

RIVERFRONT SCHOOL

PARENT/STUDENT HANDBOOK

2024-2025 SCHOOL YEAR



500 East Front Street, Florence, New Jersey, 08518
Phone: 609-499-4647 FAX: 609-499-8356
www.florence.k12.nj.us



Follow us on Twitter @FTSD_Riverfront
Like our page on Facebook @Florence Township Riverfront School

RIVERFRONT SCHOOL MISSION STATEMENT “The Florence Township Riverfront School is committed to the academic, social, emotional, and physical development of its students and staff within a safe and supportive environment that values hard work, respect for self and others, creativity, responsibility, and community pride. With high expectations for both teaching and learning, Riverfront’s commitment is to cultivate a community of independent thinkers, lifelong learners, and peaceful problem solvers who care about themselves, each other, and their changing world.”

STAY CONNECTED

*With Florence Township Riverfront School
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FlorenceTownshipRiverfrontSchool



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@FTSD_Riverfront



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Florence Riverfront School
#Riverfrontrocks



Honeywell Instant Alerts - emails sent directly to everyone with a genesis parent portal account; such as parent newsletter, school closings, student activities, etc. Email smpinter@florence.k12.nj.us if you need to get connected.

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2024-2025 DISTRICT CALENDAR

2024-2025 School Calendar

Florence Township School Calendar Students and Certificated Staff

Su	Mo	Tu	We	Th	Fr	Sa	July	Su	Mo	Tu	We	Th	Fr	Sa	January 21 st	
	1	2	3	4	5	6	EDP June 24 - August 18				1	2	3	4	1 - Winter Recess	
7	8	9	10	11	12	13	4th - Independence Day	5	6	7	8	9	10	11	2 - School's Reopen	
14	15	16	17	18	19	20	ESY/Tutoring July 8 - July 31st	12	13	14	15	16	17	18	20 - Martin Luther King Day	
21	22	23	24	25	26	27		19	20	21	22	23	24	25	30 - RF & HS - end of 2nd MP	
28	29	30	31					26	27	28	29	30	31		31 - Roebbing Progress Reports	
Su	Mo	Tu	We	Th	Fr	Sa	August	Su	Mo	Tu	We	Th	Fr	Sa	February 18 st	
				1	2	3	20-21 - New Staff Orientation							1	7 - RF & HS Report Cards	
4	5	6	7	8	9	10	22 - Freshman Orientation FTMHS	2	3	4	5	6	7	8	13 - Parent Teacher Conferences R/RF	
11	12	13	14	15	16	17	27 - Kindergarten Signing Day	9	10	11	12	13	14	15	14 - Staff PD	
18	19	20	21	22	23	24	28 - Preschool Welcome Day	16	17	18	19	20	21	22	17 - President's Day	
25	26	27	28	29	30	31	29 - Hello Day - Riverfront	23	24	25	26	27	28			
Su	Mo	Tu	We	Th	Fr	Sa	September - 18 st	Su	Mo	Tu	We	Th	Fr	Sa	March - 20 st	
							2 - Labor Day							1	14 - Roebbing - End of 2nd Trimester	
1	2	3	4	5	6	7	3 - Orientation/Welcome Back Staff only	2	3	4	5	6	7	8	14 - RF & HS Progress Reports	
8	9	10	11	12	13	14	4 - Staff PD	9	10	11	12	13	14	15	21 - Roebbing Report Cards	
15	16	17	18	19	20	21	5 - 1st Day for Students	16	17	18	19	20	21	22	24 - Staff PD	
22	23	24	25	26	27	28	17 - Roebbing Open House /Matrix Open House	23	24	25	26	27	28	29		
29	30						18 - Riverfront Open House	30	31							
							19 - FTMHS Open House									
Su	Mo	Tu	We	Th	Fr	Sa	October - 21 st	Su	Mo	Tu	We	Th	Fr	Sa	April - 15 st	
							10 - RF & HS Progress Reports								8 - RF & HS - end 3rd MP	
		1	2	3	4	5	11 - Staff PD			1	2	3	4	5	17 - RF & HS Report Cards	
6	7	8	9	10	11	12	14 - Columbus Day	6	7	8	9	10	11	12	17 - One Session Day	
13	14	15	16	17	18	19	16 - Roebbing Progress Reports	13	14	15	16	17	18	19	18 - Good Friday	
20	21	22	23	24	25	26	24 - Future Flasher Night	20	21	22	23	24	25	26	21 - Easter Monday	
27	28	29	30	31				27	28	29	30				18 - 25th Spring Break *** Built in Snow Days	
Su	Mo	Tu	We	Th	Fr	Sa	November 17 st	Su	Mo	Tu	We	Th	Fr	Sa	May - 19	
					1	2	4-5 - Early Dismissal - PT Conferences						1	2	3	2 - Roebbing Progress Reports
3	4	5	6	7	8	9	7-8 - No School - NJCA Convention	4	5	6	7	8	9	10	9 - RF & HS Progress Reports	
10	11	12	13	14	15	16	12 - RF & HS - end of 1st MP	11	12	13	14	15	16	17	23 - Built in Emergency Closing Day	
17	18	19	20	21	22	23	19 - RF & HS Report Cards	18	19	20	21	22	23	24	26 - Memorial Day	
24	25	26	27	28	29	30	27 - Early Dismissal	25	26	27	28	29	30	31	29 - HS One Session Day/Students Only (Prior	
							28-29 - No School - Thanksgiving Recess								30 - Staff PD	
Su	Mo	Tu	We	Th	Fr	Sa	December - 15 st	Su	Mo	Tu	We	Th	Fr	Sa	June - 15 st	
1	2	3	4	5	6	7	6 - Roebbing - end 1st Trimester								6th - R & RF Field day One Session/DI Only	
8	9	10	11	12	13	14	13 - Roebbing Report Cards	1	2	3	4	5	6	7	19 - 8th Grade Moving Up Ceremony	
15	16	17	18	19	20	21	20 - RF & HS Progress Reports	8	9	10	11	12	13	14	20 - Last Day of School/High School Graduat	
22	23	24	25	26	27	28	30 - Early Dismissal	15	16	17	18	19	20	21	23 - Built in Emergency Closing Day	
29	30	31					25 - January 1 Winter Recess	22	23	24	25	26	27	28		
								29	30							

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

RIVERFRONT STAFF

- Ms. Nancy Hoch, *School Principal*
- Ms. Lauren Pica, *7th-8th grade Assistant Principal*
- Mr. Jason Pascal, *4th-6th grade Assistant Principal*
- Ms. Mary Ellen Cassidy, *Main Office School Secretary*
- Mrs. Sara Nabinger, *Main Office School Secretary*
- Ms. Jennifer Fulton, *6th-8th grade School Counselor*

Ms. Kristin Lee, *4th-6th grade School Counselor*
 Ms. Christine Chamoun, *ESS Counselor*
 Ms. Ta’Lisa Hutton, *ESS Counselor*
 Mrs. Jennifer Foley, *School Nurse*
 Ms. Elizabeth Czepiel, *Assistant to the School Nurse*
 Mr. Walt Fajgier, *Campus Minitor*

The Florence Township School District and Riverfront School websites are easily accessed at www.florence.k12.nj.us and www.florence.k12.nj.us/riverfrontschool/. The web site contains timely district, school and contact information, including links to teachers’ email addresses. Email communication with teachers is one of the most effective communication tools at our disposal. Staff email addresses consist of the first initial of their first name, followed by their entire last name, and ending with @florence.k12.nj.us unless otherwise indicated (exceptions to email addresses are noted below).

