riverfront Open House
- 19 - FTMHS Open House

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March - 20 st

- 14 - Roebing - End of 2nd Trimester
- 14 - RF & HS Progress Reports
- 21 - Roebing Report Cards
- 24 - Staff PD

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October - 21 st

- 10 - RF & HS Progress Reports
- 11 - Staff PD
- 14 - Columbus Day
- 18 - Roebing Progress Reports
- 24 - Future Flashes Night

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

April - 16 st

- 8 - RF & HS - end 3rd MP
- 17 - RF & HS Report Cards
- 18 - Good Friday
- 21 - Easter Monday
- 18- 25th Spring Break *** Built in Snow Days

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 17 st

- 4-5 - Early Dismissal - PT Conferences
- 7-8 - No School - NJEA Convention
- 12 - RF & HS - end of 1st MP
- 19 - RF & HS Report Cards
- 27 - Early Dismissal
- 28-29 - No School - Thanksgiving Recess

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May - 19

- 2 - Roebing Progress Reports
- 9 - RF & HS Progress Reports
- 23 - Built in Emergency Closing Day
- 26 - Memorial Day
- 29 - HS One Session Day/Students Only (Prom)
- 30 - Staff PD

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December - 15 st

- 6 - Roebing - end 1st Trimester
- 13 - Roebing Report Cards
- 20 - RF & HS Progress Reports
- 20 - Early Dismissal
- 23 - January 1 Winter Recess

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

June - 15 st

- 6th - R & RF Field day One Session/St Only
- 19 - 8th Grade Moving Up Ceremony
- 20 - Last Day of School/ High School Graduation
- 23 - Built in Emergency Closing Day

School Closed Staff Development Day Field Fertilization (no field usage for 72 hrs) Early Dismissal Emergency Make Up

TIME AND PERIOD SCHEDULE OF CLASSES

Regular Schedule -- #1

HR/PERIOD 1	7:40 AM	to	8:37 AM
PERIOD 2	8:41 AM	to	9:26 AM
PERIOD 3	9:30 AM	to	10:15 AM
PERIOD 4	10:19 AM	to	10:49 AM LUNCH
PERIOD 5	10:53 AM	to	11:04 AM
PERIOD 6	11:08 AM	to	11:38 AM LUNCH
PERIOD 7	11:42 AM	to	11:53 AM
PERIOD 8	11:57 AM	to	12:27 PM LUNCH
PERIOD 9	12:31 PM	to	1:16 PM
PERIOD 10	1:20 PM	to	2:05 PM

Single Session Day -- #2

HR/PERIOD 1	7:40 AM	to	8:22 AM
PERIOD 2	8:26 AM	to	8:55 AM
PERIOD 3	8:59 AM	to	9:28 AM
PERIOD 5	9:32 AM	to	10:01 AM
PERIOD 7	10:05 AM	to	10:34 AM
PERIOD 9	10:38 AM	to	11:07 AM
PERIOD 10	11:11 AM	to	11:40 AM

Delayed Opening Schedule -- #3

HR/PERIOD 1	9:40 AM	to	10:19 AM
PERIOD 2	10:22 AM	to	10:52 AM
PERIOD 3	10:55 AM	to	11:25 AM
PERIOD 4	11:28 AM	to	11:58 AM LUNCH
PERIOD 6	12:01 AM	to	12:31 PM LUNCH
PERIOD 8	12:34 PM	to	1:04 PM LUNCH
PERIOD 9	1:07 PM	to	1:37 PM
PERIOD 10	1:40 PM	to	2:10 PM

Activity Period (PM) Schedule -- #4

HR/PERIOD 1	7:40 AM	to	8:28 AM
PERIOD 2	8:33 AM	to	9:09 AM
PERIOD 3	9:14 AM	to	9:50 AM
PERIOD 4	9:55 AM	to	10:31 AM LUNCH
PERIOD 6	10:36 AM	to	11:12 AM LUNCH
PERIOD 8	11:17 AM	to	11:53 AM LUNCH
PERIOD 9	11:58 AM	to	12:34 PM
PERIOD 10	12:39 PM	to	1:15 PM
ACTIVITY	1:20 PM	to	2:05 PM

Activity Period (AM) Schedule -- #5

HR/PERIOD 1	7:40 AM	to	8:25 AM
PERIOD 2	8:29 AM	to	9:05 AM
ACTIVITY	9:09 AM	to	10:05 AM
PERIOD 3	10:09 AM	to	10:45 AM
PERIOD 4	10:49 AM	to	11:25 AM LUNCH
PERIOD 6	11:29 AM	to	12:05 PM LUNCH
PERIOD 8	12:09 PM	to	12:45 PM LUNCH
PERIOD 9	12:49 PM	to	1:25 PM
PERIOD 10	1:29 PM	to	2:05 PM

KEY INFORMATION

This section of your handbook is intended to provide you with key information which will be of help throughout the school year. Please read this handbook carefully and read it often. Understand, however, that it is not all inclusive. It is advisable to check with an administrator, counselor, athletic director, teacher/advisor, office personnel--whenever you are uncertain about procedures, policies, etc.

REPORT CARD CALENDAR

Marking Period	From	To	Progress Reports	Report Cards
1	Thursday September 5, 2024	Tuesday November 12, 2024	Thursday October 10, 2024	Tuesday November 19, 2024
2	Wednesday November 13, 2024	Thursday January 30, 2025	Friday December 20, 2024	Friday February 7, 2025
3	Friday January 31, 2025	Tuesday April 8, 2025	Friday March 14, 2025	Thursday April 17, 2025
4	Wednesday April 9, 2025	Friday June 20, 2025	Friday May 9, 2025	Week of June 23 (tentative)

PARENT CONFERENCES

Tuesday, November 5, 2024

BOARD OF EDUCATION MEETING DATES

Agenda Meetings

Held in the High School Atrium

Monday, September 23, 2024
Monday, October 21, 2024
Monday, November 18, 2024
Thursday, January 2, 2025

Regular Monthly Meetings

Held in the High School Atrium

Monday, September 30, 2024
Monday, October 28, 2024
Monday, November 25, 2024
Monday, December 16, 2024

Please visit the link below to find dates for Agenda Meetings and Regular Monthly Meetings for the rest of the **2024-25** school year.

<https://www.florence.k12.nj.us/florence-home/board-of-education-meetings-2024-25>

TESTING DATES- 2024-2025

NJSLA – New Jersey Student Learning Assessments

Dates administered to be announced.

NJGPA Fall - New Jersey Graduation Proficiency Assessment

October 2024 Select 11th and 12th graders

AP--Advanced Placement Testing (8:00 a.m. or 12:00 p.m.)

<u>US Govt. & Politics</u> May 6, 2025 (p.m.)	<u>Chemistry</u> May 6, 2025 (a.m.)	<u>English Literature & Comp.</u> May 7, 2025 (a.m.)
<u>Computer Science A</u> May 7, 2025 (p.m.)	<u>European History</u> May 5, 2025 (p.m.)	<u>United States History</u> May 9 , 2025 (a.m.)
<u>Microeconomics</u> May 5, 2025 (p.m.)	<u>Calculus AB</u> May 12, 2025 (a.m.)	<u>Computer Science Principles</u> May 15, 2025 (p.m.)
<u>English Lang. & Comp.</u> May 14, 2025 (a.m.)	<u>Spanish Lang. & Culture</u> May 15, 2025 (a.m.)	<u>Biology</u> May 5, 2025 (a.m.)
<u>Environmental Science</u> May 13, 2025 (p.m.)	<u>Music Theory</u> May 12, 2025 (p.m.)	<u>Statistics</u> May 8, 2025 (a.m.)

PSAT—Preliminary SAT/National Merit Scholarship Qualifying Test

October 16, 2024

SAT FTMHS CEEB Code is 310- 385

(The S.A.T. is offered at several nearby high schools)

October 5, 2024 March 8, 2025

November 2, 2024 May 3, 2025

December 7, 2024 June 7, 2025

ACT

September 14, 2024 February 8, 2025

October 26, 2024 April 5, 2025

December 14, 2024 June 14, 2025

July 12, 2025

NJSLA – Science Assessments- Dates administered to be announced.

NJGPA - New Jersey Graduation Proficiency Assessment

October 2024 - 12th Grade

March 2025 - 11th Grade

DRIVING TO SCHOOL

Only seniors and juniors who have a certified New Jersey driver's license and proper insurance will be permitted to drive to school and park in the school parking lot. A registration form must be completed and signed by both the student and his/her parent/guardian. The student will be asked to show their driver's license, registration card, and proof of insurance (copies of these will be kept on file). Mopeds and motorcycles must also be properly registered.

Additional Information:

- Cars must be properly parked in the student parking lot in front of the school in Lots C & D.
- Speeding, careless, or reckless driving will not be tolerated and may result in loss of student driving privilege.
- Students are not to loiter in or at their cars in the parking lot before or after school.
- A student who drives to school must properly park his/her vehicle in the designated location, lock the car, then immediately enter the building.
- Leaving school grounds during the day without permission may result in loss of student driving privilege.
- Taking another student home/off school grounds during the school day may result in loss of student driving privilege.
- Students will not be permitted to go to their cars during the school day without permission.
- The speed limit in the school parking lot is 5 mph.
- Smoking in cars is not permitted.
- Student drivers may lose their driving/parking privileges due to frequent lateness to school and/or first period.

Failure to comply with any of the above rules and regulations will result in the following:

- **Suspension and/or revocation of parking privileges; and/or,**
- **Towing of the vehicle at the owner's expense; and/or,**
- **Other disciplinary action.**

The parking lot is school district property. As such, any vehicle entering the parking lot is subject to search at the direction of school authorities. A search may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. Once notified of intent to search, the person in control of the vehicle will not be permitted to remove it from the premises until the search is complete.

Bicycles

Students are **not** permitted to ride their bicycles to school or to walk home, unless they live in a home that borders the High School and is accessible by means other than walking along Cedar Lane or Burlington-Bustleton Road. Likewise, students are **not** permitted to walk off campus at any time to go to Wawa, Burger King, or any other nearby restaurant or business. **Students who fail to follow these directions will be disciplined as per the Code of Conduct.**

BEFORE & AFTER SCHOOL SUPERVISION

Before School Supervision

Florence Township Memorial High School opens to students at 7:25 a.m. **All students must enter the building through the Main Office front door immediately upon arriving to school.**

Students are to go to the atrium when they arrive at school. At approximately 7:30 a.m., students will be dismissed to go to their lockers to put away their things, and to retrieve any other items necessary for class then report directly to their HR/Period 1 classroom.

Students who arrive at school late (after 7:40 a.m.) **must report** to the Main Office for a late pass.

After School Supervision

Our school day ends at 2:05 p.m. At this time, students are to collect their materials and **report directly** to their bus, a teacher/advisor, or a coach. Students are not to wander the halls. By **2:15 p.m.**, all students should either be gone, leaving the building, or in their assigned after school location and under the direct supervision of a teacher/advisor or a coach.

Students may stay after school to receive extra help, participate in an after-school club/activity, or serve a detention. These students **must stay** with their teachers until the late bus arrives or until a parent/guardian picks them up from school. **Students who do not follow these directions will not be permitted to stay after school.**

The late bus arrives on Tuesday, Wednesday and Thursday at approximately 3:10 p.m. In order to ride the late bus, students and parents **must complete** the appropriate late bus paperwork online.

Riding the bus is a **privilege**. The school reserves the right to revoke this privilege for any student who chooses to behave inappropriately on the bus.

Students will **not be permitted to stay in the school building beyond 3:10 p.m.**, unless they are under the direct supervision of school staff.

- a) Teachers who work with students after school on Tuesday, Wednesday and Thursday must make sure that their extra help sessions and/or club/activity events are over before the late bus arrives. If students miss the late bus, then these teachers **must stay** with said students until they are picked up from school. At no point in time can students be left unattended.
- b) Teachers who work with students after school on Monday and Friday **must** either (a) supervise these students until a parent/guardian arrives to school to provide transportation home or (b) make sure that these students are received by the appropriate coach/advisor for an after-school practice, game, or extra-curricular activity. Again, at no point in time can students be left unattended.

- c) Students who participate in interscholastic sports or any of our other activities and/or who would like to watch a sporting event, or an activity are **not permitted** to stay after school to wait for an evening game/activity, unless they will be under the direct supervision of a coach, advisor, or a staff member after school and up to the time of the game/activity.
- d) Coaches and activity advisors **must remain** at the High School until their players or members have been picked up from the High School for transportation home. Coaches, activity advisors, and teachers are **not** to provide students with transportation home.

E-MAIL

We have found e-mail to be one of the most effective communication tools at our disposal. Every teacher, guidance counselor and administrator have their own distinct e-mail address consisting of: (the first initial of their first name and their entire last name)

Example: HYPERLINK "<mailto:msadar@florence.k12.nj.us>" or "jcogan@florence.k12.nj.us"



BOOK BAGS

Students are permitted to carry book bags from class to class. Student lockers will be available during the school day.

VISITORS

The Florence Township School District has implemented the **Fast-Pass Visitor Management System** for all visitors to enter the school buildings. **Please have your driver's license readily available** when you enter the building. To leave the Main Office, as part of our new security protocol, you will scan your driver's license when you enter the vestibule, your picture will be taken, and you will be given a badge to wear while in the building.

All visitors (who have legitimate business at the school) should park in Row 6 of Lots A & B in the parking lot in front of the school, ring the bell for entry, and then follow the instructions for the iPad to scan their driver's license. Upon completion, ring the bell to enter the Main Office and obtain your badge. Parents are always welcome. In order to ensure the safety of students and staff, the Administration will press charges against any unauthorized person in the building or on school property.

If you need to leave an item for a student, please place the item in the storage container to the right of the main entrance. Be sure to put the student's name on the item, ring the door buzzer and let us know you have placed something in the container.

SUBSTITUTE TEACHERS

Substitute teachers are to be treated as members of the Florence Township School system faculty. Any student causing a problem for a substitute teacher will be referred to the administration for disciplinary action.

SECTION 504, ADA COMPLIANCE

The Florence Township Schools comply with the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA)

SCHOOL CLOSING -- How Do We Make Our Decision?

Please understand that we make the decision to open or close the schools in bad weather based on a careful analysis of all relevant factors such as:

- Information on road conditions from transportation staff and the police. We must give careful consideration to the most dangerous roads in the district. Even if your street looks clear, travel elsewhere in the district may be dangerous. Also, we must consider that some high school students drive to school.
- Amount of snow and ice accumulated.
- Whether precipitation is continuing.
- Building conditions (such as whether we have electricity or heat).
- Parking lot conditions. Administrators talk to maintenance and custodial staff members who are responsible for clearing and treating school parking lots and sidewalks.
- Temperature and wind chill. Please remember that some of our students walk to school and some must wait outside for the bus.
- Weather predictions. We prefer not making our decisions based on weather predictions, which are not always accurate--but sometimes this is unavoidable.
- What other school districts are doing. We also share information with other local districts and check whether they are opening or closing.

WHO MAKES THE DECISION? – The Superintendent of Schools, Dr. Ambrosius, is responsible for the final decision, based on the above factors and recommendations from both the supervisor of transportation and building facilities.