<p align="center"><u>TEACHERS OF GRADE 4</u></p> <p>Ms. Sarah Bell Ms. Nicole Czepiel Ms. Michele Kemmerle Ms. Heather Milloy Ms. Lindsay Naphy Ms. Elizabeth Wright</p>	<p align="center"><u>TEACHERS OF GRADE 5</u></p> <p>Ms. Valerie Edwards Ms. Kelly Garganio Ms. Kimberly Hartigan Mrs. Alexa Herold Ms. Cara Osselburn Ms. Ashley Stokes</p>	<p align="center"><u>TEACHERS OF GRADE 6</u></p> <p>Ms. Caitlin Hertzberg Ms. Barbara Koernig Mr. Christopher Fox Ms. Iyabode Adebowale Ms. Jennifer Smith (jcsmith@) Ms. Deborah Zupko</p>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p align="center"><u>TEACHERS OF GRADES 7&8</u></p> <p align="center"><u>Math Dept.</u></p> <p>Ms. Anna Iannelli Ms. Lori Gratch Ms. Mackenzie Pyne</p> <p align="center"><u>ELA Dept.</u></p> <p>Mr. Joe Ivins (jaivins@) Ms. Leanne Chamberlin Ms. Wendee Trefz</p> <p align="center"><u>Social Studies Dept.</u></p> <p>Ms. Dana Friedman Mr. Erich Grace Mss. Jamie Park</p> </td> <td style="width: 50%; vertical-align: top;"> <p align="center"><u>SPECIAL AREA TEACHERS</u></p> <p>Ms. Sara Rivera, <i>Dance</i> Mr. Marc Donovan, <i>Theater</i> Mr. Joseph Frappolli, <i>STEM</i> (jjfrappolli@)</p> <p>Ms. Taylor Dun, <i>Basic Skills</i> Ms. Jean Milman, <i>Basic Skills</i></p> <p>Mr. Jason Hemmons, <i>Technology</i> Ms. Marleidy Blanco, <i>Spanish</i> Ms. Ashley Anderson, <i>Art</i> Ms. Lauren Romm, <i>ESL</i></p> <p align="center"><u>Music Dept.</u></p> <p>Miss Lisa Jones Mr. Steven Obetz</p> <p align="center"><u>Phys. Ed. Dept</u></p> </td> </tr> </table>			<p align="center"><u>TEACHERS OF GRADES 7&8</u></p> <p align="center"><u>Math Dept.</u></p> <p>Ms. Anna Iannelli Ms. Lori Gratch Ms. Mackenzie Pyne</p> <p align="center"><u>ELA Dept.</u></p> <p>Mr. Joe Ivins (jaivins@) Ms. Leanne Chamberlin Ms. Wendee Trefz</p> <p align="center"><u>Social Studies Dept.</u></p> <p>Ms. Dana Friedman Mr. Erich Grace Mss. Jamie Park</p>	<p align="center"><u>SPECIAL AREA TEACHERS</u></p> <p>Ms. Sara Rivera, <i>Dance</i> Mr. Marc Donovan, <i>Theater</i> Mr. Joseph Frappolli, <i>STEM</i> (jjfrappolli@)</p> <p>Ms. Taylor Dun, <i>Basic Skills</i> Ms. Jean Milman, <i>Basic Skills</i></p> <p>Mr. Jason Hemmons, <i>Technology</i> Ms. Marleidy Blanco, <i>Spanish</i> Ms. Ashley Anderson, <i>Art</i> Ms. Lauren Romm, <i>ESL</i></p> <p align="center"><u>Music Dept.</u></p> <p>Miss Lisa Jones Mr. Steven Obetz</p> <p align="center"><u>Phys. Ed. Dept</u></p>
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Science Dept.

Ms. Stacy Dean
Ms. Jennifer Kennedy
Ms. Erin Lichtman

Mrs. Carol Ballay
Mr. Kyle Ballay
Ms. Shannon Glennon
Mr. Carmen Zangrilli

SPECIAL EDUCATION

Ms. Jennifer Daly
Ms. Danel Joyce
Ms. Sara Fallon
Ms. Debra Szubrowski
Ms. Shannon Gurdziel
Mr. Dennis Helkowski
Mr. Jim Ivins (jivins@)
Mrs. Tiffanie Kraft
Ms. Michelle Marfino
Ms. Meghan Gardner
Ms. Bridget O’Brein
Ms. Shannon Pennock
Ms. Jenna Roche
Ms. Kim Rodriguez
Ms. Nancy Sexton
Ms. Katie Wainwright

CST DEPARTMENT

Ms. Rachel Dale, *School Psychologist*
Ms. Carrie Don, *Speech*
Ms. Rachel Fruman, *School Psychologist*
Ms. Wendy Lockhart, *Physical Therapist*
Ms. Kristie Martino, *Occupational Therapist*
Mrs. Holly Sataloff, *Speech*
Ms. Pamela Tamowski, *Social Worker*

SUPPLEMENTAL SUPPORT

Ms. Alyse Bullock, Cafeteria Monitor
Ms. Kim Dmitruck, Instructional Asst.
Ms. Sandy Kiple, Instructional Asst.
Ms. Patty McClaskey, Instructional Asst.
Ms. Kristen Sweeney, Cafeteria Monitor
Ms. Amy Palmeter, Cafeteria Monitor
Ms Lisa Filippine, Cafeteria Monitor

DISTRICT STAFF

Dr. Donna Ambrosius, *Superintendent of Schools*
 Mr. Luis Valencia, *School Business Administrator*
 Mr. Chris Butler, *Director of Special Services*
 Ms. Candace Quillen, *Child Study Secretary*
 Mr. Christopher Powell, *School Resource Officer*
 Dr. Kelly Gamez, *Director of Curriculum & Instruction*

BOARD OF EDUCATION

Dr. Christine Skinner, President
 Mr. Anthony Nutter, Vice President
 Ms. Michelle Boracci
 Mr. Christopher Conti
 Ms. Sheray Norfleet
 Ms. Jennifer Papp
 Ms. Toby Popso
 Mr. Michael Sullivan
 Ms. Traci Wainwright

BOARD OF EDUCATION MEETING DATES

Regular Monthly Meetings	Work Session Meetings
<u>Location: FTMHS</u>	<u>Location: FTMHS</u>
Monday, August 26, 2024	Monday, August 19, 2024
Monday, September 30, 2024	Monday, September 23, 2023
Monday, October 28, 2024	Tuesday, October 21, 2023
Monday, November 25, 2024	Monday, November 18, 2023
Monday, December 16, 2024 -	
Monday, January 2, 2025 TBA	Wednesday, January 2, 2025
Monday, February 2025 TBA	Monday, February 2025 TBA

Monday, March 2025 TBA Monday, March 2025 TBA
Tuesday, April 2025 TBA Monday, April 2025 TBA
Monday, May 2025 TBA Monday, May 2025 TBA Monday, June 2025 TBA Monday, June 2025 TBA

SCHOOL HOURS

FLORENCE RIVERFRONT SCHOOL

500 East Front Street
 Florence, NJ 08518
 609-499-4647

Full Day 7:55am - 2:28pm
 Early Dismissal 7:55am - 12:05pm

BELL SCHEDULE

4th and 5th Grade Schedule		
HR	7:55 AM	8:05 AM
1	8:07 AM	8:52 AM
2	8:54 AM	9:39 AM 4th Grade Extra PE
3	9:41 AM	10:26 AM 5th Grade Extra PE
4	10:28 AM	11:20 AM LUNCH
5	11:22 AM	12:07 PM
6	12:09 PM	12:54 PM

7 12:56 PM 1:41 PM 4th Grade Cycles

8 1:43 PM 2:28 PM 5th Grade Cycles

6th/7th/8th Grade Schedule		
HR	7:55 AM	8:05 AM
1	8:08 AM	9:05 AM 8th Grade Cycles
2	9:08 AM	10:05 AM 7th Grade Cycles
3	10:08 AM	11:05 AM 6th Grade Cycles

4A	11:08 AM	11:46 AM 6th LUNCH
4B	11:50 AM	12:28 PM 7th/8th LUNCH
5	12:31 PM	1:28 PM
6	1:31 PM	2:28 PM

REPORT CARD CALENDAR
2024-2025

	Start Date	Interim Reports End Date Report Cards
Marking Period 1	9/5/24	10/10/24 11/12/24 11/19/24
Marking Period 2	11/13/24	12/20/24 1/30/25 2/7/25
Marking Period 3	1/31/25	3/14/25 4/8/25 4/17/25
Marking Period 4	4/9/25	5/9/25 6/20/25 6/20/25

PARENT CONFERENCES

Parent conferences will be held on:

- November 4th afternoon and evening
- November 5th afternoon only
- February 13th afternoon and evening

Conference days are one session days (early dismissal time is 12:05) for students.

Parents are welcome to schedule conferences at any time during the school year by calling Riverfront School and following the voice prompts to contact any grade level teacher or by emailing the teacher directly.

HONORS/ENRICHMENT CLASSES

Please visit our school website to view the Riverfront School Enrichment and Honors Handbook. Or use this [Link](#)

PROMOTION/RETENTION

Students in 6th - 8th grade are required to meet the following promotional requirements. Students must achieve a passing grade for the year in the following courses to be considered for promotion:

- Math
- Science

- Social Studies
- English/Language Arts
- Physical Education

Students failing one or two of these courses for the year will be required to attend our academic program over the summer to meet promotion requirements. A student in danger of failing for the year will have an Academic Probation Hearing where the student, parent/guardian, administration, school counselor, and a teacher will meet to set goals to meet the promotion requirements. While on Academic Probation, the student will not be eligible to participate in any extracurricular school activities or events before, during or after school.

ACADEMIC PROBATION

Students must be in good academic standing to participate in extracurricular activities or events at school. Students who receive two or more failing grades on their report cards and/or progress reports are considered to be on Academic Probation. While a student is on Academic Probation, the student is not eligible to participate in extracurricular activities or events before, during or after school until the next progress report or report card is given.

GENESIS PARENT PORTAL

[Genesis Parent Portal](#)

Our goal is to provide ongoing communication with our parents. In light of this, we continue to encourage Riverfront parents to sign up for online access to the Genesis Parent Portal. This valuable tool provides parents with access to your child's schedule, attendance, grades, assignments, and conduct records. In addition, parents are registered to receive email notifications from the school. If you have not already registered for access to Genesis or if there are changes to the information that is currently on file, please contact the main office.

VISITORS

Any visitor who is entering the building must be able to show identification. **If a parent/guardian would like to meet with administration, a meeting must be scheduled ahead of time.** If you need to leave an item for a student, there will be a table or ledge for items to be labeled and left. Be sure to put the student's name on the item, ring the door buzzer and let us know what you are leaving and the name of the student.

Since the safety of our students and school community is most important, the school district will not hesitate to involve law enforcement and/or take legal action against any unauthorized or suspicious person(s) in the building or on school property.

ATTENDANCE

New Jersey State Statute 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.

ABSENCES

If a student will be absent or late to school, parents or guardians must report the absence or lateness by calling (609) 499-4647 by 8:00 AM on the day of the absence and follow the voice mail prompt for ATTENDANCE.

Following an absence, official documentation should be submitted directly to the Main Office.

Excused absences include the following:

Personal illness or doctor appointments, verification from a physician is required

Death in the family

Court appearance or subpoena

Religious holidays as recognized by the NJ State Board of Education

Official Documentation to excuse an absence can be submitted by:

→ Handing the documentation into the Main Office

→ Having the documentation faxed to the Main Office, FAX #609-499-8356

Upon returning to school from an absence, the student has twice as many days as those absent to complete all makeup work.

Student work may be requested by:

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→ Leaving a request on the attendance line

→ Emailing your child's teacher directly

Family vacations are recorded as UNEXCUSED absences from school. Students should secure their assignments before leaving and must submit all work upon their return.

● **When a student has THREE (3) cumulative days of unexcused absences:** ○

A preliminary letter will be sent via the Genesis parent portal and mail.

● **When a student has SIX (6) cumulative days of unexcused absences:**

○ You will receive a letter notifying you of the 6 unexcused absences.

○ You will be contacted by your child's counselor to discuss state attendance laws and to schedule a mandatory meeting to create an Action Plan.

○ 1 After-school detention will be assigned to allow the student to make up missed school time. ●

When a student has NINE (9) cumulative days of unexcused absences: ○ You will receive a letter notifying you of the 9 unexcused absences.

○ You will be contacted by the Assistant Principal to discuss state attendance laws.

○ A counselor will contact parents to schedule a mandatory meeting with our MTSS team to modify the Action Plan.

○ 2 After-school detentions will be assigned to make-up time.

○ Attendance Probation for 9 days

○ A staff mentor will be assigned.

● **When a student has TWELVE (12) cumulative days of unexcused absences:** ○

You will receive a letter notifying you of the 12 unexcused absences.

○ You will be contacted for a meeting with the school principal.

○ 3 After-school detentions will be assigned and every two absences thereafter to make up missed school time.

○ Attendance Probation for the remainder of the marking period.

○ Ongoing monitoring through the MTSS Team.

○ Referral to SRO, as well as DCPD and/or other agencies deemed appropriate.

● **When a student has SIXTEEN (16) cumulative days of unexcused absences:** ○

Removal from all extra-curricular activities for the remainder of the school year.

*Families will have ten days to provide documentation to change unexcused to excused absences.

EARLY DISMISSAL

To ensure the safety of your student(s) and expedite their dismissal in a timely manner; →

Provide written notification to the Main Office by the parent/guardian → Written

notification for early dismissal must include the name of the person who will be picking up the student(s).

- In the event a student must leave school before the conclusion of the school day, they may only be picked up by a person that is listed as a parent, guardian, or emergency contact on the student's official school contact list.
- All persons will need to present picture identification prior to the release of the student(s).

The student's early dismissal will not be documented as excused until an accompanying note from the doctor, dentist, or legal agency is brought to the office, by either student or parent, following the appointment.

LATENESS TO SCHOOL

School/homeroom begins at **7:55 a.m.**, and students arriving after this time are considered late to school. Lateness to school may result in academic difficulties in missed classes. Furthermore, chronic unexcused lateness negatively impacts a child's ability to be academically successful. With this in mind, we strongly encourage students to arrive on time to school. Parents will be

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periodically notified of their child's lateness record. In addition, when students accumulate **FIVE (5)** unexcused tardies they will receive an after school detention and continue to receive detentions for every FIVE (5) thereafter. Students with TEN (10) or more unexcused tardies will possibly be placed on Attendance Probation with a possible MTSS meeting. **In addition students with 10 tardies will be placed on Attendance Probation for a minimum of 10 days.**

ATTENDANCE AND AFTER-SCHOOL ACTIVITIES

If a student is absent an entire school day, he/she may not participate in after-school activities that day, unless an exception has been granted by the administration. Students must be in school for a minimum of half a day (four hours or more) to be eligible to participate in an afterschool program/activities. Any student with excessive UNEXCUSED absences or tardies will be placed on Attendance Probation. While a student is on **Attendance probation**, the student is not eligible to participate in extracurricular activities or events before, during or after school until the next progress report or report card is given.

ATHLETICS/AFTERSCHOOL ACTIVITIES

Please refer to district/school guidelines in regards to the status of all athletics and extracurricular activities.

- Students must be in good academic standing to participate in athletics and/or extracurricular activities at school. (Students will be excluded or not allowed to participate until their grade average is brought up.)
- Any student who wishes to attend an extracurricular event as a **spectator must be accompanied by a parent/guardian.**
- Students who receive two or more failing grades on their report cards are considered to be on Academic Probation. While a student is on Academic Probation, the student is not eligible to participate in extracurricular activities until the next progress report and/or report card is given.
- Students must also maintain a record of proper behavior. Students cannot participate on any day if they are on Conduct Probation.
- A regular record of inappropriate behavior may cause removal from participation. ● Any student athlete with excessive UNEXCUSED absences could be on Attendance Probation. While a student is on Attendance Probation the student is not eligible to participate in

extracurricular activities until the next progress report and/or report card is given.