HOW IS THE PUBLIC NOTIFIED? – Parents will receive an automated phone call regarding school closings or delays. Tune to radio stations KYW-1060 AM, WKXW-101.5 FM and WPVI Channel 6. You can also check our district website www.florence.k12.nj.us for information. Please do not call the school unless it is an emergency.

WHEN IS THE DECISION MADE? -- The Superintendent must make the decision by 5:30 a.m. or earlier so that she can notify radio and television stations and post the decision on our website. If she waits longer to announce a closing, some parents will have already left for work, leaving their children unsupervised.

WILL WE CLOSE SCHOOL IF CONDITIONS WORSEN? -- Keep in mind that, if weather conditions worsen, we cannot reverse our decision in the morning without endangering students. Once we make the decision to open the schools, many parents rely on it and leave for work. If we then send students right back home, many will return to unsupervised bus stops and empty houses. If conditions get worse during the school day, we may need to have an early dismissal, but we will give adequate notice to all parents first.

Although the staff does their absolute best in this process, we know that often no perfect decision exists. If you do not feel as though it is safe for your child to attend school, use your best judgment on whether he or she should attend. Also, discourage teenagers from driving in bad conditions and offer them alternatives if weather conditions worsen.

We hope that this explanation helps everyone understand the process that our district staff uses to make the best possible decision for all in our district.



SCHOOL COUNSELING SERVICES

The prime function of the counselors is to help each student begin a realistic appraisal of his/her abilities, achievements, interests, and values so that he/she will be better able to make intelligent, personal, educational, and career decisions. Each student needs to be aware of the alternatives to and consequences of his/her decision, and a counselor will provide him/her an opportunity to assess these situations. Florence Township Memorial High School affirms the rights of all students to pursue an educational program without regard to sex, religion, or ethnic background. In addition:

- Do you have questions about your standardized test results?
- Do you just feel like talking?
- Are you confused about something?
- Are you having trouble with a course or experiencing personal or social problems?
- Are the courses you are selecting appropriate for the type of future you are planning?
- Are you wondering about how to finance a post high school education?
- Do you have questions about how you can get involved in extracurricular school activities?

These are only a few of the reasons to visit your counselor. Remember that discussions between a student and counselor are held in a confidential atmosphere. Parents are also encouraged to discuss matters of concern with their son's/daughter's counselor. Call 499-4620 Ext. 4217 for an appointment with a counselor and/or staff member.

GRADING SYSTEM

90 - 100	A
80 - 89	B
70 - 79	C
65 - 69	D
0 - 64	F



Annual BCPSA Number One Student Recognition Dinner

The number one ranked sophomore, junior and senior who are eligible for recognition at the Annual Burlington County Principal and Supervisors Association Academic Awards Dinner in April of each year will be determined by averaging the student’s final year-end grade in each subject. For example, if three juniors are tied for the number one ranking according to their grade point average, the final numerical grades in each course of their freshman and sophomore year will be averaged to determine a two-year cumulative average. The percentage will be calculated to the nearest tenth. The student with the highest average of final grades will be recognized at the Annual BCPSA Dinner.

PRINCIPAL’S LIST REQUIREMENTS -- Grades 9 through 12

Each marking period, students earning A’s in all subjects will be assigned to the Principal’s Academic List.

PROGRAM OF STUDIES

Please click on our [FTMHS Program of Studies - 24-25 SY](#) for more information regarding our courses, selection procedures, etc.

GRADUATION REQUIREMENTS

Students must earn a **minimum of 125 credits** as identified in the chart below.

English	20
Math	15
Science	15
American Studies	10
World History	5
Phys. Ed/Health	20
World Language	5
Visual or Performing Arts	5
21 st Century Careers and Technical Education	5
Financial, economic, business, and entrepreneurial literacy	2.5
Electives	22.5

HOMEROOM PROMOTION POLICY

- 10th Grade Homeroom = 30 credits earned
- 11th Grade Homeroom = 55 credits earned
- 12th Grade Homeroom = 90 credits earned
- Credit deficits may be made up by enrolling in an approved Summer School Program if applicable and/or retaken the following year.

COMMENCEMENT

High school students graduating with a GPA of 4.0 or above will be awarded First Honors status. High school students graduating with a GPA between 3.5 and 3.999 will be awarded Second Honors status. Participation in commencement is a privilege, not a right. It is a serious, formal occasion, and Grade 12 students who participate in the ceremony must have fulfilled all academic and attendance requirements for graduation, as well as having demonstrated consistent, acceptable conduct. If a senior is to participate, he/she will be required to dress in appropriate attire on the day of graduation.

MTSS/I&RS--INTERVENTION AND REFERRAL SERVICES

The Florence Township Memorial High School Intervention and Referral Services Committee has been organized to help teachers and parents in assisting general education students who are having difficulty in school. It is a process that enables the school to address concerns that are interfering with student achievement.

The intervention is comprised of the actions and steps a team takes to intercede with a problem. Research indicates that change is most likely to occur when interventions are appropriate, family supported, individualized, coordinated, and monitored.

The following steps describe the Intervention and Referral Services process:

- Problem Identification – The overall process begins when a staff member or parent concludes that he or she needs assistance with their general education student who is having a learning, behavior or health problem that is interfering with successful learning.
- Interventions
 - The teacher will work with the student to identify the problem and generate solutions.
 - The teacher will notify the parent if solutions are not working.
 - The teacher will network with the student’s counselor and other colleagues to try other strategies.
 - If the above interventions do not rectify the problem, the teacher will fill out the “Request for Assistance Form” and forward it to the Intervention and Referral Services Committee.
- Data Gathering -- The team leader reviews the Request for Assistance Form and assigns a case coordinator who will facilitate the data gathering process.
 - Parent survey
 - Nurse’s information
 - Discipline report
 - Attendance report
 - Counselor information
 - Additional staff information if indicated
- Schedule an IR&S meeting -- The initial problem-solving meeting is scheduled. The referring teacher is required to attend, and the parent(s) or guardian(s) are also invited to attend. The goal of this meeting is to develop an action plan that is mutually agreed upon and is monitored for progress.
- Support, Evaluate and Continue the Process

CHILD STUDY TEAM SERVICES

The Florence Township School District Department of Special Services provides assistance to students with disabilities between the ages of three through twenty-one. There are a variety of services available including Child Study Team diagnostic services, special education, transition, and related services. All personnel servicing students with disabilities are appropriately certified and licensed, where a license and certification are required.

Our Child Study Team includes a Learning Disabilities Teacher-Consultant, a School Psychologist and a Social Worker, who together conduct all Child Study Team services.

All students with disabilities who are in need of special education and related services, regardless of the severity of their disability, are located, identified and evaluated according to N.J.A.C.6A:14:3.3. Decisions regarding students are made collaboratively by the Child Study Team Members, the parent(s)/guardian(s), and any other individuals having knowledge of the child.

The Florence Township School District offers a full continuum of educational services in the Least Restrictive Environment to students who have been identified as Eligible for Special Education and Related Services. Educational opportunities include placement in general education with supplementary aids and supports, in-class resource programs, replacement resource programs, and special class programs in district and out of district.

CHILD STUDY TEAM MEMBERS

School Social Worker:

The social worker's primary responsibility is as a member of the Child Study Team. As such, the social worker contributes to the CST evaluation process by conducting a "social history evaluation." The social history evaluation is an assessment of the developmental and psychosocial factors (social, emotional, physical, behavioral and cultural) that may impact a child's adjustment to and performance in school. The school social worker also provides counseling, crisis intervention and consultation services, and can help facilitate families' access to community services.

Learning Disabilities Teacher/Consultant (LDT/C):

The Learning Disabilities Teacher-Consultant is a master teacher who functions in the school environment as an educational diagnostician, instructional programmer, Child Study Team member, and educational consultant. The LDT/C has the professional preparation to make assessments, analyses, and classifications of students' learning differences; understand and implement special education law; plan and facilitate delivery of programs for children with learning differences; transfer specific and successful instructional techniques to classroom teachers through consultation, collaboration, and in-service education; and effectively communicate and consult with parents, counselors, teachers, and administrators. Performing an educational

assessment shall be the responsibility of a learning disabilities teacher/consultant employed by the district board of education. It shall include review of the student's educational history, input from the student's teacher(s), and an evaluation and analysis of the student's academic performance and learning characteristics.

School Psychologist:

The school psychologist consults with the student's teachers and assesses the student's current cognitive (thinking and learning), social, adaptive, and emotional status. The activities involved in the evaluation vary at times from student to student but, in general, most children are given an intelligence test to determine a child's expected levels of academic achievement and degree of success within the academic program. For certain students based on the nature and severity of their educational disabilities, the school psychologist provides counseling, crisis intervention or consultation services.

NURSE/HEALTH SERVICES

A certified school nurse is on duty throughout the school day. Please be advised that all medication must be in pharmacy labeled containers.

1. Our school Physician has written standing orders for the administration of Acetaminophen, Ibuprofen, Diphenhydramine (Benadryl) and Antacid. Consent must be given to the school nurse in order for these to be administered. Please fill out the nurse's form on Genesis. These medications will NOT be administered if consent is not given. Administration is at the discretion of the nurse.
2. The New Jersey Statutes mandate that each student have a medical examination on file that is performed by a licensed healthcare provider. Examinations must be performed yearly for students participating in athletics and must be completed on the supplied Pre-Participation Examination Form. Students must undergo an examination before they participate on an athletic team. Transfer students within the state are required to have a physical on file and transfer students from out of state are required to have a physical performed within the last year. The Florence Township Board of Education stresses the importance of obtaining subsequent examinations at least once during each of the students' developmental stages. If you do not have a family physician or health insurance, please notify the nurse so arrangements can be made.
3. The regulations of the New Jersey State Sanitary Code shall apply to all pupils attending school in Florence Township. No pupil shall be knowingly admitted or retained in a school if he/she has not submitted acceptable evidence of immunization as specified herein. The school nurse is to be notified at the time of a new pupil's entrance and shall review and accept all health records before a child is enrolled in school.
4. If your child has a medical condition (asthma, reactive airway disease, anaphylactic allergic reaction, diabetes), a policy has been put into effect by our school physician that your child may not be permitted into school in September without the medical form completed by you and your child's physician. Also, the prescribed medication must accompany this form to be kept in the school nurse's office when needed in the event of an emergency unless the doctor allows the student to self-carry as indicated on the form.

5. The New Jersey Legislature has charged that every Board of Education shall provide the following health screenings:
 - a. Height, weight, and blood pressure annually
 - b. Scoliosis screening bi-annually ages 10-18
 - c. Vision screening bi-annually K-10th grade
 - d. Hearing screening annually in K-3rd, 7th and 11th gradeStudents may be exempt from screening with written request from parent/guardian and proof/results of examination must be provided to the school nurse.
6. Tuberculosis testing may be required for certain students from out of the country where there is a high incidence of Tuberculosis as dictated by the New Jersey Department of Health.
7. Students must be symptom free (no fever, vomiting, diarrhea) for an entire 24-hour period prior to returning to school. If the student is sent home with these symptoms, he/she must remain at home for the entire next day. Students will be excluded from school with a temperature of 100.4 or higher.

STUDENT DISABILITY

In case of accident or illness, the student involved or other students in the vicinity should report at once to the teacher present. The teacher will have the student placed under the care of the nurse, parents or the doctor.

AFFIRMATIVE ACTION

The Florence Township Board of Education affirms its responsibility to ensure all students in the public schools of Florence Township equal educational opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, sexual orientation, ancestry, national origin, and social or economic status. The Florence Township Board of Education Affirmative Action Plans are available in the Board of Education Office – 201 Cedar Street, Florence, NJ 08518. Any student who alleges that there has been an incident of discrimination should report the allegation in writing to the affirmative action officer at the following address:

**Ms. Sara Fallon
Florence Riverfront School
500 East Front Street
Florence, NJ 08518**

HIB – Harassment, Intimidation, or Bullying

Florence Township Memorial High School Anti-Bullying Staff:

Mr. John Lamaestra, Coordinator – 499-4620 ext. 4225

Mrs. Nancy Sebastian, Guidance Counselor – 499-4620 ext. 4224

Mr. Joseph Varga, Guidance Counselor – 499-4620 ext. 4223

SEXUAL HARASSMENT STATEMENT

It is the policy of the Florence Township Public School System to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation for students to harass staff members or other students through conduct or communications of a sexual nature.

Any student who alleges sexual harassment by any other student or employee may file a complaint to their supervisor, Asst. Principal, Building Principal, Superintendent or Affirmative Action Officer.

SEXUAL HARASSMENT is unwanted, inappropriate, and offensive physical or verbal sexual advances.

What Behaviors Are Sexual Harassment?

1. Unwanted touching - patting, pinching, stroking, squeezing, tickling, or brushing up against someone;
2. Repeated unwanted love letters, phone calls, or advances;
3. Attempted kisses;
4. Elevator eyes - looking someone up and down;
5. Lewd or suggestive pictures;
6. Sexual jokes or cartoons;
7. Sexual name calling or offensive comments;
8. Offensive gestures - winking, throwing kisses, licking lips;
9. Spreading sexual rumors;
10. Pejorative comments about females - "those broads, that time of the month, etc."
11. Spiking - pulling down someone's pants, shorts, and/or skirt;
12. Flipping - lifting up someone's dress;
13. Mooning;
14. Touching someone's hair, neck, clothing, or body;
15. Asking about sexual fantasies;
16. Rating a person's sexual attractiveness;

Disciplinary action will be taken against any student, or adult, who commits an act of sexual harassment.

Where Can You Go for Help?

1. Parents;
2. Teachers;
3. Guidance Counselors;
4. Affirmative Action Officer: Ms. Sara Fallon at the Riverfront School;
5. Building Principal/Administrator;
6. Police Department, 609-499-3131;
7. Division of Civil Rights, 383 West State Street, CN 090, Trenton, New Jersey 08625.

EMERGENCY CARD INFORMATION—Online Form

Accurate emergency information must be provided each school year by all parents. This information is requested at the beginning of each school year. Please complete the online form as soon as possible.

PLEDGE OF ALLEGIANCE AND FLAG SALUTE

New Jersey law requires the student to show respect to the flag of the United States of America. If a student is conscientiously opposed to the pledge and salute, or the child is of an accredited representative of a foreign government, he/she may abstain from the pledge and salute but shall be required to show full respect to the flag while the pledge is being given.

FIRE DRILLS

Fire drills at regular intervals (once a month) are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and quietly, and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions.

ALERT CODE DRILLS

Emergency Alert Drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obey orders promptly and quietly. The teacher in each classroom will give the students instructions.

HALL PASSES

Students must ask the teacher for a pass whenever they wish to leave the classroom—Lavatory, Nurse, Main Office, Guidance, etc. or they will be sent back to class.

PUBLICITY

In an ongoing effort to inform the community about our many outstanding school programs and to recognize student achievement, the Florence Township K-12 School district likes to share student information and/or photographs with the local newspapers, school brochures, and other social media—Twitter, Facebook, etc.

Parents/students will need to sign a release form/Acceptable Use Agreement online giving permission for the district to use limited student information in publicity and website releases, etc. Student information used in media press releases, cable television and on the district website, etc., is limited to: student name, age, school, grade, participation in school activities/sports, description of award/honor received, and photograph related to press release.

Student phone numbers, street addresses, and e-mail addresses are NEVER listed in media press releases, media or on the district website. To view the district website, go to www.florence.k12.nj.us.