- *Students with life-threatening medical conditions, i.e. asthma or life-threatening allergy, will be considered ineligible for all extra-curricular activities if all necessary medications and doctor's forms have not been submitted to the school nurse by the established due date. These activities include but are not limited to clubs, dances, sports, and field trips.*

MORNING ARRIVAL

The school day begins at 7:55am. For the safety of our students, students should not arrive at Riverfront School grounds prior to 7:45 am. Students will not be permitted into the building before the school day begins, unless they are eating breakfast in our school. Each grade level will be designated an arrival door, and students will be expected to report DIRECTLY to their homeroom.

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DROP OFF PROCEDURES

Students in 4th and 5th grade will enter through the Pine Street doors near the Media Center. Students being dropped off must exit the vehicle sidewalk side. All vehicles should move to the furthest point available and students will exit the vehicle and walk on the sidewalk to the doors. Students in 6th - 8th grade will enter through the board office parking lot. Students in 6th grade will enter through the APR, while students in 7th and 8th grade will enter near the cafeteria. All vehicles must pull up as far as the APR doors, and students can walk on the sidewalk to the appropriate door. All students being dropped off will need to exit the vehicle on the sidewalk side.

EMP & EDP

Program Overview

The Florence Township School District (FTSD) sponsors an Early Morning Program (EMP) and an Extended Day Program (EDP). EMP starts at 7:00 am until the school day begins. EDP starts from dismissal until 5:00 pm.

The goal of the FTSD EMP/EDP program is to provide a safe, enriching environment for school-age children (GRADES K-6) before and after school hours to meet the needs of our working parents/guardians. This program offers a variety of activities, including indoor and outdoor activities both individually and in a group setting as well as homework help in a relaxed, supervised atmosphere. We strive to give each child a variety of options and activities each day.

These are tuition based programs for grades K-6 and children must be enrolled in order to attend. EMP/EDP child care is available on all regular school days, most half-day sessions (except for the day prior to a major holiday) and all scheduled two hour delayed openings. EMP/EDP is not available when schools are closed due to a holiday or an emergency closing such as inclement weather. Our program regulations are strictly enforced to insure quality and ethical standards for each participant in the program. The program adheres to the FTSD Student Expectation Standards.

Florence Twp. School District

EMP/EDP

Before & Aftercare Program
 EMP STARTS - SEPTEMBER 5TH
 EDP STARTS - SEPTEMBER 11TH

ROEBLING
 EMP/EDP:
 7-8:05AM
 DISMISSAL-6PM

RIVERFRONT
 EMP/EDP:
 7-7:55AM
 DISMISSAL-6PM

GRADES
 K-6

REGISTRATION
 OPEN NOW!
 \$20 PER CHILD
 \$45 PER FAMILY

WHAT WE OFFER:

- HOMEWORK HELP
- SNACK TIME
- INDOOR/OUTDOOR ACTIVITIES
- ARTS & CRAFTS
- QUALITY CAREGIVERS
- SAFE & SECURE ENVIRONMENT

TUITION RATES:
 Early Morning Program (EMP)
 \$8.25 daily
 \$82.50 monthly

Extended Day Program (EDP)
 \$15.50 daily
 \$237.00 monthly
 \$20.00 day rate/early dismissal

EMP/EDP Combined
 \$257.50 monthly (child 1)
 \$237.00 monthly (child 2+)

REGISTER AT: www.ezchildtrack.com/parentportal/a/?c-ftsd

FOR MORE INFORMATION:
 gdunphy@florence.k12.nj.us
<https://www.florence.k12.nj.us/>

BREAKFAST

Breakfast will be served in our cafeteria in the morning. Entrance will be by the cafeteria doors by the board office. Breakfast will begin promptly at 7:42am. Students must arrive early enough to have adequate time to purchase and finish eating breakfast.

LOCKERS/LOCKER USE

Students will be assigned one locker, which is registered in the student's name. Students in 6th, 7th, and 8th grade will be supplied locks for their lockers. Any student in grades 6, 7, or 8 who

does not have a lock will be required to purchase one through the Riverfront School for \$8. Locks other than those provided by the school will not be permitted, because all locks must be accessible by master keys provided to the administration.

Homeroom teachers will also maintain a confidential master list of their students' locker numbers and combinations as an additional safety and security measure.

Lockers are school property and, as such, may be inspected/searched by appropriate school personnel when deemed necessary. If the school personnel determine that a locker will be searched, the contents will be assumed to belong to whoever is using the locker. 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. Students should not share a locker, nor should students ever share their locker combination with others.

Maintaining a locker is an important lesson in responsibility for a student. Students are responsible for the care and condition of their lockers at all times. This means that lockers should be closed gently and not by kicking or slamming. Students should not deface or damage lockers. Most importantly, lockers that are organized and neat provide a great service to students in terms of maintaining books and belongings, as well as storing coats, which must also be kept

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in the locker during the school day.

The school will not be responsible for the security of students' personal property and cannot be held liable for reimbursement. As a result, we cannot stress enough, the importance of the following locker guidelines to our students:

- Keep your locker locked when not in use;
- Do not give out your combination;
- Do not share your locker, nor use one that is not assigned to you;
- Do not bring in or store in your locker valuable items that are not needed, such as phones, jewelry, airpods, etc. We will do all that we can if something valuable is missing; however, if such expensive items are not brought to school, they won't risk being misplaced or stolen.

CAFETERIA & LUNCH PROCEDURES

Students may purchase a complete meal or items to supplement lunches brought from home during lunch. Food or drink is permitted only in our cafeteria and should not be eaten in the hallways or classrooms. No one is permitted to leave the cafeteria with food or drink still being consumed.

Upon arrival in the cafeteria, students should follow the direction of the staff in charge on how to move to the lunch line to purchase food and drinks. Cutting in line is unfair and inconsiderate of others; this will be corrected immediately upon discovery. Students are asked to wait their turn to be served and are expected and encouraged to practice good manners.

Students are expected to behave in a calm and polite manner and remain seated in an orderly fashion through the entire lunch period. Loud conversations or inappropriate activities may be cause for disciplinary measures. As always, students may not make physical contact with another student while in the cafeteria.

All trash must be properly disposed of, and students are responsible for trash that is in their area. Simply stated, we ask that our students leave their lunch tables in the same condition as they

would want to find them. Students are encouraged to seek assistance from a staff member when necessary.

Students should wait to be dismissed from the cafeteria by their teachers and will be expected to do so in an orderly fashion, as directed by staff members on duty. Students are expected to leave the lunch tables and the area around their seats clean of debris or spills before leaving the cafeteria.

In cases of infractions such as fighting, throwing food or objects, or misbehaviors as identified in our code of conduct, students will be escorted by a cafeteria supervisor to an administrator. Consequences for such infractions will be handled according to the code of conduct and could include alternative lunch placement for an extended period of time.

LUNCH ACCOUNT INFORMATION

Florence Township School District Food Service Department offers an online lunch program, myschoolbucks.com[®]. All current login information will remain the same if you are already a myschoolbucks.com user. All current forms of payment will still be available, including Credit/Debit Card, eCheck and PayPal[™].

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If you are not taking advantage of this service we encourage you to reconsider! Myschoolbucks.com offers an easy, convenient and secure online prepayment service to deposit money into your child's school meal account at any time. No more lost or forgotten lunch money.

This service also provides parents the ability to view their child's account balance and transaction history. Use the low balance email reminder and know when your child's school meal account is getting low.

Take advantage of this time-saving, efficient tool:

- You will need the child's student school ID number and school district zip code
- Go to myschoolbucks.com
- Click on Sign-up Here
- Create your account
- Login to begin using the site

Things to know:

- A small convenience fee of \$1.75 for each deposit transaction will be assessed to cover the bank fees. Florence School District will not profit from the use of this site.

We are very excited to offer this service and are confident myschoolbucks.com will benefit you, your child and our District. However, you may continue to make advance payments via check made payable to the Florence School District. Please write your child's full name on the check.

Lunch Prices for 2024-2025 School Year

Meal Prices	Paid Lunch	Reduced Lunch Paid Breakfast Reduced Breakfast	All Milk
Roebling	\$3.20	\$0.00 \$1.85 \$0.00	\$0.70
Riverfront	\$3.30	\$0.00 \$1.85 \$0.00	\$0.70

High School	\$3.35	\$0.00 \$1.85 \$0.00	\$0.70
Adult Meals	\$4.60	\$2.25	

PHYSICAL EDUCATION PARTICIPATION

All students are required by state law to be actively enrolled in physical education classes. Parental written requests for excuses from a single physical education class must be presented to the nurse before the school day for which the request is made. To be excused from physical education for any length of time beyond one day, a doctor’s certificate is required, which should include a diagnosis and a specific time for the excuse, and be presented to the school nurse. Such certification must be presented each year in which the student is enrolled. Students are not permitted to participate without sneakers. While we would like students to wear athletic attire as long as they are wearing sneakers they may choose to participate in ‘street clothes’ without penalty.

FIRE/ALERT DRILLS

Fire and safety drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, students follow directions promptly and quietly, and clear the building by the prescribed route as quickly as possible. The teacher in each classroom will give the student instructions.

HALL PASSES

Students must have a virtual Smart pass and permission from a staff member whenever they wish to leave the classroom to go to the lavatory, Media Center, Nurse, Office, Counselor, or any other area in the school building.

DRESS CODE FOR STUDENTS

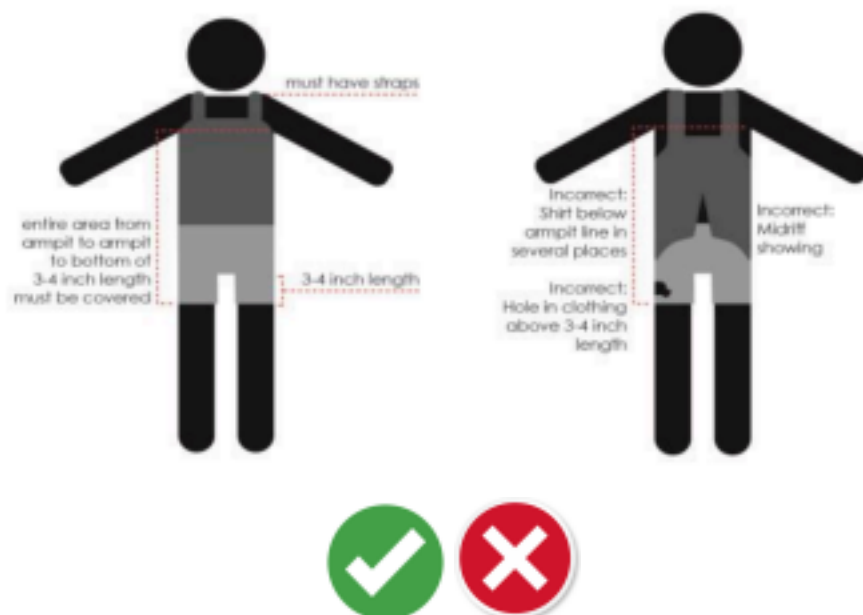
Students at Riverfront School are required to follow an acceptable standard of dress based on specific guidelines as indicated below. In order to foster an academic atmosphere that is inclusive, free from distraction, promotes safety, and is not offensive to others. **Allowable Dress & Grooming**

Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.

- Shirts and dresses must have fabric in the front and on the sides. Clothing must have straps, cover from armpit to armpit, and extend 3-4 inches down the legs. See image below for clarification.
- Shoes must be safe for the school environment.
- Clothing must cover undergarments, waistbands and bra straps included.
- Fabric covering all private parts must not be seen through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, and other activities where unique hazards exist.

Non-Allowable Dress & Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances, or weapons.
- Clothing may not depict pornography, nudity or sexual acts or be sexually suggestive. ■ Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Any items that are not intended to be clothing should not be utilized as such. For example students are not permitted to wear capes, flags, etc.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.



DRESS CODE ENFORCEMENT

The administration or designee will intervene to correct the inappropriateness of students' dress. Students whose clothing does not adhere to guidelines will be asked to remedy their inappropriate clothing. If students cannot remedy the problem with other clothes available to them here at school, they will be directed to contact their homes or emergency contacts to arrange for a change of clothing. They will also be advised not to wear the clothing or similar attire in the future.

- The first priority in situations involving inappropriate dress is intended not to be punitive, but corrective. Our objective is to correct the dress so that it is acceptable for school. However, a continued pattern of inappropriate dress by an individual student will reflect defiant or insubordinate behavior resulting in disciplinary consequences.
- Our goal is not to spend unproductive time in measuring inches above knees, width of

straps, or the distance of shorts or skirts from tips of fingers. One recommendation would be that if a parent, guardian or student thinks that an article of clothing may be deemed inappropriate for school, then chances are that the clothing should not be worn to school. In this regard, we count on our parents' support and understanding.

- Given the ever-changing style of clothing, in addition to our students' varied stages of physical development, no dress code can possibly address or predict every clothing style change or trend. This is why it is necessary for the staff and administration to reserve the right to determine if a student's dress is extreme and thus not appropriate for school. Therefore, this must include fashions that have not been advertised or predicted as an upcoming fashion (i.e., fashions that have yet to be worn and cannot be predicted.)

HARASSMENT, INTIMIDATION AND BULLYING

(as per Board of Education Policy 5131.1)

“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

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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:

- 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
- Has the effect of insulting or demeaning any student or group of students; or → Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

“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.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying by Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be carried 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 N.J.A.C. 6A:16-7, Student Conduct, Consequences and remedial measures shall be designed to:

- Correct the problem behavior;
- Prevent another occurrence of the problem;
- Protect and provide support for the victims of the act; and take corrective action for documented systemic problems related to harassment, intimidation or bullying.

It is the policy of the Florence Township Public School System to maintain a learning and working environment that is free from harassment of any kind. It shall be a violation for students

to harass staff members or other students through conduct or communications. Any student who alleges harassment by any other student or employee should report the incident to the nearest “trusted adult”, such as an aid, teacher or school administrator.

HARASSMENT is unwanted, inappropriate and offensive physical or verbal behavior toward another. This includes harassment using social media of any kind. Behaviors that may be considered as harassment include, but are not limited to, the following examples:

- Unwanted touching of any kind; examples include patting, pinching, stroking, squeezing, tickling or brushing up against someone
- Repeated unwanted communication in the form of love letters, rumors that attempt to ruin the reputation of another, or threats in the form of internet communications, phone calls or verbal/physical advances
- Lewd, obscene or suggestive pictures or language
- Jokes or cartoons that are considered offensive
- Name-calling or offensive comments, either directly or indirectly
- Offensive or obscene gestures
 - Spreading rumors or confidential information as a means to damage one’s

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reputation or good name

- Pejorative comments (i.e., put-downs) either directly or indirectly, through classmates, by phone, or on-line
- Unprovoked threats to hurt or fight someone, or statements related to isolating or ignoring someone or causing them distress

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

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, 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, New Jersey, 08518. Any student or parent 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:

Florence Township Riverfront School
500 East Front Street
Florence, New Jersey 08518
Attention: Affirmative Action Officer

In addition, parents or students are encouraged to seek the help of school or district administration, the Affirmative Action Officer, counselor, teachers, nurses, parents, police department, 499-3131, or the Division of Civil Rights in Trenton, New Jersey.