SCHOOL NUTRITION POLICY ELIMINATES JUNK FOOD

In a national attempt to halt the trend toward child obesity, every school district in the country that participates in the National School Lunch Program is required to implement a nutrition policy that sets goals for nutrition education, physical activity and nutrition guidelines for all foods sold on school grounds.

Beginning in July 2006, school districts were required to adopt a comprehensive policy that bans soda, candy and junk foods during school hours. The nutrition policy applies to all vending machines, school stores and cafeterias, as well as cupcake sales and other fundraisers.

The Florence Township Board of Education presented a Model School Nutrition Policy #5146. This policy was reviewed and discussed by the Florence Township School District's Wellness Policies on Physical Activity and Nutrition Committee composed of staff members, students, administrators, board members, food services staff, physical education and health teachers.

The Florence Township School District is pleased to report that they have already incorporated many of the new regulations into its food program. Our food services vendor, Sodexo, has introduced a variety of nutritionally balanced options into the school lunch menu. The cost for lunch is \$3.25. The salad bars and daily assortment of fresh fruits and vegetables are extremely popular with the students.

BREAKFAST PROGRAM

Breakfast is available in the high school cafeteria every morning for \$1.75.

CAFETERIA PROCEDURES/EXPECTATIONS

Students may purchase a complete meal or items to supplement lunches brought from home. Students entering the cafeteria "late" should show a pass to the lunch monitor(s). Students wishing to leave the cafeteria to make up quizzes, tests, etc. should procure a pass for that purpose from the teacher involved and present it to the lunch monitor(s) to leave the cafeteria. Food is not to be eaten in the hallways or classrooms. Food and drinks are not allowed in areas other than the cafeteria.

Students are expected to behave themselves in an orderly fashion, remain seated and practice good manners in the cafeteria. Loud conversations or inappropriate activities may be cause for disciplinary measures. Students will clean up around the table before leaving the cafeteria.

FAMILY LIFE EDUCATION

A Family Life Education Program has been mandated by the State of New Jersey (N.J.A.C. 6:29-7.1). As defined by the State: a "family life education program" means..."instruction to develop an understanding of the physical, mental, emotional, social, economic and psychological aspects of interpersonal relationships; the physiological, psychological and cultural foundations of human development; sexuality, and reproduction, at various stages of growth; the opportunity for pupils to acquire knowledge which will support the development of responsible personal behavior, strengthen their own family life now, and aid in establishing a strong family life for themselves in the future thereby contributing to the enrichment of the community." Any student whose parent or guardian presents to the school administrator a signed statement that any part of the instruction of Family Life Education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course when such instruction is being given and there will be no penalties as to credit or graduation.

PHYSICAL EDUCATION PARTICIPATION, EXCUSES AND ATTIRE

- I. Physical Education attire will consist of:
 1. Athletic sneakers that tie or have Velcro closures and sweat socks.
 2. Plain t-shirt.
 3. Athletic shorts or sweatpants.
 4. Proper sports undergarments.
- II. No jewelry may be worn during class. **LOCK ALL VALUABLES IN THE LOCKER ROOM AT ALL TIMES** (jewelry, money, handbags, book bags, etc.) Please do not throw your book bags, etc. on the bleachers.
- III. Clothing apparel worn to school may NOT be worn for Physical Education class.
- IV. To maintain favorable individual and group health standards, the attire should be frequently cleaned, and all students should use appropriate body deodorants.
- V. Excused from Physical Education Class (Medical Issues)
 1. A Doctor's note will excuse a student from dressing and participating in Gym Class in accordance with the written request.
 2. The Doctor's written request must be presented to the teacher on the first day of the occurrence.
 3. Students will receive work to do while medically excused. The work will be done in an assigned area. Work will be due in a timely basis in accordance with the Physical Education teacher.
- VI. Parental Request – By producing a parental note, a student who is present and dresses for gym may be excused from participation in gym due to illness or injury. The written parental request is limited to one day. The student will be given an assignment to do during class.
- VII. Teacher Discretion – Teacher discretion will be implemented to excuse students from gym class for specially approved activities and immediate wellness. Students will be asked to complete make-up work.
- VIII. Nurse Discretion – A student dressed for gym class must first request permission from the Physical Education teacher to consult with the school nurse about possibly being excused from gym class that day. The school nurse, based upon her professional judgment may excuse the student from participation in gym.

LOCKERS

Students may use a book bag to carry books and other school supplies during the school day.

Students should plan their use of the locker to conform to their schedule. Avoid unnecessary use of the locker between every class by carrying enough books for several classes. Any locker which is not functioning properly should be reported to the office immediately. The student must obtain a pass from the teacher to go to a locker during a class. Please adhere to the following locker guidelines:

1. In an effort to protect the property of all students, we believe it is necessary to strengthen security in the school.
2. Each student will be required to have only one locker. The locker will be registered in the student's name. Students may purchase and keep locks at the cost of \$7. Alternatively, students may borrow locks and then return them at the end of the school year. All lockers must remain locked when not in use.
3. If the school personnel determine that a locker will be searched, the contents will be assumed to belong to whomever is assigned the locker. If students are sharing a locker, each will be responsible for the contents. Therefore, lockers are not to be shared.
4. The school will not be responsible for the security of student personal property. It cannot be held liable for reimbursement. Students are responsible for the care and condition of their lockers at all times. Use only your hands to close the doors.
5. Students are reminded that all lockers are school property and, as such, may be inspected/searched by appropriate school personnel when deemed necessary.
6. The Superintendent shall institute procedures to assist in ensuring that the schools are drug free inclusive of, but not limited to, locker searches and searches by narcotics dogs.

LOITERING ON SCHOOL PROPERTY

Students must not loiter on school property or other Florence Township School's property while those schools are in session. Students suspended from school are never permitted to be on school property while on suspension.

TEXTBOOKS

Your books represent a large investment in taxpayer money. If a textbook is assigned, students are responsible for the books assigned to them from September through June. Textbooks need to be covered and taken care of throughout the school year. Lost, stolen or damaged books will be charged to the student to whom they were issued.

WORKING PAPERS

The Working Papers Application is now Online at MyWorkingPapers.nj.gov
Schools no longer administer working papers applications.

BUS TRANSPORTATION

School bus drivers, while performing their duties, have the same authority as a member of the teaching staff. Due to the possible hazard of transporting students, improper conduct will not be tolerated at any time on school buses.

Students are expected to follow these guidelines:

1. Students must carry their school ID with them daily. The bus driver will be taking attendance by swiping the ID as they board the bus and when they get off.
2. Students boarding the bus are to go directly to an assigned seat and remain there until reaching their destination and the bus stops moving. Students are not permitted to stand or move to another seat unless directed to do so by the bus driver.
3. Be on time at the designated bus stop at least **10 minutes** prior to pickup time.
4. Never stand in the street or on private property while waiting for the bus.
5. Wait until the bus comes to a complete stop before walking toward it.
6. When you must cross a roadway at your stop, go to a point at least 10 feet in front of the bus and wait for the signal to cross from your driver.
7. Sit in your seat with both feet on the floor, facing forward.
8. Keep arms and other parts of your body inside the bus at all times.
9. Emergency exits should not be obstructed and should only be used in emergencies. In case of an emergency, remain in your seat until directions are given by your driver.
10. Shouting, whistling, profanity, or rowdy conduct will not be tolerated; smoking will not be permitted on the bus.
11. Students can only ride the bus they are assigned to. Students can only be assigned to 1 bus and 1 bus stop.
12. Students may not eat food, drink or chew gum on the bus.
13. Seatbelts are to be worn at all times.

Students who do not behave appropriately will be subject to discipline as outlined in the code of conduct.



PARENT RESPONSIBILITIES

Parental support for the school sends an important message to students about the importance of education. Professionals suggest the following basic responsibilities of parents in supporting the school and helping their children to become successful learners:

- Be sure your child attends school regularly and arrives on time.
- Follow school procedures in reporting legitimate absences.
- Let the school know of any serious family or financial problems. They may be able to help or ease the way for your child.
- Attend Back to School Night, parent-teacher conferences, special programs, concerts and events throughout the year.
- Support our school's discipline policies and bus safety rules.
- Stay tuned in to what is happening at school and assist your child with homework.
- If a problem arises, try to resolve it by following the chain of responsibility below:
 - Classroom Teacher
 - School Counselor
 - Assistant Principal
 - Principal
 - Superintendent of Schools
 - BOE

TIPS FOR PARENTS ON HELPING CHILDREN WITH HOMEWORK

Parents can play a crucial role in encouraging their children to study and learn. Here are tips on ways you can help your youngster.

- Teach (help) your child to organize, prioritize and set goals.
- Provide an environment conducive to study. Eliminate as many distractions as possible.
- Remove barriers and do not accept excuses.
- Make homework time part of the regular family routine.
- Encourage your children to do their own work. Do not let them copy (cheat) and don't do homework for them.
- Show your child how you remember and meet deadlines.
- Teach your children memory tricks.
- Pay attention to whether your child is keeping up. Check with teachers if necessary.
- Teach your child to break big assignments down into manageable tasks and to take one step at a time.
- Help your child understand her or his learning style.
- To the extent possible, provide your child with the tools for study (paper, pencils, dictionary, rulers, computer, etc.)
- Discuss current events as a family.
- Practice listening skills as a family.

- Praise effort, as well as results.
- Encourage your child to take risks and try new things.
- Celebrate successes; do not nitpick or expect perfection.
- Do not threaten or offer bribes.

PARENT TIPS ON BUILDING A CHILD'S SELF-ESTEEM

Schools should help parents understand the power of a child's self-esteem and how to nurture it. The following practical tips can go a long way in boosting any child's self-concept:

- Communicate one-on-one with your child every day.
- Act as if your children are important in your life.
- Do not put your work before your children.
- Show your human side and your vulnerability.
- Be honest; keep promises; do not lie.
- Celebrate each child's unique personality.
- Hold high expectations, but remain flexible.
- Do not try to be perfect, and do not expect your kids to be either.
- Help your children overcome weaknesses without feeling inferior.
- Never belittle a child's dreams.
- Downplay competition and emphasize self-growth.
- Insist that no one is worthless.
- Show pride in your children, yourself, and your family.
- Reinforce positive behavior.
- Do lots of little things that show you care.

EXPERIENCE IN SCHOOL

The schools recognize that all children are different in that they have different capacities, needs and interests, and that children grow at widely different speeds, physically, intellectually, socially, and emotionally. A child should be judged only on his/her own rate of progress. A child cannot be judged fairly by the growth of any other child.

HOW PARENTS CAN HELP

Most parents earnestly desire to help their children acquire the maximum benefits from their school careers. Here are some ways in which parents can help:

- Do not expect a child to stand at the top of his/her class. If he/she can do this without undue pressure, fine, but knowing that his/her parents will be disappointed or angry if he/she is not at the top puts many potentially strong pupils in a lower classification.
- Do not overload him/her with home duties and out-of-school activities. Remember he/she is growing; this alone takes some of his/her strength. A tired child cannot be a good student, no matter how intelligent he/she may be.

- Work with your child, not for him/her. A parent can do a lot to supplement the work of teachers. Useful help consists of explaining material that the child does not completely understand and showing him/her errors in his/her work.
- Students need to arrive at school no later than 7:30 a.m.
- Appropriate school dress is always required of pupils throughout the year.
- Establish and insist upon reasonable sleeping hours.
- Make attendance at school important to your child. Each of his/her absences interferes with his/her progress. Loss of time resulting from tardiness, being excused early, or being absent tends to cause a lack of interest on the part of your child.
- Accentuate the positive.

EIGHT WAYS TO BEAT THE GRAPEVINE OR RUMOR MILL

- Always tell the truth.
- If you do not know, admit it.
- If you do not know, find it.
- Pay attention to rumors to find out what are the current concerns.
- Never try to use the grapevine for your own purposes.
- If a rumor is a lie, pounce on it immediately and refute it with facts.
- Communicate face-to-face and equally with everyone.
- Be sure to avoid making racist, sexist, or other inappropriate comments.

CHILDREN LEARN WHAT THEY LIVE

If a child lives with criticism,
HE learns to condemn.
If a child lives with hostility,
HE learns to fight.
If a child lives with ridicule,
HE learns to be shy.
If a child lives with tolerance,
HE learns to be patient.
If a child lives with encouragement,
HE will learn confidence.
If a child lives with praise,
HE will learn to appreciate.
If a child lives with fairness,
HE will learn justice.
If a child lives with acceptance and friendship,
HE learns to find love in the world.
Let Me grow as I be
And try to understand
Why I want to grow like Me.
Not like my Mom hopes I'll be,
Or my Dad THINKS I should be.
Please try to understand and help Me grow,
JUST LIKE ME.
Happiness is the child who:
...Will feel confident about accomplishments
...Will reflect a well-balanced individual who
...Will be awaiting a challenge, be able to solve
problems, and be ready for success.



DRESS CODE FOR STUDENTS

Schools throughout the country have found a relationship between the way students dress and the way they behave. Students at Florence High School are required to conform to an acceptable standard of dress based on modesty, cleanliness, health/safety, and good grooming. Within these guidelines, individual taste in dress and grooming shall be respected.

Individual teachers have the responsibility to determine the safety requirements of their respective instructional programs. However, an academic and businesslike atmosphere in our school requires a minimum standard of dress. For that reason, the following guidelines will help avoid certain practices that are distracting or offensive to other students and to our staff members.

Specific Guidelines:

All students should take pride in their appearance and dress properly for the occasion...

- Appropriate footwear must be worn at all times; special area teachers have the right to exclude flip-flops/sandals from their classroom;
- Bare midriffs, halter tops, tank tops or other clothing that is revealing is not permitted;
- Clothing designed specifically for undergarments is not permitted;
- Gang or gang-like colors are not permitted;
- Hats, caps, headbands/sweatbands (worn across the forehead) and hoods are not permitted;
- Provocative/immodest articles of clothing are not permitted;
- Sagging pants for all students that causes exposure of underwear are not permitted;
- Satanic or similar type ornaments/writings are not permitted. No drug related, sexually, or otherwise offensive graphics or writing will be allowed;
- Shorts and Skirts of appropriate, mid-thigh length are permitted. They are to be worn in good taste and reflect an appearance of modesty.
- Students attending school functions will not be permitted to participate unless they are properly attired; and
- Writing of inappropriate words or pictures--profanity, drugs, etc. on shirts, book bags, or book covers is not permitted.

Students who do not adhere to these dress guidelines may be sent home or face disciplinary action. We are aware of the fact that any dress code cannot cover all situations. The School administration has the right to decide if the student's dress is extreme and not proper for school. In all cases where a student's appearance is questionable, the building administrators will be the deciding factor.

Please Note: Any of the above guidelines can be modified by Administration when necessary for medical reasons, special circumstances, field trips, etc.

STUDENT CODE OF CONDUCT

BEHAVIOR EXPECTATIONS

The goal of a thorough and efficient education is to provide all children the educational opportunity that will prepare them to function politically, economically, and socially in a democratic society. The Florence Township School System recognizes the need for establishing student expectations. To promote an environment for positive student development and achievement that enhances learning and leads to success in school, students are encouraged to emulate the following student expectations.

Prepare them mentally and physically for the process of learning.