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

The Board of Education, acting upon the community's expectation that 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 extracurricular 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 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 medical examination at the parent/guardian's

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expense, suspension, and other disciplinary measures graded on the severity of the offense. 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. For additional information regarding prevention, intervention and rehabilitation of substance abuse, please contact Mr. John Lamaestra, our district's Student Assistance Counselor.

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 district's Student Assistance Counselor provides confidential direct and referral services for students seeking help with an alcohol, drug or other problems related to either their substance use or use by someone in a close relationship with them.

COUNSELING SERVICES

Our school counselor provides services that facilitate the development of all of the students at the Florence Township Riverfront School. The main goal of Counseling Services is to address the developmental needs of our students educationally, personally and socially so that they become intelligent decision makers and lifelong learners.

Services offered through the School Counseling Services Office include but are not limited to the following: classroom visits, school-wide character education initiatives, group counseling, career decision-making, high school course selection, study skills support, peer mediation to solve conflicts, parent/teacher/administrator consultation and support involving our students and families, and support for individual students in decision-making.

It is the mission of our Counseling Services to facilitate growth and learning among the students in the school. That which is best for the student will guide all decisions and actions because the student is the most important client. Parents are not only welcome, but encouraged to contact their child's school counselor if they have any concerns about their child.

MTSS PROCEDURES

The Superintendent of Schools will establish and implement district-wide procedures for each school building in which general education pupils are served for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.

Each Building Principal will establish a Multi-Tiered System of Supports team referred to as the MTSS Team. The MTSS Team will be comprised of the following:

- The principal or a member of the teaching staff other than special education, who is appointed by the principal to act on his/her behalf and with his/her authority, shall act as chairperson

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- A member of the Child Study Team (CST)
- The staff member who referred a pupil in need of assistance or identified a school issue for discussion; and
- Such other school staff members that may effectively aid in the development and implementation of the assistance plan for a particular pupil.
- The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.

Pupil Referral

- A pupil not known to have a disability who is experiencing difficulty in the classroom may be referred to the MTSS Team by the classroom teacher or by his/her parent(s) or legal guardian(s). The pupil's parent(s) or legal guardian(s) shall be informed of any such referral.
- The MTSS Team shall consult with the pupil's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the pupil's educational status, attendance, classroom behavior, and school conduct.
- The school nurse shall review the pupil's health records and inform the committee of any condition relevant to the pupil's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult pupil or the pupil's parent(s) or legal guardian(s).
- As appropriate, the MTSS Team may consult with community-based social and health agencies that provide services to the pupil or the pupil's family.
- When it appears that a referred pupil may have a disability, the MTSS Team shall refer the pupil to the CST for evaluation pursuant to Policy No. 2460 for a determination of the pupil's eligibility for special education and/or related services.

NURSE/HEALTH SERVICES

Our school nurse is on duty throughout the school day. If the nurse is not in the health office, students should report directly to the Main Office.

The nurse is available for first aid for minor injuries or illnesses and for discussion of any health concerns. If a student becomes ill in class, the classroom teacher will issue a pass to the nurse and, if appropriate, someone will accompany the student to the nurse's office. Upon entrance to the Health Office, students will sign in on the nurse's log. A pass will be issued by the nurse when the student returns to class.

Students are not permitted to contact a parent directly for release from school due to an illness. Students must first report to the nurse for any illness-related issue. The nurse will then make a medical assessment of the student and make all subsequent and necessary parent contacts regarding an early release.

Emergency/Health Information:

Accurate emergency information regarding each student must be provided to assure proper care and safety. This information should be updated through the Parent Portal of Genesis. Please contact the school nurse's office if, at any time during the school year, the Emergency/Health information needs to be updated or changed.

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Use of Medical Equipment at School:

If a student needs to use crutches, or any other assistive device, while in school, a note from the physician must be brought in with the child on the day of return following the injury. This applies if the crutches will only be used for one day.

Fevers and Vomiting:

Please refer to the district & NJ department of health websites regarding Covid 19. Under regular conditions if a student is found to have a fever at school, or if a student vomits, the student will be sent home sick at the discretion of the school nurse. When a student is sent home sick, he/she must be picked up by an adult. The student will not be permitted to walk home. The student will have to stay home from school the next day but may return when they have gone 24 hours without a fever or vomiting in the absence of medication, such as Tylenol, Motrin, Advil. A student absence that results from being sent home by the school nurse for fever and/or vomiting, will be considered excused. The student must still be called in on the absentee line, 609-499-4647.

DISMISSAL

Students will dismiss our building on a designed schedule and will exit immediately. Staff members will be stationed to ensure that students are not congregating or loitering on school grounds. When exiting school grounds, students **MUST** cross the street where there is a crossing guard stationed.

BUS TRANSPORTATION

All school policies and code of conduct expectations apply to students who are being transported on a Florence Township School bus. Bus drivers, while performing their duties, have the same authority as a member of the teaching staff. Students must ride only on their designated buses.

In addition to adhering to our school's code of conduct, students are expected to follow these guidelines:

- Students boarding the bus are to move directly to a seat (which may be assigned) 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 by the bus driver. → Seatbelts must be used.
- Students are expected to follow the following safety procedures:
 - Be on time at the designated stop.
 - Never stand in the street or on private property while waiting for the bus.
 - Wait until the bus comes to a complete stop before walking toward it.
 - 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 the driver.
 - Sit in your seat with both feet on the floor, facing forward with arms, legs and other parts of your body inside the bus at all times.
 - Students may not eat food or chew gum on the bus.
- Emergency exits should not be obstructed and should only be used in emergencies. In case of an emergency, students remain seated until directions are given by the driver.

BICYCLES

Riding bicycles to school remains a privilege only to those who maintain safety procedures, which includes, first and foremost, wearing a safety helmet. In addition, students should not ride

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bikes anywhere on school property including near the school building or near and around parking areas during busy arrival and dismissal times. Students must walk their bikes safely to and away from the school campus and wait until it is safe to begin riding. If a student is cited for unsafe use of a bicycle, his/her privilege may be revoked. In addition, students are responsible for locking their bikes, since the school will not assume liability for damaged or stolen bikes or liability for personal injury associated with students who ride bikes to school. Bike racks are located on the side of the school near the Pine Street entrance.

LOITERING ON SCHOOL PROPERTY

Students must not loiter on school property or on the property of other Florence Township Schools while those schools are in session without receiving prior permission from the school's office. Students are not permitted on school grounds prior to 7:45am, unless enrolled in our EMP program. Unless given specific consent from the school, all students must leave school grounds no later than 2:40pm. If students are loitering on school property, they will be considered trespassing and the police will be notified. Students suspended from school are never permitted to be on school property or at school functions on the day(s) of suspension. In addition, any student who violates the code of conduct expectations toward students or staff members from other schools will be subject to the consequences outlined in the code.

PBSIS

PBSIS is a research based, proactive approach schools use to improve school safety and promote positive behavior. It is designed to explicitly teach students schoolwide expectations to foster a model of prevention over punishment. By promoting, praising, and rewarding positive behaviors, students learn how to respond to different environments in the school. Through modeling actions, interactions, and reactions, using common language and vocabulary, and rewarding positive

behavior, students become accustomed to what a positive learning environment looks and feels like in different settings throughout the school. The key components of universal language, modeling expectations, and a student-centered reward system help promote positive behavior and prevent undesired behaviors.

RIVERFRONT SCORES FOUR

Riverfront Scores Four is our school slogan aimed at educating our students and supporting positive behavior. Students will have school wide expectations to be KIND, RESPONSIBLE, RESPECTFUL, and SAFE in all areas of our school.



Kind

When you are kind you consider others' thoughts and feelings and then use words or gesture to help them feel better, accomplish their goal, to encourage them or celebrate their successes.

Responsible

When you are responsible you make good decisions; do the right thing whether or not someone tells you; you answer for your words and actions; and you accept the consequences when you have done something wrong. When you are responsible, other people can depend on you.

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Respectful

When you are respectful, you show consideration for how your words and actions will affect other people, you value each other's point of view, even if you disagree, and you are polite, kind and treat each other with dignity.

Safe

When you are safe you use words and actions that take care to avoid danger, harm or injury for yourself or others.

STUDENT CODE OF CONDUCT

The student code of conduct serves as a guide to establish a safe and conducive learning environment for all students. It outlines the rules, expectations, and consequences to maintain discipline and promote positive behavior. The code of conduct categorizes infractions into two main types: major infractions and minor infractions. Here is a summary of the key distinctions between the two categories:

Minor infractions

Minor infractions are less serious offenses that do not pose a significant threat to the safety or well-being of individuals or the school community. Minor infractions do greatly impact the learning environment and negatively impact the educational experience of our student population.

DELETE:

<p><u>Step 1:</u> <u>Formal Warning</u></p>	<p><u>Step 2:</u> <u>Level 1</u> <u>Reflection</u></p> <p><u>Step 4:</u> <u>Tier 1 Write up</u></p> <p><u>Step 5:</u> <u>Referral to MTSS</u></p>
<ul style="list-style-type: none"> • Verbal Warning • Reteach appropriate behavior to meet school and classroom expectations • Documented parent contact 	<ul style="list-style-type: none"> • After school Teacher reflection (Minimum of 12 minutes) • Level 1 Behavior Reflection Sheet • Documented Parent Contact • Minimum of 1 day of after school reflections • Meeting with admin, student, and teacher. • Teacher & Admin call guardian • 5 day probation period* • Minimum 3 days of after school reflection • Referral to MTSS Conduct Team • Mandated parent meeting • 10 day probation period*

<u>Minor Infraction</u>	<u>Definition</u>
<u>DEFIANCE</u>	refusing to follow or obey the rules, actions, directions, or orders of those in authority positions
<u>ACADEMIC DISHONESTY</u>	attempt to get academic credit in a way that is dishonest, disrespectful, irresponsible, untrustworthy, or unfair, including plagiarism; zero can be given on assignment

<u>DISRUPTION/DISRESPECT</u>	causing a distraction to instruction or the environment, making inappropriate gestures, symbols, and/or comments
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<u>MISUSE OF TIME</u>	including but not limited to: being late to class, abuse of pass, inappropriate conduct in the bathroom or hallway, includes not reporting to an assigned after school teacher reflection.
<u>INAPPROPRIATE LANGUAGE</u>	profane and/or lewd language (not directed towards another individual)
<u>MINOR PHYSICAL CONTACT</u>	perceived intention: playing around/reaction striking of an individual that does not intend to cause injury but disrupts the orderly process of the school environment
<u>MISUSE OF PROPERTY</u> <u>DRESS CODE VIOLATION</u> <u>MINOR TECHNOLOGY VIOLATION</u>	using school, personal, or another's property inappropriately (at the wrong time or for the wrong purpose). attire or accessories in violation of the school's dress code policy use of cell phone, headphones, or other technology without permission misuse of the chromebook: school appropriate (i.e.- not on teacher directed content)
<u>THEFT (PETTY)</u>	theft of an item with little or no value, item can be returned/replaced
<u>NONCOMPLIANCE/INSUBORDINATION</u>	refusal to obey reasonable instructions or comply with school rules and regulations from school personnel
<u>VIOLATION OF SCHOOL CONDUCT EXPECTATIONS OR GENERAL CONDUCT REQUIREMENTS</u>	any offense that does not meet the above criteria that interferes with the orderly process of the school environment

Major infractions

Major infractions are serious violations of the school's policies and often have a significant impact on the well-being of individuals or the school community. These actions not only jeopardize the educational environment but also pose potential harm to students, staff, and the overall school climate.

<u>Major Infraction</u>	<u>Definition</u>
<u>REPEATED MINOR INFRACTIONS</u>	continuing to engage in general misconduct despite having an individualized behavior improvement plan, includes not reporting to an assigned after school reflection
<u>HARASSMENT/BULLYING</u>	behavior that seeks to harm or intimidate another individual based on a protected category
<u>MAJOR SCHOOL DISRUPTION</u>	any behavior that greatly interferes with the school's daily functions, including false alarms
<u>ELOPEMENT/CUTTING CLASS</u> <u>ABUSIVE LANGUAGE/THREATS</u>	being off school property without adult permission for any duration of time, failing to arrive to/remain in class and forcing security or admin to locate & deliver a student obscene, profane (directed towards another individual), lewd, vulgar, or inflammatory language; harassment/threats; personal attacks, including prejudicial or discriminatory
<u>MAJOR PHYSICAL CONTACT</u>	Perceived intention: Harm an actual and intentional striking of an individual against his or her will, or the intentional causing of bodily harm to an individual
<u>VANDALISM</u>	willful or malicious damage to school grounds and buildings or furnishings and equipment
<u>POSSESSION OF ILLEGAL ITEMS</u>	items including but not limited to lighters, cigarettes/vapes, matches, bullets, fireworks, weapons and/or stink bombs including possession of drugs, drug paraphernalia, and/or alcohol
<u>MAJOR TECHNOLOGY VIOLATION</u>	any violation of the Riverfront School computer use and internet policies. including: cyber-bullying, viewing/sharing of adult content
<u>THEFT (MAJOR)</u>	theft of an item with high value, item may not be able to be returned/replaced
<u>MAJOR NONCOMPLIANCE/INSUBORDINATION</u>	repeated or escalated refusal to obey reasonable instructions or comply with school rules and regulations from school personnel

<u>VIOLATION OF SCHOOL CONDUCT EXPECTATIONS OR GENERAL CONDUCT REQUIREMENTS</u>	any offense that does not meet the above criteria that interferes with the orderly process of the school environment
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Possible Actions For Minor Infractions: The aim is to provide guidance and support to the student, helping them understand the impact of their actions and encouraging positive behavior in the future. The following steps will be taken to address minor infractions that arise in the classroom. All the infractions listed below would typically be considered minor infractions. Please note that administrative discretion can be used at any time regarding classification and outcomes.

Possible Actions For Major Infractions: Due to the severity of major infractions, consequences for these violations are more severe. The following consequences could vary based on the circumstances of the situation, severity of the offense, and individual student conduct history. Most major infractions will be resolved with a combination of several of the actions listed below (For example: a physical altercation could result in out of school suspension, conflict resolution, **conduct** probation period & law enforcement involvement). Administrative discretion is used when handling any major infraction.