- Students are nourished, rested, clean, properly dressed and groomed.
- Students are free of drugs and alcohol.
- Students come to school prepared to learn.

Demonstrate respect for people and property.

- Students are honest, courteous, and polite.
- Students respect the property of others.
- Students accept the rights of others to their own opinions.
- Students settle differences peacefully.
- Students display good sportsmanship at school-related functions.
- Students participate in the maintenance and cleanliness of school facilities and property.

Students take responsibility for their own behavior and learning.

- Students recognize that school is work and academic development is the primary purpose.
- Students complete all homework, class work and assessments.
- Students make personal choices based on reasonable decision-making processes.
- Students accept constructive criticism and disagreement when necessary and appropriate.
- Students accept the consequences of their actions.
- Students attend school regularly and punctually.
- Students use books, Chromebooks and other equipment appropriately.

Share responsibilities when working as members of a group.

- Students cooperate, contribute, and share in the work of a group.
- Students accept and assume leadership when appropriate.
- Students listen to the points of view of others.

Board of Education policy in accordance with the laws governing public education in this state, specifically Title 18A:37-1, requires each pupil to comply with the rules and regulations established for each school. Each student is expected to pursue the prescribed course of study for which he/she is enrolled and shall submit to the authority of the teacher (or other staff member) as specified in Title 18A:25-2, with each pupil being held accountable for his or her behavior during scheduled school hours as well as on the way to and from school.

New Jersey Law NJ 18A:37-2 states: "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school."

"Conduct" which shall constitute good cause for suspension or expulsion shall include, but not be limited to, any of the following:

- A. Continued and willful disobedience;
- B. Open defiance of the authority of any teacher or person having authority over him;

- C. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
- D. Physical assault upon another pupil;
- E. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- F. Willfully causing, or attempting to cause, substantial damage to school property;
- G. Participation or unauthorized occupancy by any group of pupils or others in any part of any school or other building owned by the school district, and failure to leave such school or other facility promptly after having been discharged to do so by the Principal or other person then in charge of such building or facility;
- H. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by a school district;
- I. Incitement which is intended to and does result in truancy by other pupils;
- J. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

NJ 18A:37-2.1 states that “Any pupil who commits an assault upon a teacher, administrator or other employees of a board of education, acting in the performance of his duties and in a situation where his authority to do act is apparent, or as a result of the victim’s relationship to an institution of pupil education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local Board of Education.”

DISCIPLINE GUIDELINES

Students have a fundamental right to a free public-school education. Along with this right is the corresponding responsibility to join with other members of the school community in respecting one another. Students also have the right and responsibility to live by the rules of law while being entitled to equal protection under the law. It is the obligation of each student to obey school regulations and the school authorities that enforce them. Therefore, the Florence Township School System has established standards for acceptable student behavior.

DISCIPLINE PROCEDURES (DUE PROCESS PROCEDURES FOR SUSPENSION)

Students are subject to disciplinary procedures, if necessary, that promote positive behavioral change. The goal is to have all students function successfully in their educational and social environments and to protect fellow students, school staff members, public property, and themselves.

Any student who is suspected of committing a breach of discipline will have a conference prior to the decision whether to suspend the student. The only exception is for emergency situations when the Principal or Assistant Principal determines that the student’s continued presence is an immediate danger to persons or property or may physically disrupt the school’s orderly operation.

Whenever an emergency suspension occurs, the parent/guardian or emergency contact person must be notified immediately.

The following steps must be taken to follow due process procedures regarding suspensions:

- The Principal and/or his designee will notify the student of the charge(s).
- If the student admits the charge(s), an administrator shall determine the appropriate disciplinary action.

- If the student denies the charge(s), the Principal, and/or his designee:
 - Shall give the student an explanation of the evidence resulting in the charge(s).
 - Shall determine if the evidence will include the names of witnesses.
 - Shall give the student a reasonable opportunity to state the student's side of the story.

After reviewing the evidence, the Principal and/or his designee will determine if the charge(s) is supported by the evidence. If the student is found innocent, the incident is closed. If the student is found guilty, an administrator shall determine the appropriate disciplinary action in accordance with school district policies and administrative guidelines.

- Suspension becomes effective after the informal suspension hearing, after notification of the parent/guardian/emergency contact person, or at the end of the school day.
- Schools must notify the student and the parent/guardian/emergency contact person of the suspension and the reasons for the action. A suspension notice must be mailed/mailed to the parent/guardian and sent home with the student. The notice must contain the following information:
 - The time, date, and specific reason(s) for suspension.
 - The procedures to be followed by the student and parent/guardian for reinstatement.
 - The length of the suspension if there is no other administrative action.
 - Whether or not the parent and the school administrator must meet for a reinstatement conference before the student will be permitted to return to school.
 - Notice to the parent/guardian and student that suspension means the student cannot participate in any school-related activities during or after school or on weekends.
- The suspended student may not enter Florence Township Public School property without prior authorization of the Principal or her/his designee.

APPEAL PROCEDURES

An appeal procedure may be used by the student or parent by contacting the Principal if the student or parent is dissatisfied with the disciplinary decision.

INTIMATE CONTACT BETWEEN STUDENTS

Kissing and/or overt physical contact in school hallways is not appropriate school behavior. Students who persist in this type of activity will be notified that a meeting with both sets of students and both sets of parents will be required.

SATURDAY SCHOOL

Saturday School will be held from 8:00 a.m. until noon. Students are required to bring study materials. They will not be permitted to sleep, socialize, talk, use their cellphone, etc.

Schedule for Saturday School Detention

2024-2025 School Year

8:00 a.m. to Noon

Saturday School Detention Dates	
October 5	October 19
November 2	November 16
December 7	December 14
January 11	January 25
February 8	February 22
March 15	March 29
April 5	April 12
May 10	May 24
June 7	June 14
<p><u>Cutting a Saturday School Detention (SSD)...</u></p> <p>First Offense: The SSD is reassigned and suspension of Co-curricular activities until the SSD is served.</p> <p>Second Offense: If a student cuts SSD for a second time, the student will be assigned an ISS-In School Suspension.</p>	

PLEASE NOTE:

This document will be reviewed during the school year and changes may be implemented. Notification of all changes will be distributed to the students.

Unacceptable behavior that may not be addressed in the “Discipline Code” will be subject to review at the discretion of an administrator.

A student who brings an inappropriate item to school or on a school bus, may, before discovery, turn the item over to an adult.

NO DISCIPLINARY action will be taken provided the item has been turned in before discovery and the item turned in by the student is not illegal.

ATTENDANCE POLICIES AND PROCEDURES

The State of New Jersey’s 18A:38-25 maintains that every parent, guardian, or other person having custody and control of a child between six and sixteen years shall cause such child regularly to attend the public schools of the district or a day school in which equivalent instruction is given.

Regular attendance, according to N.J.S.A. 18A:38-26, is required unless it is shown, to the satisfaction of the Board of Education of the district, that the mental condition of the child is such that he cannot benefit from instruction in the school or that the bodily condition of the child is such as to prevent his attendance at school.

I. Attendance Policy & Academic Consequences

- A. Five (5) unexcused absences will be allowed for a semester course.
- B. Ten (10) unexcused absences will be allowed for a year-long course.
- C. Students who accumulate more than ten (10) unexcused absences will fall into an “In Jeopardy” category as these students will be in jeopardy of earning no credit for their academic courses. Unless evidence has been otherwise presented, meetings may occur at the end of the school year with these students and their parents so that these parties will have an opportunity to explain why so many school days were missed.
- D. Zero (0) class credit will be given for unexcused absences beyond the number listed above. (Students will not be able to make up class work, take missed tests/quizzes, or submit projects for any absence in excess of five (5) unexcused absences for semester courses and in excess of ten (10) unexcused absences for year-long courses, unless the absence has been authorized by administration as excused within ten (10) days.)
- E. Authorized School or Class Absences:
 - 1. All documentation to authorize an absence must be submitted to the Main Office within ten (10) days of the student’s return to school.
 - 2. Documentation must be hand-delivered or faxed (609-499-3424) to the main office or it may be emailed to Alyson Perino, the Principal’s secretary, at aperino@florence.k12.nj.us.
 - 3. A list of excused absences includes:
 - a. The student’s illness;
 - b. Requirements of a student’s individual health care plan;
 - c. A death or critical illness in the student’s immediate family, or others with permission of principal;
 - d. Quarantine;
 - e. Observance of the student’s religion on a day approved for that purpose by the State Board of Education;
 - f. The student’s suspension from school;
 - g. Requirements of the student’s Individualized Education Program (IEP);
 - h. Alternate short- or long-term accommodations for students with disabilities;
 - i. The student’s required attendance in court;
 - j. Interviews with an admissions officer of an educational institution;
 - k. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; and
 - l. Such good cause as may be acceptable to the principal.
- F. An Unexcused Absence is a student’s absence for all or part of a school day for any reason other than those listed in Section E. Absences are expressly not excused for any of the following purposes (this list is intended to be illustrative and is not exhaustive):
 - 1. Family travel;
 - 2. Performance of household or babysitting duties; and
 - 3. Other daytime activities unrelated to the school program.

II. Attendance Policy & Extracurricular Consequences

- A. If a student is absent because of illness, the student may not participate in practice, game, or other extra-curricular activity that day.

- B. If a student is absent an entire school day, the student may not participate in practice, game, or other extra-curricular activity that day unless prior arrangements have been made with the coach or the advisor in concert with an administrator.
- C. Students must be in school for a minimum half day (three hours or more) to be eligible to participate in a co-curricular activity (athletic practices and contests, performing groups such as choral, music and drama activities or other school approved curricular activities) for that day and/or evening. Exceptions must be approved by the administration.
- D. When a student reaches **THREE (3) cumulative days of unexcused absences:**
 - 1. A notification letter will be sent home to the parent and student.
- E. When a student reaches **SIX (6) cumulative days of unexcused absences:**
 - 1. The student/parent will receive a letter notifying them of six unexcused absences.
 - 2. The student will meet with their school counselor, and the school counselor will reach out to the student's parents. The purpose of the meeting will be to identify the causes of the absences, reiterate the importance of attending school on a regular basis, and to develop an action plan.
- F. When a student has **NINE (9) cumulative days of unexcused absences:**
 - 1. The student/parent will receive a letter notifying them of nine unexcused absences.
 - 2. The Assistant Principal in charge of MTSS (Multi-Tiered System of Supports) will contact the student's parents to let them know that, due to the student's continued unexcused absences from school, the student is now being referred to our school's MTSS Program as per N.J.A.C. 6A:16-7.6. The student and the student's parents will meet with our school's MTSS team in an effort to identify problems and brainstorm solutions/interventions to help the student avoid truancy and find success in attending school consistently.
- G. When a student has **TWELVE (12) cumulative days of unexcused absences:**
 - 1. The student/parent will receive a letter notifying them of twelve unexcused absences.
 - 2. Students and parents will continue to participate in meetings with the MTSS team.
 - 3. The school will make a referral to our School Resource Officer and a referral to a court program, so that they may determine the necessary actions to improve the student's attendance immediately.
 - 4. The school will also make a referral to DCP&P (Division of Child Protection & Permanency).
- H. When a student has **SIXTEEN (16) cumulative days of unexcused absences:**
 - 1. The student/parent will receive a letter notifying them of sixteen unexcused absences.
 - 2. Students and parents will continue to participate in meetings with our MTSS team, as well as with our School Resource Officer, DCP&P, and a court program.
 - 3. Students will be removed from attending and/or participating in extracurricular events and activities for the rest of the school year.

LATENESS POLICY

Students will be expected to enter their Homeroom class between 7:30 a.m. and 7:40 a.m. Students who arrive to class beyond that time will be identified as late.

Students who enter the building after 7:40 a.m. will be checked in "late" and issued a pass to class by the main office. Please note that any student arriving after 10:40 a.m. without proper documentation will be charged with a ½ day (0.5) unexcused absence.

For an excused lateness to school:

1. All documentation to authorize a lateness must be submitted to the Main Office within two (2) days.
2. Documentation must be hand-delivered or faxed (609-499-3424) to the main office or it may be emailed to Alyson Perino, the Principal's secretary, at aperino@florence.k12.nj.us.
3. Here is a list that identifies what will be considered an excused lateness:
 - a. The student's illness;
 - b. Requirements of a student's individual health care plan;
 - c. A death or critical illness in the student's immediate family, or others with permission of principal;
 - d. Reinstatement from a student's suspension from school;
 - e. Requirements of the student's Individualized Education Program (IEP)
 - f. Alternate short- or long-term accommodations for students with disabilities;
 - g. The student's required attendance in court;
 - h. Interviews with an admissions officer of an educational institution;
 - i. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; and
 - j. Such good cause as may be acceptable to the principal.

An unexcused lateness to school is a student's lateness for any reason other than those listed in the above section. Lateness is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):

- a. Car trouble;
- b. Alarm Clock issues;
- c. Family travel;
- d. Performance of household or babysitting duties; and
- e. Other daytime activities unrelated to the school program.

CONSEQUENCES FOR IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS

It is incredibly important that our students are held accountable. In doing so, our students, at times, may receive in-school suspensions, out-of-school suspensions, or a combination of both. In-school and out-of-school suspensions are different. Out-of-school suspensions are reserved for severe offenses. Students receive in-school-suspensions when they behave very poorly; however, their behavior does not warrant them to be removed from the school building. Our Code of Conduct (within our Parent/Student Handbook) provides examples of when in-school and out-of-school suspensions are necessary.

A student who receives an in-school or an out-of-school suspension is not eligible to attend or participate in any after school activity and/or event on the day of that suspension.

If a student is absent (on an unexcused basis) on the day of a scheduled in-school suspension, then that student is not permitted to attend or participate in any after school activity and/or event **until that in-school suspension is served**. The consequence of in-school suspension is not available every day in our High School. This means that, if a student misses his/her in-school suspension for a reason that is not identified as "excused" within our Attendance Policy, then

that student may not be eligible to attend or participate in after school activities for a number of days as he/she awaits his/her rescheduled in-school suspension.

Students who accumulate too many suspensions are not eligible to attend or participate in any after school activity and/or event for a minimum of 30 school days. “Too many suspensions” is measured by a points system. When a student accumulates **3 points**, he/she becomes ineligible. One day of in-school suspension equals ½ a point. One day of out-of-school suspension equals 1 point.

Here are some examples of how a student may become ineligible using our points system:

- A student is suspended from school for 3 days for one incident.
- A student receives 2 in-school suspensions for one incident and 2 out-of-school suspensions for another incident.
- A student accumulates 6 in-school suspensions over the course of one school year.

A Reinstatement of Privileges Committee will review the record of any student who has become ineligible at his or her request. **Requests for a reinstatement of school activity privileges will only be considered after 30 school days of discipline-free behavior have been exhibited by the student in question.** Requests for a reinstatement of privileges must be submitted in writing to the Principal. A meeting with the appealing student and his/her parents will be scheduled within one week of the receipt of the request for appeal. If the Committee should grant a reinstatement of privileges, the High School reserves the right to withdraw those privileges for any future misbehavior on the student’s part.

<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>VIOLATION OF SAFETY/HEALTH PROTOCOLS</u> This section applies to any rules that the district may need to implement as per the guidance set forth from the State and/or the Burlington County Health Department.</p>	First	<ul style="list-style-type: none"> ● Warning by teacher/administrator ● Teacher contacts parent/guardian
	Second	<ul style="list-style-type: none"> ● After the second offense, the teacher will report it to an administrator who will meet with the student and contact the student’s parent/guardian.
	Third	<ul style="list-style-type: none"> ● Administrative Detention ● Administrative conference with student and parent/guardian.
	Fourth	<ul style="list-style-type: none"> ● Saturday School ● Administrative conference with student and parent/guardian.
	Additional	<ul style="list-style-type: none"> ● In -School Suspension(s) ● Loss of extra-curricular privileges for a minimum of 30 school days. ● Out of school Suspension(s)

<p><u>UNEXCUSED LATENESS (to school)</u> It is the responsibility of students to arrive to school on time. The consequences on the right will be applied on a semesterized basis. Students will get a clean slate at the start of the second semester. (Note: The system-generated Genesis parent letter will not be sent home for a “third” lateness during the second semester or a “sixth” notice–administrator conference with student and parent.)</p>	First & Second	<ul style="list-style-type: none"> • Student Warning
	Third	<ul style="list-style-type: none"> • Administrative Notification (letter) to Parent/Guardian
	Sixth	<ul style="list-style-type: none"> • Administrative conference w/student and parent.
	Ninth	<ul style="list-style-type: none"> • 1 Administrative Detention • Administrative conference/student and parent.
	Twelfth	<ul style="list-style-type: none"> • Saturday School – 1 Day <i>or</i> Driving Privileges Revoked • Administrative conference/student and parent.
	Fifteenth	<ul style="list-style-type: none"> • Loss of extra-curricular privileges for a minimum of 30 school days. • Administrative conference/student and parent.
	Additional	<p>Chronic offenders may receive any of the following consequences:</p> <ul style="list-style-type: none"> • Saturday School • Continued loss of extra-curricular privileges. • In-school suspension(s) • Out of school suspension(s)
<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>UNEXCUSED LATENESS (to class)</u> It is the responsibility of students to be in class on time. Students who arrive to school prior to 7:40 a.m. and who are late to any of their classes during the day are subject to the consequences identified here.</p>	First & Second	<ul style="list-style-type: none"> • Teacher Warning
	Third	<ul style="list-style-type: none"> • Teacher Contacts Parent
	Fourth & Fifth	<ul style="list-style-type: none"> • Teacher Detention • Teacher Contacts Parent • Teacher Refers Student to Counselor (and, if appropriate, student’s Case Manager)
	Sixth	<ul style="list-style-type: none"> • Administrative Detention • Administrator Contacts Parent • Administrator Contacts Counselor (and, if appropriate, the student’s Case Manager)
	Eighth	<ul style="list-style-type: none"> • 2 Administrative Detentions • Parent/Guardian Conference w/ Administration and the Student’s Counselor (and, if appropriate, student’s Case Manager)

	Additional	Chronic offenders may receive any of the following consequences: <ul style="list-style-type: none"> • Multiple detentions • Saturday School (1 or more days) • Suspension of driving privileges • Loss of extra-curricular privileges • In-school suspension(s) • Out-of-school suspension(s)
<u>CUTTING A CLASS</u> Any student who deliberately misses a class or an assigned area (lunch) will be considered cutting. Please note that a student will be identified as having “cut” a class if he/she has missed an excessive amount of time from that class. In other words, a student need not miss an entire class period to be identified as having “cut” that class.	First	<ul style="list-style-type: none"> • 1 Administrative Detention • Teacher Contacts Parent/Guardian; Teacher Refers Student to Counselor (and, if appropriate, student’s Case Manager)
	Second	<ul style="list-style-type: none"> • 2 Administrative Detentions • Parent/Guardian Conference w/ Administration & Student’s Counselor (and, if appropriate, student’s Case Manager)
	Third	<ul style="list-style-type: none"> • Saturday School (1 day) • Parent/Guardian Conference w/ Administration (and, if appropriate, student’s Case Manager)
	Additional	Chronic offenders may receive any of the following consequences: <ul style="list-style-type: none"> • Saturday School (2 or more days) • Loss of extra-curricular privileges • In-school suspension(s) • Out-of-school suspension(s) • BOE Hearing
INFRACTION	OFFENSE	DISCIPLINE
<u>LEAVING SCHOOL WITHOUT PERMISSION</u> Leaving school building or grounds without permission, loitering in an automobile or on school grounds during the school day will be considered AWOL. This rule also applies to student lunch periods.	First	<ul style="list-style-type: none"> • In-school suspension • Suspension of driving privileges • Parent/Guardian Conference w/Administration and the Student’s Counselor (and, if appropriate, student’s Case Manager)
	Second	<ul style="list-style-type: none"> • In-school suspension (2 days minimum) • Parent/Guardian Conference w/Administration and the Student’s Counselor (and, if appropriate, student’s Case Manager)

	Additional	Chronic offenders may receive any of the following consequences: <ul style="list-style-type: none"> ● In-school suspension(s) ● Out-of-school suspension(s) ● BOE expulsion hearing
<u>CUTTING TEACHER DETENTION</u> Cutting a teacher assigned detention.	First	<ul style="list-style-type: none"> ● Teacher Contacts Parent/Guardian and Reassigns Detention
	Second	<ul style="list-style-type: none"> ● 2 Administrative Detentions ● Parent/Guardian Conference
<u>CUTTING AFTER SCHOOL DETENTION</u>	First	<ul style="list-style-type: none"> ● Administrator Contacts Parent/Guardian and Reassigns Detention
	Second	<ul style="list-style-type: none"> ● 2 Administrative Detentions ● Parent/Guardian Conference
	Additional	Chronic offenders may receive: <ul style="list-style-type: none"> ● Additional detentions ● Saturday School (1 or more days) ● Loss of extra-curricular privileges ● In-school suspension(s) ● Out-of-school suspension(s).
<u>VIOLATION OF ACCEPTABLE USE OF TECHNOLOGY AGREEMENT</u> Each student will be required to sign the Acceptable Use Agreement in September. Use of technology or social media, especially the Internet, to purposely access and/or distribute obscene, scatological, racist, abusive or gender-biased materials will be considered severe misuse .	<p>Depending upon the severity of the misuse, students may receive any of the following:</p> <ul style="list-style-type: none"> ● Teacher Warning ● Teacher Contacts Parent ● Confiscation of device for a length of time ● Teacher Detention(s) ● Administrator Contacts Parent ● Administrative Detention(s) ● Saturday School (1 or more days) ● Loss of extra-curricular privileges ● In-School Suspension(s) ● Out-of-School Suspension(s) ● BOE Hearing <p>Students may also lose Network and/or Internet privileges.</p>	
<u>INFRACTION</u>	<u>DISCIPLINE</u>	
<u>PARKING VIOLATIONS</u> Failure to comply with any of the parking rules and regulations in this handbook (Page 14) may result in any of the following disciplinary actions:	<p>Depending upon the severity of the misuse, students may receive any of the following:</p> <ul style="list-style-type: none"> ● Warning ● Administrative Detention(s) ● Parent/Guardian Conference w/Administration ● Suspension of driving privileges ● Saturday School (1 or more days) ● In-school suspension(s) ● Out-of-school suspension(s) ● Revocation of parking permit ● Towing of the vehicle at the owner's expense 	

<u>ELECTRONIC DEVICES</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p>Florence Twp. School District understands that there can be significant benefits to having electronic devices in school. In a classroom setting, it must be understood by students that their cell phones may only be used with their teacher's permission.</p> <p>Students are permitted to use their cell phones before school, after school, during lunch time, and also during passing time.</p> <p>Students and parents must understand that the Principal and/or his designee has the authority to impose appropriate discipline for cell phone infractions. If a student were to use his/her cell phone in an inappropriate way, then the student must understand that he/she will receive consequences which are commensurate with the offense. In a circumstance such as this, deviation from the table on the right is appropriate and should be expected.</p> <p>Students who record fights on our campus will be suspended. Students who record fights outside of school, which then lead to a significant disruption in school, will be suspended.</p>	First & Second	<ul style="list-style-type: none"> Teacher Warning
	Third	<ul style="list-style-type: none"> Teacher Contacts Parent
	Fourth	<ul style="list-style-type: none"> Teacher Detention Teacher Contacts Parent Teacher Refers Student to Counselor (and, if appropriate, the student's Case Manager)
	Fifth	<ul style="list-style-type: none"> Administrative Detention Administrator Contacts Parent Administrator Contacts Counselor (and, if appropriate, the student's Case Manager)
	Sixth	<ul style="list-style-type: none"> 2 Administrative Detentions Parent/Guardian Conference w/Administration and the Student's Counselor (and, if appropriate, the student's Case Manager)
	Additional	<p>Chronic offenders may receive any of the following consequences:</p> <ul style="list-style-type: none"> Multiple Detentions Suspension of cell phone/electronic device privileges. Saturday School (1 or more days) Loss of extra-curricular privileges In-school suspension(s) Out of school suspension(s) BOE expulsion hearing
<p><u>IMPROPER BUS CONDUCT</u></p> <p>When a student misbehaves on the school bus or at the bus stop the bus driver will notify the appropriate administrator and file a written description of the problem on the bus discipline form. At the discretion or interpretation of the administration, a conference between the bus driver, the student and his/her parent/guardian will ensue.</p> <p>Improper conduct on the bus will be treated in the same manner as conduct in the school and the same rules will apply.</p> <p>Getting on an incorrect bus on purpose will be treated as improper bus conduct.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> Warning Parent/Guardian Conference w/Administration Administrative Detention(s) Suspension of Bus Privileges Saturday School (1 or more days) Loss of extra-curricular privileges In-school suspension(s) Out-of-school suspension(s) BOE expulsion hearing. <p>If a student is suspended from riding the bus, then returning to the bus requires parental conference with school administration and the student. Students must still attend school when they are removed from the bus. Parent(s) are responsible to provide the transportation under provisions of NJ Statutes, Section 18A:25-2.</p>	
<u>INFRACTION</u>	<u>DISCIPLINE</u>	
<p><u>STUDENT MISBEHAVIOR</u></p> <p>Willful act of disrespect, insubordination, and/or derogatory behavior with respect to the directives of a teacher or administrator.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> Teacher Warning Teacher Detention(s) Parent/Guardian Conferences Administrative Warning Administrative Detention(s) Saturday School (1 or more days) In-school suspension(s) Out-of-school suspension(s) BOE expulsion hearing. 	

<p><u>SEVERE MISCONDUCT</u></p> <p>Overt and obvious improper conduct of an individual towards students or staff.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> ● In-school suspension(s) ● Out-of-school suspension(s) ● Arrest ● BOE Hearing <p>NOTE Arrest – Any student considered to be a “Disorderly Person” will be immediately turned over to the Florence Township Police.</p>	
<p><u>VERBAL THREATS TO STUDENTS</u></p> <p>Any verbal statement that is interpreted to threaten the health, safety, property or general welfare of another student will be considered a “verbal threat.”</p> <p>Parents/students will be encouraged to press charges against any student who verbally threatens them.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> ● Teacher Contacts School Administrator and Student's Counselor (and, if appropriate, student's Case Manager) ● Parent/Guardian Conference w/Administration and Student's Counselor (and, if appropriate, student's Case Manager) ● Administrative Detention(s) ● Saturday School (1 day or more) ● In-school suspension(s) ● Out-of-school suspension(s) ● Arrest ● BOE Expulsion Hearing 	
<p><u>OBSCENE/INDECENT BEHAVIOR</u></p> <p>Any behavior that is obscene or indecent, but is not limited to, language, song, gesture and writing.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> ● Teacher Contacts School Administrator and Student's Counselor (and, if appropriate, student's Case Manager) ● Parent/Guardian Conference w/Administration and Student's Counselor (and, if appropriate, student's Case Manager) ● Administrative Detention(s) ● Saturday School (1 day or more) ● In-school suspension(s) ● Out-of-school suspension(s) ● Arrest ● BOE Expulsion Hearing <p>NOTE Arrest – Any student considered to be a “Disorderly Person” will be immediately turned over to the Florence Township Police.</p>	
<p><u>INFRACTION</u></p>	<p><u>OFFENSE</u></p>	<p><u>DISCIPLINE</u></p>
<p><u>CUTTING SATURDAY SCHOOL</u></p> <p>Anyone who misses an assigned Saturday School without a physician's note or other official excuse (parental note not accepted).</p>	<p>First</p>	<p>The following range of actions will be utilized depending upon each situation:</p> <ul style="list-style-type: none"> ● Saturday School Reassigned ● Suspension of extra-curricular activities until the Saturday School is served

	Second	<ul style="list-style-type: none"> ● Parent/Guardian Conference w/Administration ● Suspension of extra-curricular activities for at least 30 school days. (The school reserves the right to extend the suspension if the student does not behave well during these 30 days.) ● Parent/Guardian Conference w/Administration and Student's Counselor (and, if appropriate, student's Case Manager) ● Reinstatement conference required w/ student, parent, and Admin. <u>before</u> student is permitted to resume his or her classes.
	Third	<ul style="list-style-type: none"> ● In-school suspension(s) ● Parent/Guardian Conference w/Administration and Student's Counselor (and, if appropriate, Case Manager)
<p><u>VERBAL THREATS TO STAFF</u></p> <p>Any verbal statement that is interpreted to threaten the health, safety, property, or general welfare of a staff member will be considered a Verbal Threat. Staff members will be encouraged to press charges against any student who verbally threatens them.</p>	First	<ul style="list-style-type: none"> ● 4 to 10 days out-of-school suspension; and, ● Mandatory medical clearance; and, ● Reinstatement conference with Principal to occur after #1 and #2 have been completed.
	Second	<ul style="list-style-type: none"> ● Ten days out-of-school suspension ● Prosecution ● BOE Expulsion Hearing.
<p><u>DISTURBANCE IN THE CAFETERIA</u></p> <p>Any student who causes a disturbance in the cafeteria by throwing items.</p>	<p>The following <u>range</u> of actions will be utilized:</p> <ul style="list-style-type: none"> ● Warning from Security/Staff ● Security/Staff Contacts Parent ● Removal from lunch ● Parent/Guardian Conference w/ Administration ● Administrative Detention(s) ● Saturday School (1 day or more) ● Loss of Extra-Curricular Privileges ● In-school suspension(s) ● Out-of-school suspension(s) 	
<p><u>PROFANITY</u></p> <p>Language, which is abusive, irrelevant or contemptuous in the school environment.</p>	<p>The following range will be utilized depending on the profanity used:</p> <ul style="list-style-type: none"> ● Verbal correction ● Teacher Notifies Parent/Guardian ● Teacher Detention ● Administrative Warning ● Administrative Detention(s) ● Parent/Guardian Conference w/ Administration ● Saturday School (1 or more days) ● In-school suspension(s) ● Out-of-school suspension(s) 	