Infractions	1st Offense	2nd Offense	3rd Offense	Additional Offenses
Minor Infractions: <ul style="list-style-type: none"> • Defiance • Academic Dishonesty 	Assigned Staff: Teachers, Counselors, Support staff	Assigned Staff: Teachers, Counselors, Support staff	Assigned Staff: Administrative Staff	Assigned Staff: Administrative Staff

(cheating, plagiarism, forgery, etc)

- **Disruption/ Disrespect**
- **Misuse of Time**
- **Inappropriate Language**
- **Minor Physical Contact**

- **Minor Property Misuse or Damage**
- **Dress Code Violations**
- **Minor Electronic Policy Violation**

Process:
 • Genesis Write Up by

- teacher
- **Actions:**
 - Formal Verbal Warning
 - Reteach appropriate behavior to meet school and classroom expectations
 - Documented parent contact

Process:
 • Genesis Write Up by

- teacher
- **Actions:**
 - After School Teacher Reflection (minimum 12 minutes)
 - Level 1 Behavior Reflection Sheet
 - Documented parent contact

Process:
 • Genesis Write Up by

- teacher
- **Actions:**
 - Minimum 1 day Administrative Lunch or After School Reflection
 - Administrative parent phone call
 - Possible parent meeting
 - 5 day Conduct Probation

Process:

- Genesis Write Up by teacher

• Actions:

- Minimum 3 day Administrative

- After School Reflections
- Referral to MTSS Conduct

- Team
- Mandatory Parent Meeting

- Minimum 10 day Conduct Probation

<ul style="list-style-type: none"> • Theft (Petty) • Noncompliant/ Insubordination • Violation of School Conduct Expectations or General Conduct Requirements <p>Major Infractions:</p> <ul style="list-style-type: none"> • Repeated Minor Offenses • Bullying/ Harassment • Major Disrespect/ Defiance/ Disruption • Elopement/ Cutting Class • Abusive/ Discriminatory/ Language or Threats <ul style="list-style-type: none"> • Major Physical Contact/ Assault • Vandalism • Possession/ Use of Illegal Items or Substances • Major Technology Violation • Theft (major) • Major 	<p>Assigned Staff: Administrative Staff</p>	<p>Assigned Staff: Administrative Staff</p>	<p>Assigned Staff: Administrative Staff</p>	<p>Assigned Staff: Administrative Staff</p>
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<p>Academic Dishonesty</p> <ul style="list-style-type: none"> ● Major Noncompliant/Insubordination ● Violation of School Conduct Expectations or General Conduct Requirements 	<p>Process:</p> <ul style="list-style-type: none"> ● Genesis Write Up by teacher ● Actions: <ul style="list-style-type: none"> ○ Minimum 3 day Administrative After School Reflection and/or Possible 1-2 day In-School Reflection/Suspension ○ Referral to MTTTS Conduct Team ○ Mandatory Parent Meeting ○ Minimum 10 day probation ○ Reentry meeting with administration, parent, guidance counselor, etc. ○ Possible Law Enforcement Involvement 	<p>Process:</p> <ul style="list-style-type: none"> ● Genesis Write Up by teacher/administration ● Actions: <ul style="list-style-type: none"> ○ Minimum 3 day In-School Reflection and/or Out-of-School Suspension ○ Referral to MTTTS Conduct Team ○ Mandated Parent Meeting ○ Minimum 10 day probation ○ Reentry meeting with administration, parent, guidance counselor, etc. ○ Possible Law Enforcement Involvement 	<p>Process:</p> <ul style="list-style-type: none"> ● Genesis Write Up by administration ● Actions: <ul style="list-style-type: none"> ○ Minimum 5 day Out-of School Suspension ○ Referral to MTTTS Conduct Team ○ Mandatory Parent Meeting ○ Remainder of Marking Period probation ○ Reentry meeting with administration, parent, guidance counselor, etc. ○ Possible Law Enforcement Involvement 	<p>Process:</p> <ul style="list-style-type: none"> ● Genesis Write Up by administration ● Actions: <ul style="list-style-type: none"> ○ Up to 10 day Out-of School Suspension ○ Referral to MTTTS Conduct Team ○ Mandatory Parent Meeting ○ Remainder of School Year probation ○ Reentry meeting with administration, parent, guidance counselor, etc. ○ Possible Law Enforcement Involvement
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Team Meeting	In person meeting with staff members, guardians, and students
MTSS Referral	Formal process to address habitual behaviors. Please refer to page 22 for MTSS services
Restorative Measure	A direct action that repairs or restores whatever harm or damage has been done
Counseling Services	Interventions with the school counselors.
Conflict Resolution	Peer to peer conflict resolution
Alternative Lunch/Recess Placement	Students are removed from the cafeteria/recess and placed in an alternate setting for a period of time
In School Reflection	After School Reflection A minimum of 5 days to work on reflective materials after school Students are removed from the classroom setting to work on reflective materials and restorative measures
Out of School Suspension	Students are removed from the school setting for a defined number of days
District Behaviorist Intervention	Interventions and support with our BCBA
Law Enforcement Involvement	Involvement with Riverfront's School Resource Officer (SRO)
Conduct Probation	A time period where students are not permitted to do any extracurricular activities or events before, during, or after school.

**The Principal and/or his/her designee has the authority to issue appropriate disciplinary action for inappropriate behaviors in the Code of Conduct. The same is true for behaviors not covered within this document. The consequences serve as a guide, and are subject to administrative interpretation.*

ELECTRONIC DEVICE POLICY

Electronic devices, including, but not limited to: Cell/Smart phones, tablets, laptop computers, iPods, Smart watches.

We recognize that many parents provide their children with cell phones, smart watches, etc. for safety reasons and thus they will be brought to school. Students are permitted to use these devices before arrival, after dismissal from school, and during lunch/recess only. However, we insist that at all other times, cell phones, smartphones, smartwatches, and other electronic devices remain turned off and put away during school hours. This includes hallways, bathrooms, school transportation, and school sponsored clubs & activities. Students are not to call, text, photograph, or record messages to staff, family members, or friends during the school day. If a student needs to reach a member of their family, they will be allowed to do so from the main office. Parents and guardians can help enforce this policy by not texting their children, calling, or answering their calls during the day. Florence Township School District will not be responsible for lost or broken aforementioned devices. **An exception to this policy is provided for students using a wireless device for a purpose documented in a classified student's IEP or a student's 504 Plan.*

- 1st offense- Students will receive a warning.
- 2nd offense- The device will be forfeited for the remainder of the day and a family member will be contacted.
- 3rd offense- Students will be required to surrender the device each day upon arrival at school.

PEST MANAGEMENT NOTICE

FLORENCE TOWNSHIP SCHOOL DISTRICT
201 CEDAR STREET
FLORENCE, NJ 08518

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



MR. LUIS VALENCIA
Business Administrator/Board Secretary
609-499-4600 Ext. 1007
Fax: 609-499-0129

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: 609-281-2766

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 Ambrosio
Superintendent of Schools

SEE BELOW POLICY #7422

POLICY

**Florence Township
Board of Education**

Section: Property
Title: SCHOOL INTEGRATED PEST MANAGEMENT PLAN (IPM)
Date Created: February 2024
Date Edited: February 2024

7622 SCHOOL INTEGRATED PEST MANAGEMENT PLAN (IPM)

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The New Jersey School Integrated Pest Management Act of 2003 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 those options are not effective or not successful. 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 parent/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 Applications

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 July 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-23

Adopted: 26 February 2024

© 2014 Florence Township Schools, LLC
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FLORENCE TOWNSHIP SCHOOL DISTRICT

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MR. LUIS VALENCIA
Business Administrator/Board Secretary
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www.florence.k12.nj.us

September 2024

2024-2025

RE: Asbestos Hazard Emergency Response Act (AHERA) Compliance Notification

Dear Parents/Guardians and Employees:

In accordance with the Environmental Protection Agency (EPA), we are required to notify parents, teachers, and other employees each year of the availability of the Asbestos Management Plan and the response action we are taking to maintain the asbestos containing materials in our schools.

The original AHERA inspection of our buildings took place in the 1988-89 school year. At that time the condition of the asbestos was assessed. Since then appropriate response actions have been taken to ensure that the asbestos is kept in good condition.

A Periodic Surveillance of each building has occurred since the original inspection. A copy of these reports are on file in the main office of each school.

Custodians and maintenance workers are continually instructed on the health effects of asbestos and the importance of maintaining this material in good condition during their normal day to day activities.

Due to construction and renovation projects, several response actions were conducted during the 2006/2007 school year at the Roebing Elementary School and Florence Township Riverfront School. This removal was in compliance with AHERA/EPA/NESHAPS and OSHA regulations.

If you wish to review your school's Asbestos Management Plan, a copy is located in the school office.

Sincerely,

A handwritten signature in black ink, appearing to read 'Donna Ambrosius', written over a horizontal line.

Dr. Donna Ambrosius
Superintendent of Schools

DLA/ws