<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>POSSESSION/USE OF TOBACCO OR SMOKING PARAPHERNALIA</u> (Category A Offense)</p> <p>A. Any student who is found in possession of cigarettes or smoking paraphernalia (matches, lighters, etc.) shall be in violation of school rules and subject to the listed action.</p> <p>B. All forms of smokeless tobacco on school grounds will be reviewed with the same degree of severity as smoking.</p> <p>Smoking on School Property P.L. 2001, c.226, prohibits smoking on school premises.</p>	<p>First</p> <hr/> <p>Second</p> <hr/> <p>Additional</p>	<ul style="list-style-type: none"> ● Administrative Notification to Parent/Guardian ● One day of Saturday School ● Extra-Curricular privileges removed for 2 weeks. ● Driving privilege removed for 2 weeks. <hr/> <ul style="list-style-type: none"> ● Two days of Saturday School ● Parent/Guardian Conference w/Administration ● Extra-Curricular privileges removed for 1 month. ● Driving privilege removed for 1 month. <hr/> <ul style="list-style-type: none"> ● Students may be prosecuted if caught in the act of smoking.
<p><u>DISTRIBUTION/POSSESSION OF ALCOHOL OR DRUGS IN SCHOOL</u></p>	<p>The following actions will be utilized depending upon the circumstances:</p> <ul style="list-style-type: none"> ● Students who are in possession of drugs in school will be suspended from school for at least 10 days. They will also be required to immediately go for a drug test and meet with a doctor for a physical exam. Students will need to show that they have been cleared by a doctor in order to return to school. As this is a safety issue, our school will be forced to contact DCP&P if parents refuse to take their child for the drug test and physical exam. ● Students who are found to be in possession of drugs in school for the purpose of selling/distributing to others will receive the consequences identified in the bullet point above. In addition, they will be required to go before the Board of Education for an expulsion hearing. ● In all cases, students and parents will be required to work with our Substance Abuse Coordinator for the health and the safety of the child. 	
<p><u>VANDALISM (Accidental)</u></p>	<ul style="list-style-type: none"> ● Compensation – parental contact. 	
<p><u>VANDALISM (Willful)</u> (Category A Offense)</p> <p>Any willful destruction or defacing of school property will be considered vandalism.</p>	<p>The following range of actions will be utilized depending upon the student's behavior:</p> <ul style="list-style-type: none"> ● Teacher Contacts Parent ● Teacher Detention (drawing on desk, etc.) ● Teacher Contacts Administration (more serious offenses) ● Parent/Guardian Conference w/Administration ● Compensation for damages ● Administrative Detention(s) ● Saturday School (1 day or more) ● In-school suspension(s) ● Out-of-school suspension(s) ● Arrest ● BOE Expulsion Hearing 	

<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>THEFT OF / TAMPERING WITH FIRE ALARMS / EXTINGUISHERS / SECURITY AND SAFETY DEVICES</u> (Category A Offense) Since this act affects the students' safety and the safety of the community at large, this act will be dealt with in the severest way possible.</p>		<ul style="list-style-type: none"> ● Out-of-school suspension pending a BOE expulsion hearing ● Charges filed with Police
<p><u>THEFT</u> (Category A Offense) Possession of or taking another person's private/personal property or belongings without consent or related involvement which include keeping valuables and failure to turn in valuable property found to the authorized school authority. This includes the property of the Board of Education and the Cafeteria.</p>		<p>The following range of actions will be utilized:</p> <ul style="list-style-type: none"> ● Parent/Guardian Conference w/Administration ● Compensation for damages ● Saturday School (1 day or more) ● In-school suspension(s) ● Out-of-school suspension(s) ● Arrest ● BOE Expulsion Hearing
<p><u>FIGHTING</u> (Category A Offense) The exchange of blows; altercations of fisticuffs between students will be treated as a fight. Students involved will be removed from school for safety. The disciplinary action for fighting, by investigation, will be applied unless it is clearly evident that an unprovoked assault has taken place. Those found guilty of instigating or provoking a situation which results in a fight will also be dealt with accordingly.</p> <p>Fighting – use of hands/feet/objects of any sort to strike another person. The Administrator reserves the right to send any student exhibiting severely aggressive, verbal and/or physical behavior for an evaluation to determine whether the behavior is a result of drugs and/or alcohol involvement. Additional Notes: 1) If students fight outside of school and, as a result, the safety of our students or the orderly operations of our school is significantly disrupted, then those students who fought outside of school are subject to the consequences outlined to the right. 2) Any students who record fights on our campus will be suspended. 3) Any students who record fights outside of school and, as a result, compromise the safety of our students in school and/or significantly disrupt the orderly operations of the school, will be suspended.</p>	<p>First</p>	<ul style="list-style-type: none"> ● Out-of-school suspension (10 days) ● Arrest ● Parent/Guardian Conference w/ Administration ● Student's Counselor, the Substance Awareness Coordinator, and, if appropriate, Student's Case Manager, are informed of the incident. ● Reinstatement conference is required before student may resume his or her classes.
	<p>Second</p>	<ul style="list-style-type: none"> ● Out-of-school suspension (at least 10 days) ● Arrest ● Zero-tolerance evaluation ● Parent/Guardian Conference w/ Administration ● Student's Counselor, the Substance Awareness Coordinator, and, if appropriate, Student's Case Manager, are informed of the incident. ● Reinstatement conference is required before student may resume his or her classes.
	<p>Additional</p>	<ul style="list-style-type: none"> ● Out-of-school suspension pending a BOE expulsion hearing ● Arrest ● Student's Counselor, the Substance Awareness Coordinator, and, if appropriate, Student's Case Manager, are informed of the incident. ● If student is permitted to return to school, reinstatement conference is required before student may resume his or her classes.

INFRACTION	DISCIPLINE	
<p><u>HIB “Harassment, Intimidation or Bullying)</u></p> <p>(Category A Offense – Effective 9/1/11)</p> <p>“Harassment, intimidation, or bullying” is defined as any gesture, any written, verbal, or physical act, or any electronic communication, whether it be a single incident 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, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:</p> <p>A. 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 physical or emotional harm to his/her person or damage to his/her property; or</p> <p>B. Has the effect of insulting or demeaning any student or group of students; or</p> <p>C. Creates a hostile educational environment for the student by interfering with the reasonable fear of physical or emotional harm to his/her person or damage to his/her property.</p> <p>“Electronic communication” means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.</p>	<p>Consequences and remedial measures for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and must be consistent with the board approved code of student conduct and</p> <p><u>N.J.A.C. 6A:16-7, Student Conduct.</u></p> <p>Consequences and remedial measures shall be designed to:</p> <p>A. Correct the problem behavior;</p> <p>B. Prevent another occurrence of the problem;</p> <p>C. Protect and provide support for the victim of the act; and take corrective action for the documented systemic problems related to harassment, intimidation or bullying.</p> <p>Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion as permitted by law. The consequences and remedial measures may include, but are not limited to:</p>	
	OFFENSE	DISCIPLINE
	First	<p>A. One to three days out-of-school suspension;</p> <p>B. Parent conference with administrator;</p> <p>C. Report filed with Affirmative Action officer;</p> <p>D. Possible court complaint;</p> <p>E. Possible report to law enforcement authorities</p>
	Second (and all subsequent offenses)	<p>A. Three to five days out-of-school suspension;</p> <p>B. Parent conference with administrator;</p> <p>C. Court complaint;</p> <p>D. Referral to CST (Child Study Team);</p> <p>E. Homebound instruction pending CST review and/or conference with Superintendent;</p> <p>F. Possible report to law enforcement authorities.</p>

<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>REASONABLE SUSPICION</u> (Category A Offense)</p> <p>If it is determined that a student may be under the influence of drugs or alcohol, the student is then in need of immediate medical attention. The parent/guardian must take the child for an immediate medical examination and a drug test for health and safety purposes. The student may not return to school until the student is cleared by a doctor. In addition, if the student produces a positive drug test result, then the student is subject to the consequences identified on the right.</p> <p>It is important to reiterate that because we cannot determine the substance in electronic devices (vapes, juuls, and/or other related devices), any student with these devices (or any related paraphernalia) will be referred for drug testing.</p> <p>For each violation, the student will be referred to the Substance Awareness Coordinator for follow-up upon returning to school.</p> <p>In addition, the Principal shall complete a Violence, Vandalism and Substance Abuse Incident Report.</p> <p>For additional information/procedure, please refer to Board Policy 5131.6 Drug/Alcohol.</p>	First	<p>4-day suspension (in-school, out-of-school, or a combination of both) and a mandatory referral to an outside agency for assessment DCP&P will be contacted if the student's parents/guardians do not take their child for the required drug test. DCP&P will also be contacted if an appointment for a drug and alcohol evaluation is not made within a reasonable period of time, and/or the student does not attend the scheduled appointment, and/or the student does not comply with his/her treatment plan (per the evaluation).</p>
	Second	<p>6-day suspension (in-school, out-of-school, or a combination of both) and a mandatory referral to an outside agency for assessment DCP&P will be contacted if the student's parents/guardians do not take their child for the required drug test. DCP&P will also be contacted if an appointment for a drug and alcohol evaluation is not made within a reasonable period of time, and/or the student does not attend the scheduled appointment, and/or the student does not comply with his/her treatment plan (per the evaluation)</p>
	Third	<p>8-day suspension (in-school, out-of-school, or a combination of both) and a mandatory referral to an outside agency for assessment DCP&P will be contacted if the student's parents/guardians do not take their child for the required drug test. DCP&P will also be contacted an appointment for a drug and alcohol evaluation is not made within a reasonable period of time, and/or the student does not attend the scheduled appointment, and/or the student does not comply with his/her treatment plan (per the evaluation). The Board of Education will conduct a formal hearing to determine long-term suspension or expulsion.</p>
<p><u>UNEXCUSED, UNLAWFUL ASSEMBLY AND/OR CIVIL DISTURBANCE</u> (Category A Offense)</p> <p>In order to clarify standards and regulations of authority which are expected here, the Florence Township Board of Education resolves that any student who participates in unexcused assemblies, or any unexcused occupation of school property, will be subjected to suspension or expulsion.</p> <p>The Board of Education further resolves that any persons attempting to incite pupils to commit acts of delinquency, encourage pupils to leave school buildings, incite or attempt to incite pupils to disobey school authorities, or otherwise interfere with the orderly educational process shall be arrested immediately.</p>	First	<ul style="list-style-type: none"> ● Five days out-of-school suspension ● Parent/Guardian Conference w/ Administration
	Second	<ul style="list-style-type: none"> ● Ten days out-of-school suspension ● Parent/Guardian Conference w/ Administration

<u>INFRACTION</u>	<u>OFFENSE</u>	<u>DISCIPLINE</u>
<p><u>POSSESSION/USE OF WEAPON</u></p> <p>(Category A Offense)</p> <p>A. <u>N.J.S.A. 2C:39-5e</u> prohibits weapons on or near schools.</p> <p>B. Deadly weapons: within meaning of 2C:39-1r, any device capable of lethal use or of inflicting serious bodily harm or injury including guns of any kind (toy, BB, cap, firearms, etc.), knives, bludgeons, leather bands studded with metal filings, etc., tear gas, mace, pepper gas or any other substance to produce temporary physical discomfort.</p> <p>C. Be advised that even non-traditional items such as books, pens, pencils, when used as projectiles or to cause bodily injury, may be considered weapons.</p> <p>D. School authorities may use detection devices in school or at school functions/activities to insure a safe school environment.</p>	<p>First</p>	<ul style="list-style-type: none"> ● Minimum of 10 days out-of-school suspension ● Arrest ● Parent/Guardian Conference w/ Administration ● Possible BOE expulsion hearing
<p><u>NJDOE REPORTABLE OFFENSES</u></p> <p>(Category A Offense)</p> <p>Offenses which fall under the categories of: arson, assault with or without a weapon, bomb offenses, illegal drug offenses, robbery, extortion, and sex offenses as defined by the State of New Jersey.</p>		<ul style="list-style-type: none"> ● Out-of-school suspension pending a BOE expulsion hearing ● Charges filed with Police
<p><u>PRINCIPAL'S DISCRETION</u></p>	<p>First and all</p>	<p>The Principal and/or his designee has the authority to issue appropriate disciplinary action for inappropriate behaviors in the Code of Conduct.</p> <p>The same is true for behaviors not covered within this document.</p>

POLICY STATEMENT CONCERNING DRUGS, ALCOHOL, TOBACCO AND CONTROLLED DANGEROUS SUBSTANCES

The Board of Education, acting upon the community's expectation that their public schools will provide the most conducive learning environment, recognizes that unless schools and their students are free of alcohol and other drugs, optimum conditions for learning do not exist.

The Board of Education recognizes that the misuse of substances by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention, intervention and rehabilitation of students involved with substance abuse but will take necessary and appropriate steps to protect the school community from harm and exposure.

Students are prohibited from possessing, consuming or distributing drugs or alcohol in any form while at school, in co-curricular and extra-curricular programs, on school grounds, attending a school-related function on or off campus, and when coming to and going from school. Students are further prohibited from smoking cigarettes, vaping, or using tobacco products in the school building or on school property.

In accordance with N.J.S.A. 18A:40-A Article 2 and N.J.A.C. 6:29-6.1-6.5, students suspected of being "under the influence" shall be subject to a drug test and a medical examination at the parent/guardian's expense. If the student is taken to the Carbon Health facility for an examination and testing, the school district will assume the cost. Disciplinary measures are initiated after confirmation of positive testing results. Students or parents who refuse to follow policy guidelines are automatically in violation of the "under the influence" policy requiring immediate disciplinary procedures. Students and parents are advised that New Jersey laws may require additional penalties beyond school sanctions for drug related offenses on and off school grounds in accordance with Drug Free School Zones.

Referrals to treatment or for evaluation will be made by the certified Substance Awareness Coordinator as required by N.J.A.C. 6:29.

The Board of Education intends to use the disciplinary sanctions of this policy as a means of helping students recover from the debilitating effects of substance abuse. It is in this spirit that the development of this policy was intended. Students are encouraged to seek help for problems with or related to alcohol and other drug use. The Substance Awareness Coordinator/Student Assistance Counselor provides confidential direct and referral services for students seeking help with an alcohol, drug or other problem related to their substance use or use by someone in a close relationship with them.

For additional information regarding prevention, intervention, and rehabilitation of substance abuse, please contact:

**Mr. John Lamaestra
Substance Awareness Coordinator/Student Assistance Counselor
499-4620 Extension 4225**

For additional information regarding interpretation of specific aspects of the policy and procedure, please contact the building Principal.

DANCES

High School Grades 9-12

1. **Informal dances** are 3 hours and require the student's attendance in school on the day of the dance. The suitable attire for informal dance will be announced by the sponsoring organization/club.
2. **Formal dances**– (Example: Prom) are 4 hours and require the student's attendance in school the day of the dance.
3. A student who leaves a dance is not to return to the dance. A student making a practice of leaving dances early will be requested not to appear in the future.

SCHOOL CLUBS, ORGANIZATIONS AND ACTIVITIES

It is the firm conviction of the Administration and Faculty of Florence High School that for one's high school education to be complete and one's high school years to be happy and fulfilled, student involvement in school affairs and participation in extracurricular activities is essential. For this reason, there is an ongoing effort to establish and maintain as many extra-curricular clubs and activities as are needed and are possible for the growth and development of our students. You, as students, are invited to participate and are urged and encouraged to become involved in extra-curricular school activities.

Art Club	Musical Production-Vocal
Black & Latinx Student Union	Musical Production-Instrumental
Cultural Awareness for Everyone Club	Musical-Choreography
Debate Team	Musical-Make-up/Costume
Esports	Musical-Program
Environmental Club	Musical Sound/Lighting
Future Teachers of America	Musical StageCraft
Game Club	Musical Stage Design
Gender Sexuality Alliance (GSA)	National Honor Society
Interact Club	No Place for Hate
Marching Band, Director	Social Media Club
Marching Band, Front Line	Student Council
Mentoring Club	Unified
Model UN	Yearbook/Clavis
Musical Production-Drama	

Grade Level Classes

- 9th Grade Class
- 10th Grade Class
- 11th Grade Class
- 12th Grade Class

Art Club

The high school Art Club is an additional opportunity for students interested in art to pursue projects in a creative and collaborative environment. Students do not need to be enrolled in an art class in order to participate. The projects and materials will vary throughout the duration of the club and will be done both individually and as a group.

Black & Latinx Student Union

The Black and Latinx Student Union is a club designed specifically to support our students of color from these communities both academically and socially. We seek to provide a safe-haven for students to process and discuss local, regional, national, and global issues that are unique to people of color. We also will equip students with knowledge, options, and solutions to navigate the changing world around them while at the same time providing mentorship, academic support, and a sense of community for future success.

Cultural Awareness for Everyone Club

Introducing and educating students on cultural diversity in an effort to spread cultural awareness across the school community. Online resources will be utilized to facilitate discussions and explore music, culture, and art unique to different cultures. Monthly celebrations will explore and present unique cultural differences. An emphasis on what we have in common will be a prevailing theme.

Debate Team

If you like to discuss current issues and win arguments, then you may want to try out for our school's debate team. Debate involves opposing viewpoints on important public policy issues. Through debate, students deepen their understanding of public affairs. They also learn to find a hook, formulate an argument, sharpen their speaking and writing skills, and spot and exploit weaknesses in opponents' arguments. Our team competes in the South Jersey Debate League beginning in December each year. Participating in debate will help you grow in meaningful ways, as you refine your own skills and mentor new team members, and thus will contribute to your future success in college and beyond.

Environmental Club

The Environmental Club will raise awareness of NJ's diverse environment. Students will get to attend field trips to Brendan Byrne State Forest, Bass River State Forest, Wharton State Forest, the Franklin Parker Preserve, Wells Mills County Park, and be able to walk along sections of the Batona Trail. Students may also get to attend a trip to the Delaware Water Gap, canoe a Pine Barrens stream, and attend an evening bonfire/owl trip to the Franklin Parker Preserve.

Esports

The Florence Flashes Esports Club is a fantastic way for students to come together and share their passion for video games. This club provides a safe and inclusive space for students to connect with others who share similar interests, while also promoting teamwork, communication, and problem-solving skills. Members will have the opportunity to participate in organized competitions with other schools, showcasing their skills in games such as Mario Kart, Super Smash Bros, Madden, Rocket League, and many more. In addition, Esports can be a great way for students to explore potential career paths in the gaming industry.

Overall, the Florence Flashes Esports Club is a fun and engaging way for students to connect with others and explore their interests in a supportive environment.

Future Teachers of America

This program aims to allow students to explore the field of education and to gain some firsthand experience of what it's like to be a teacher in the field. As members of the club, students will have the opportunity to "shadow" a teacher in the district for a full school day several times during the school year. During the first visits, students will mainly observe teachers and their classes, but they may also help the teachers in whatever tasks the teachers feel are appropriate. By the end of the school year, students may teach a mini-lesson or a class with

guidance from the classroom teacher. At our club meetings, we will review lesson plan formats, standards, different teaching methods, and other topics related to the field of education.

Game Club

The Game Club will nostalgically play board game classics like Chess and Parcheesi, but also see activities centered around Boggle and Scrabble for vocabulary reinforcement, Monopoly and The Game of Life for Financial Literacy interactions. Aside from these games, there are numerous card/board games being released each year to include in the club's canon. We also wish to have games on video consoles.

The Game Club will also run tournaments to raise monies for club operating expenses and charities that would include video games, board games and cross-curricular knowledge bowls. There will be officers established in this student run club and a Google Classroom where club procedures and expectations will be posted. Elected officials and club committees will set up socials, game assignments and club events.

It will be our goal to create an inclusive club environment that would be competitive, but also respectful, intelligent, fun, and caring. There will be a possibility of socials and tournaments occurring in between bi-weekly meeting days

Gender Sexuality Alliance (GSA)

The GSA works together to create a welcoming and safe environment for all members of our school community, as well as increase awareness, advocate for visibility, and foster acceptance.

Interact Club

Interact is a service-based club, sponsored by the Bordentown Rotary. Students must participate in a minimum of 40 service hours per year. Projects include volunteering at a local assisted living facility, assisting various community groups with projects, and helping with collection drives to benefit people in need.

Marching Band/Color Guard

Marching Band is a co-curricular activity that consists of both instrumental music students and guard members. The Marching Band rehearses outside of the school day and is an ensemble that provides spirit and enthusiasm for school and community events. The Band competes in a marching band circuit as well as performing for football games. The bands' performances are an artistic balance and blend of intense marching drill, highly visual equipment work, and musical repertoire.

The Marching Band is a highly active disciplined ensemble demanding dedication and responsibility from all its members. The Band, on many occasions, acts as ambassadors for our school and community by performing not only locally, but throughout the tri-state area.

Mentoring Club

The Mentoring Club is a club for High School seniors and 8th grade students at Riverfront School, jointly. The purpose of the club is to provide mentorship and guidance by meeting and building a bond/friendship/partnership. Some of the responsibilities of the mentors are to provide guidance, advice, feedback, and support to the younger mentees as well as serving as their role model, teacher, counselor, advisor, advocate and ally. The Mentoring Club aims to provide the future flashes with all the tools necessary to become better versions of themselves, and to do so while having fun!

Model UN

This group of talented students meets in Hershey PA for a weekend of debates, discussion, and international cooperation. The students in this group will research, write papers, and then represent the international community to try and solve real-world problems. If you join this group be prepared to set aside time to research and prepare, but then have a great time meeting new people from all around the tri-state area.

Musical Production

The 2025 Spring Musical will take place in March, with rehearsals starting in January. Students of all grades and levels of experience are invited to audition for the cast or express interest in the crew starting in November.

National Honor Society

The members of this Society are selected by a Faculty Council of teachers. Candidates eligible for selection to this chapter must be members of the Junior or Senior class and must have a weighted 4.0 GPA at the time of selection. Students who are eligible academically are notified and further considered for selection based on the high qualities of leadership, service, and character.

Academically eligible students are given an application packet. This packet requires the applicant to discuss their leadership, character, scholarship, and service qualifications. The applicants will participate in a group interview with the Faculty Council.

Thirty hours per school year of community service are required by all inducted members while maintaining the 4.0 GPA and a clean discipline record. Students must participate in 3 activities/sports each academic year. NHS members serve Florence and the surrounding communities throughout the year by volunteering for numerous events and charities.

No Place for Hate

No Place for Hate is a club that seeks to engage students and staff in dialogue and active learning on the topics of bias, bullying, inclusion and allyship that matter most to our community. Our goal is to help our school create a more equitable and inclusive climate.

Pit Orchestra

Pit Orchestra is an extra-curricular activity consisting of instrumental music students who perform for the Spring Musical. The Pit Orchestra meets at a variety of rehearsal times designated by the director and provides all the music necessary for the stage performers.

Social Media Club

With the growth of social media, this group is responsible for getting information out about the great accomplishments of our school. Using social media, and tools like Canva, this group will create and post visuals for the community. Everything from sports schedules to music programs, our job is to be the school's graphic designers to make sure that what happens at FHS is highlighted in the best way possible. If you join this group be prepared to let your creative side fly!!

Student Council

The Student Council was formed for the purpose of training a representative group of students who would meet regularly to talk over student related problems, ideas, and suggestions, be a liaison between administration, faculty and student body and be the official representative body of the school. Working with the Administration and Faculty, the Student Council will suggest improvements, assist in the orientation of new students, and help organize the social events calendar for the high school.

The Student Council attempts to improve the school by giving a voice to student ideas. Great responsibility rests with this organization. It is most effective and successful when it has the cooperation and support of the entire student body. Student Council members include the class officers and homeroom representatives who are elected at the beginning of each school year. Any student who would like to be involved can apply for general membership to assist with projects. Our goal is to have 100% involvement from the student body.

The Student Council sponsors various activities throughout the school year. Activities for the fall are: Food drive; toy drive; and the Trunk or Treat. Various collection drives and service projects are also sponsored throughout the year to assist the high school and the Florence Township community.

Unified

Unified Club is a unique program where students create more opportunities for inclusion to incorporate a more caring and compassionate climate at FTMHS. Students have the opportunity to develop as leaders, role models and build positive relationships with peers of all ability levels. Students also have the opportunity to participate in our Special Olympics Unified Champion Schools Program for Basketball each year.

Yearbook (Clavis)

The members of this club are responsible for the writing and composing, the printing and publishing of the school yearbook. Members are expected to help with fundraising, especially through ad sales.

SCHOOL CLUBS/ACTIVITIES--Eligibility

To qualify for election to office, membership in a club or participation in any of the various school activities, students must satisfy the specific requirements for each office, club or activity as stated in the school's Eligibility Policy.

In keeping with the purpose of school clubs and activities, it is the intent of the Eligibility Policy to ensure that students participating in athletics or other extracurricular activities perform adequately in the classroom.

All elected and appointed student officers and leaders must display good school citizenship to be appointed to the activity or elected to the office. Any student suspended from school may not be permitted to hold an elected office or appointed position during that school year. Final disposition will be at the discretion of the principal.

Candidates for class offices must have at least a 70 average in all subjects to qualify for election. If elected, they must maintain at least a 70 average in all subjects. Should a class officer fall below a 70 average in any subject in any marking period, he/she will be placed on probation. Said probation will be terminated if the officer receives at least a 70 average in all subjects in the next marking period. However, if the officer fails to receive at least a 70 average in all subjects in that marking period, he/she will be dropped from that office. A special election must be held within 3 weeks to fill that vacancy. The Faculty Advisor in each activity will assist in administering these rulings.

COURSE LOAD/ATHLETIC ELIGIBILITY

Attention All Students–Be Aware:

Dropping of courses could adversely affect your eligibility for participation in interscholastic athletics as per regulations mandated by the NJSIAA. Students/parents/guardians are responsible for the student carrying a course load of a minimum of 30 or more credits to ensure that the student will meet eligibility requirements. Students should be cautioned not to register for the minimum credits (13.75) in their first semester of their senior year, since a failure of just one course will result in ineligibility in the second semester. Contact your guidance counselor for specific details if you have any questions.

SPORTS

Florence Township High School offers a wide variety of interscholastic sports for boys and girls. By season, they are as follows:

Fall

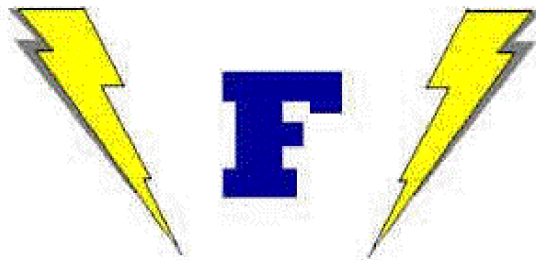
Boys - Varsity Football, JV Football, Varsity Soccer, JV Soccer, Cheerleading
Girls - Varsity Field Hockey, JV Field Hockey, Varsity Soccer, JV Soccer, Cheerleading, Varsity Volleyball, JV Volleyball, Freshman Volleyball

Winter

Boys - Varsity Basketball, JV Basketball, Cheerleading, Wrestling (Co-op)
Girls – Varsity Basketball, JV Basketball, Cheerleading, Wrestling (Co-op)
Boys/Girls - Unified Basketball

Spring

Boys - Varsity Baseball, JV Baseball, Varsity Track & Field
Girls - Varsity Softball, JV Softball, Varsity Track & Field
Boys/Girls - Tennis



Visit www.burlingtoncountyscholasticleague.org Click on Florence Twp. Memorial to go to the school's home calendar page. You can sign up for email notification for schedule changes by clicking the "notify me" option on the right. "Advance view" will give you the option of printing the schedule of choice. Directions for away events are available by clicking on the visiting schools name for that scheduled event

ELIGIBILITY FOR ATHLETICS

Medical Clearance

Students must undergo an examination before they participate on an athletic team. This physical must be done yearly, and the examination must be completed prior to the first practice session (NJAC 6A:16-2:2(H)). The New Jersey Statutes mandate that each student's medical examination must be conducted by the student's health care provider at the provider's facility. If you do not have a family physician or health insurance, please notify the athletic trainer so arrangements can be made. An updated medical history form must be completed before the start of each subsequent season for which the physical exam is still valid.

In addition to the physical exam and health history, there are several other forms that must be read and signed by both the parent and student prior to sports participation. This includes but is not limited to the parental consent and concussion policy forms. All forms can be found and completed electronically on-line on the Athletic home page. www.florence.k12.nj.us, click "Athletics", then "Online Registration".

General Regulations

Participation in the interscholastic program at Florence High School has traditionally been a privilege that requires dedication and discipline by its participants.

1. If it is necessary to limit participation (provide tryouts and then make team selections) in a given sport, it will be done after a sufficient time has passed to assess abilities of the candidates. Cutting shall be the responsibility of the coach. He/she will make himself/herself available to hold a conference with each student who is cut from a team if the student-athlete requests a meeting.
2. Any student dropping out of a sport has an obligation to confer with his/her coach before leaving the team.
3. An athlete who has been asked to leave or who elects to leave a sport after the first scheduled game may not join another sport until his/her original season is over unless he/she has the permission of the previous head coach and athletic director.
4. Since there will be overlapping of sports seasons for some students who participate in more than one sport, the policy at Florence High School is to allow the student to finish the sport started before beginning the second sport. It is strongly recommended that three days be allowed for rest of the athletes between seasons. If athletes desire to visit colleges, coaches should urge that this time be utilized for that purpose.
5. Once a contest is started, coaches, players and parents must understand that it is in the control of the officials. Florence High School, the Burlington County Scholastic League and the NJSIAA will invoke strong punishments for those coaches who remove a team from play. This punishment may also affect the team itself in league standing or state competition. An athlete(s) or team leaving a game on their own will also face harsh punishment.

Code of Ethics

It is the duty of every athlete at Florence High School:

- a) To represent Florence High School in a manner that will improve the image of high school athletics.
- b) To always work for academic excellence.
- c) To display good sportsmanship, ethical conduct, and fair play.
- d) To respect the integrity and judgment of sports officials.
- e) To understand the rules of the game.
- f) To be aware of State Eligibility rules.
- g) To use athletics to develop leadership qualities both on and off the field.
- h) To obey the training rules of each athletic team you represent.
- i) To learn to cooperate and get along with your teammates.
- j) To remember that an athletic contest is only a game, not a matter of life and death.
- k) To refrain from the use of language or inappropriate mannerisms or conduct that do not represent you properly (i.e. profanity, vulgarity, etc.)
- l) To be loyal to your teammates and coaches.
- m) To discuss any problems that relate to you or your team with your coaches.

Equipment and Uniforms

All equipment issued to you is your responsibility. If any of the equipment is lost or stolen from you, you must pay for it. Always lock up your belongings.

A Florence athletic uniform is special. Wear your uniform only for practice and games and for special events designated by your coaches.

Insurance

Parent insurance covers all athletic injuries. School insurance becomes responsible after parent insurance is exhausted or unavailable.

Eligibility

The N.J.S.I.A.A. governs all of our athletic teams. The following rules must be understood:

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation, during the immediately preceding academic year.
To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12½% of the credits (15) required by New Jersey for graduation at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
2. Notwithstanding the provisions of Paragraph 1 and 2 above, a pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.
3. Even though the NJSIAA does not recognize cheerleading as an interscholastic sport, the same rules apply as to eligibility requirements and a sports physical for participation in cheerleading in the Florence Township Public Schools.

Age

If a student is 16 years old prior to September of his/her freshman year, he/she is ineligible for freshman athletics. If a student is 19 years old prior to September, he/she is ineligible for athletics.

Pregnancy

Any individual that finds out she is pregnant is required to notify the athletic trainer immediately. There is no coverage for pregnancy related injuries.

Academics

The purpose of a good education is the primary goal of each student at Florence Township High School.

Time Budgeting

During your sports season(s), it is important that you work out your schedule to allow for a scheduled period of time each night devoted to schoolwork.

Early Dismissals

The Athletic Director will submit an official request for all dismissal times required for after school games. The Athletic Director attempts to schedule departures for games so that they do not interfere with scheduled class time. However, due to bussing and scheduling constraints, at times it is necessary to dismiss a team earlier. This will be done by a formal notice from the Athletic Director's Office.

Hazing

Hazing is considered as any individual or group act of harassment of another individual or group by banter, ridicule, criticism or by exacting unnecessary work, or participation in a disagreeable/unpleasant activity for the purpose of initiation. The practice of hazing is unhealthy and counterproductive to the positive climate promoted by student participation in athletic and activity programs.

Under no circumstances will hazing in any form be tolerated within the scope of the programs (including extra-curricular and co-curricular) sponsored by Florence Township Public Schools. Students/Staff participating in hazing practices will be subject to disciplinary action at the discretion of the principal/or designee, who will determine the level and severity of the discipline action to be taken including detention, suspension and/or removal from the team or school activity. Student leaders (team captain, club officers, etc.) are expected to discourage and report hazing to their coach, teacher, and/or administration.

Discipline

One of the most important qualities of an athlete is discipline. The ability to carry out your role on a team over and over again determines the outcome of a contest. We are creatures of habit. The way we act during a full day in school carries over into your practice time. An athlete who breaks school rules will be treated the same way as non-athletes. Each season your coach will set up rules for that sport. Violations of the rules may result in suspension or removal from the team.

Eligibility to Participate for Students Who Have Been Suspended from School

Any student who is given an in-school and/or out-of-school suspension is ineligible to practice, participate, or play until the conclusion of the suspension. The student is eligible to participate at the conclusion of the suspension after they have been properly reinstated to the school program by an administrator

Athletic Awards

1. Awards shall be as follows:
 - a. Freshmen, JV and Varsity non-letter winners - Certificate of Participation.
 - b. Varsity letter winners
 - i. Varsity letter, certificate, and sport emblem pin.
 - ii. Second, third, fourth year - bar for each year of participation in a particular sport.
 - iii. Team Captain - star.
 - c. Senior Plaque
 - i. Letter in the same sport during the athlete's Junior and Senior year.
 - ii. Participate in the same sport for four consecutive years regardless of letters earned.
 - d. Team Awards
 - i. Each team will nominate a MVP, MIP, and Practice Player for their sport.
 - ii. These awards will be voted on by the team/or can be selected by the coaches.
2. Students shall receive only one material award in the form of a varsity letter; upon earning additional varsity awards, they shall receive the appropriate certificate and sport emblem pin.
3. **One Award Per Season** – A student may receive only one award per season. As an example, a boy could not receive a Varsity and JV award in football for the same season.
4. **Wearing of Awards**
 - a. The awards must be worn on appropriate clothing.
 - b. All awards are issued on a conditional basis. If, in the judgment of school authorities, the award has not been properly respected or the student has misrepresented his team or school by poor conduct, the award must be returned to the school. Permission to regain the award must come from the Principal and Athletic Director.
5. When a letter has been damaged, it may be turned in for a new one.
6. **Award Requirements are:**
 - a. Football - $\frac{1}{2}$ of the total game quarters;
 - b. Field Hockey - $\frac{1}{2}$ of the total game quarters;
 - c. Basketball - $\frac{1}{2}$ of the total game quarters;
 - d. Softball - $\frac{1}{2}$ of the total innings or $\frac{1}{3}$ the games for pitchers;
 - e. Baseball - $\frac{1}{2}$ of the total innings or $\frac{1}{3}$ the games for pitchers;
 - f. Track - 1.5 points per meet or score in a major meet;
 - g. Cheerleaders - be a member of the squad in good standing according to the rules of the coach and complete all requirements for the full season squad as determined by the coach and athletic director.
 - h. Tennis - $\frac{1}{2}$ of total matches
 - i. Soccer - $\frac{1}{2}$ of the total game minutes
 - j. Volleyball – $\frac{1}{2}$ of total matches

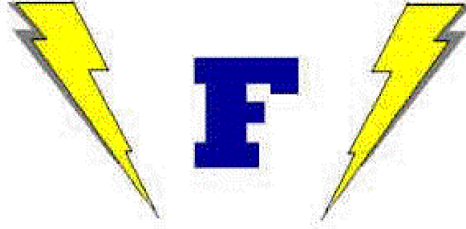
7. **Special Considerations**

- a. Seniors who have not met award requirements may receive a varsity award.
- b. The head coach may recommend awards in special cases to students who have not met the requirements.
- c. Certificates of participation shall be awarded to all students who complete the sports season but have not met award requirements.
- d. Manager's awards will be given as recommended by the coach:
 - i. Certificate - each year as a manager;
 - ii. Letter - three consecutive years as a manager in the same sport;
 - iii. Bar - four consecutive years in the same sport.
- e. Injured athletes while participating in a sport may also be considered for a letter.
- f. If a student-athlete quits the sport at any point during the season, they forfeit all rights to post season awards.

ATHLETIC EVENTS - Code of Conduct

1. Florence students are expected and required to speak and act in a polite and courteous manner while supporting their team(s) at an athletic event. If you don't play a sport, be one!
2. When Florence is the host school, the students, by their words and actions, are to make their visitors welcome and to help them feel comfortable and secure.
3. When Florence students are the visitors, they are to speak and act in such a manner as to cause their hosts to be happy they welcomed them and to be pleased to welcome them back.
4. Students are advised that rude, crude, vulgar or immoral language or gestures will cause immediate expulsion from the athletic event.
5. Exaggerated cheering of a loud or raucous nature or style will not be tolerated or permitted. DO NOT BOO!
6. Mean heckling of a belittling or humiliating nature is forbidden. Also, fighting, disorderly arguing or taunting of the opposition is not acceptable.
7. During the games, spectators are to stay off the playing area.
8. Respect the judgment and integrity of contest officials.
9. Food and beverages are not permitted in the gymnasium.
10. No smoking or vaping is permitted within the building or on school property as per NJ State Law
11. Electronic devices or other noisy instruments are not permitted in the gymnasium.
12. Signs, posters, etc. of any nature are not to be displayed in the gymnasium.
13. Students who conduct themselves in an unacceptable manner will be removed from the event and possibly face exclusion from future events.
14. Refrain from use of controlled substances (alcohol etc.) before, during and after contests on or near the site of the contest or event.
15. Athletes are expected to be positive role models through their own actions.
16. Be modest in victory and gracious in defeat.

Florence Flashes
“Home of the Champions”



DIVISION CHAMPIONS

Softball.....1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1997, 2001, 2002, 2007, 2013, 2014, 2022
 Field Hockey.....1992, 1993, 1994, 1996, 1997, 1998, 2000, 2002, 2009, 2010, 2011, 2014, 2019, 2021
 Girls' Basketball.....1977, 1979, 1984, 1991, 1992, 1993, 1994, 2000, 2009, 2010, 2020, 2022
 Boys' Basketball.....1975, 1986, 1987, 1996, 2001, 2004, 2012, 2015, 2016, 2017, 2020, 2023
 Baseball...1980, 1985, 1986, 1990, 1994, 1999, 2000, 2001, 2002, 2003, 2005, 2006, 2007, 2011, 2023
 Football.....1985, 1986, 1988, 1991, 1993, 1994, 1995, 1997, 1998, 1999, 2001, 2002, 2003, 2004,
 2005, 2006, 2007, 2009, 2011(Liberty Division), 2012, 2013, 2018,(Classic Division)2022, 2023
 Tennis..... 2004, 2006, 2007, 2008, 2009, 2019, 2022
 Boys' Track and Field.....1984, 2005, 2007, 2013
 Girls' Track and Field.....2012, 2013, 2014, 2017, 2019
 Girls' Track and Field-BCSL Divisional Meet.....2008, 2012
 Boys' Soccer.....2015, 2016, 2017, 2018, 2019, 2021, 2022
 Girls' Soccer.....2012, 2016, 2019
 Volleyball.....2017, 2021

SOUTH JERSEY CHAMPIONS

Softball.....1987, 1994, 1997
 Field Hockey.....1992, 1993
 Girls' Basketball.....1983, 1985, 1987, 1991
 Boys' Basketball.....1986, 1991, 2000, 2001, 2003
 Baseball.....1969, 1977, 1980, 1985, 1986, 2001
 Football.....1985

CENTRAL JERSEY CHAMPIONS

Boys' Baseball.....2011, 2012
 Boys' Basketball.....2005, 2016
 Girls' Basketball.....2009, 2010
 Field Hockey.....2000
 Football.....2003, 2004, 2005, 2006
 Tennis..... 2005, 2006, 2022, 2023
 Softball..... 2007, 2008, 2013
 Soccer.....2020, 2022
 Unified Basketball.....2022

NEW JERSEY STATE CHAMPIONS

Softball.....1987, 2007
 Field Hockey.....1992
 Baseball.....1985, 1986
 Football.....1985, 2003, 2004, 2005, 2006, 2012
 Boys' Basketball.....1986, 2000, 2001

FLORENCE HIGH SCHOOL ALMA MATER

No other school, no other friend do we see
Besides thy halls and our own memory.
No other place, none other had the laughter
And tears we shed in our fight for thee.
This is our song, the song of all the students,
To Florence High our Alma Mater free.
Oh! may you always have the joys and friendships
That we enjoyed when we were with thee.

THE FLAG SALUTE

I pledge allegiance to the flag of the United States
of America, and to the republic for which it stands;
one nation, under God, indivisible, with liberty and
justice for all.

FLORENCE TOWNSHIP SCHOOL DISTRICT

201 CEDAR STREET
FLORENCE, NJ 08518

DR. DONNA AMBROSIUS
Superintendent of Schools
609-499-4600 Ext. 1000
Fax: 609-499-9679



MR. LUIS VALENCIA
Business Administrator/Board Secretary
609-499-4600 Ext. 1007
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www.florence.k12.nj.us

Annual Integrated Pest Management Notice - 2024/2025 School Year

Dear Parents, Guardians or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Florence Township School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.


All schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for the Florence Township School District is:

Brian A. Richardson
Educational Facilities Manager
Florence Township Board of Education
201 Cedar Street
Florence, New Jersey 08518
Business Phone: 609-381-3766

The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheet (MSDS), when one is available, of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member or student attending the school. Also, the IPM Coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Florence Township Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environment Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Sincerely,


Dr. Donna Ambrosius
Superintendent of Schools

SEE BELOW POLICY #7422

POLICY

Florence Township Board of Education

Section: Property
7422. SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)
Date Created: February 2024
Date Edited: February 2024

7422. SCHOOL INTEGRATED PEST MANAGEMENT PLAN (M)

M

The New Jersey School Integrated Pest Management Act of 2002 requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In accordance with the requirements of the Act, the Board shall ensure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the Florence Township School District.

IPM Coordinator (IPMC)

The Facilities Supervisor shall be designated as the district's Integrated Pest Management Coordinator (IPMC) and is responsible for the implementation of the school integrated pest management policy.

Integrated Pest Management Procedures in Schools

Implementation of Integrated Pest Management (IPM) procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological, or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

The Integrated Pest Management Coordinator (IPMC) shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The Superintendent, in collaboration with the school Building Principal(s) and the IPMC, shall be responsible for the development of the IPM Plan for the school district. The school district's Integrated Pest Management (IPM) Plan is a blueprint of how the school district will manage pests through IPM methods. The school district's IPM Plan will state the school district's goals regarding the management of pests and the use of pesticides for all school district property. The Plan will reflect the school district's site-specific needs and a description of how each component of the school district's Integrated Pest Management Policy and Regulation will be implemented for all school property.

Education/Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPMC, other school staff, and pesticide applicators involved with implementation of the district's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students and parents/legal guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Recordkeeping

Records of pesticide use shall be maintained on site to meet the requirements of the State regulatory agency and the Board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The Building Principal of each school, working with the IPMC, is responsible for timely notification to students, parents or legal guardians and the school staff of pesticide treatments pursuant to the School Integrated Pest Management Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School Integrated Pest Management Act.

Pesticide Applicators

The IPMC shall ensure that applicators follow State regulations, including licensing requirements and label precautions, and must comply with all components of the School Integrated Pest Management Policy.

Evaluation

The Superintendent will report annually to the Board on the effectiveness of the IPM Plan and make recommendations for improvement as needed.

The school district's Integrated Pest Management Plan, Policy and Regulation shall be implemented not later than June 12, 2004. The Board directs the Superintendent to develop Regulations/Procedures for the implementation of School Integrated Pest Management Plan.

N.J.S.A. 13:1F-19 through 13:1F-33

Adopted: 26 February 2024

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September 2024

Dear Parents/Guardians:

We are pleased to announce the Florence Township School District is a participating member in the WeTip School Safety Program. The WeTip School Safety hotline program is a joint involvement of law enforcement, students and their families and school staff members. The purpose of the program is to provide an anonymous tip line for students and staff to report vandalism, graffiti, theft, violence, threats, bullying, workers' compensation claim fraud and any other crime. The goal of the program is to keep our schools and communities safe and crime-free. WeTip is the nation's only totally anonymous, neutral third-party crime hotline to schools.

The WeTip anonymous hotline – **1-800-78-CRIME** – is a 24 hours, 365 days system with trained operators taking anonymous tips and relaying that information immediately to school officials and local law enforcement officers. This program provides the necessary tools to create a pro-active crime abatement program in our community.

Students often feel afraid to report crime information because they fear reprisal from the person they are reporting. Staff members may feel intimidated to report workers' compensation fraud for the same reason. WeTip gives students and staff an opportunity to give information without fear.

Cash rewards of up to \$1000 are given upon verified reports from law enforcement and/or school officials that WeTip information was received prior to an arrest and that the information was helpful in the arrest and conviction. The reward drop is made at a designated postal location, using an assigned code name and case number. No personal contact is ever made with the informant.

Please make sure your child(ren) is/are aware of this very worthy program. The form on the reverse side of this letter is included in the student handbook and posters are displayed in each school building for student access. If you have any questions regarding the program, please feel free to contact your child's building administrator.

Sincerely,

Dr. Donna Ambrosius, Ed.D.
Superintendent of Schools
Florence Township School District