

Flemington-Raritan Regional School District
50 Court Street
Flemington, NJ 08822
www.frsd.k12.nj.us

Student Handbook

2024-2025 School Year

This document outlines the policies and expectations set forth by the Flemington-Raritan Board of Education and upheld by the Administration. All policies and expectations herein are applicable to all learning environments.

This document is intended for all students of FRSD and will be applied to all students, in all learning environments, without regard to 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, pursuant to N.J.S.A. 10:5.

The Code of Conduct Manual is available on the district web site and within the Genesis Parent Portal. Parents are asked to confirm, through the Parent Portal, that they have read and reviewed the information with their child before the start of the school year

Table of Contents

[District Mission Statement](#)

[FRSD Strategic Goals](#)

[School Contact Information](#)

[Academics](#)

[Grades K-4 Grading System](#)

[Grades 5-8 Grading System](#)

[Promotion and Retention](#)

[Attendance](#)

[Potentially Missing Children](#)

[Late Arrival/Early Dismissal Procedures](#)

[Student Dismissal Changes](#)

[Eligibility to Attend Extracurricular Activities](#)

[Homework](#)

[School Procedures](#)

[Cafeteria](#)

[1:1 Chromebook Initiative](#)

[School Security/Fire Drills](#)

[Extracurricular Activities/Sports](#)

[Lockers](#) (Grades 5-8 Only)

[Student ID Cards](#) (Grades 7-8 Only)

[Change of Address/Phone](#)

[Transfers](#)

[Health Information](#)

[Health Services](#)

[Physical Examinations](#)

[School Sports Participation Requirements](#)

[Screenings](#)

[Communicable Disease](#)

[Head Lice](#)

[Medication Policy](#)

[Wellness Policy](#)

[Physical Education Excuses](#)

[Concussion Testing & Return to Play](#)

[Insurance \(Students Only\)](#)

[Learning Lab](#) (Grades 5-8 only)

[Library Media Center](#)

[Copyright and Students](#)

[Acceptable Use Policy](#)

[Supportive Interventions and Referral Services](#)

[Conferences](#)

[School Counselors](#)

[Special Services](#)

[Child Find](#)

[Student Discipline/Code of Conduct](#)

[Rules of Conduct](#)

[Civility](#)

[Dress Code](#)

[Electronic Devices](#)

[Student Information and Photographs](#)

[Expectations](#)

[Hallway/Bathroom](#)

[Cafeteria/Lunch](#)

[School Security/Fire Drill Expectations](#)

[Transportation](#)

[Assembly Program Expectations](#)

[After-School Activity Expectations](#)

[Spectator Sports Expectations](#)

[Field Trips](#)

[Dismissal Expectations](#)

[Disciplinary Procedures](#)

[Progressive Disciplinary Measures](#)

[Determining the Disciplinary Response](#)

[Levels of Infractions and Disciplinary Consequences](#)

[Level 1](#)

[Level 2](#)

[Level 3](#)

[Level 4](#)

[Suspension and Expulsion](#)

[Substance Abuse](#)

[Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses](#)

[Weapons/Firearms Violations](#)

[Terroristic Threats and Violence](#)

[Harassment, Intimidation and Bullying](#)

[Procedures for Reporting an Act of Harassment, Intimidation or Bullying \(HIB\)](#)

[Student Search](#)

[School Records](#)

[Court Action/New Jersey Law](#)

[Affirmative Action](#)

[Section 504/Americans with Disabilities Act \(ADA\)](#)

[Child Abuse Reporting](#)

[Elementary and Secondary Education Act \(ESEA\)](#)

[Community-Based Health and Social Service Agencies - Youth Service Program](#)

[Additional Family Resources](#)

District Mission Statement

The Flemington-Raritan Regional School District values children.

As a Community of One, WE:

- Foster social, emotional, and academic growth within a connected learning community
- Respect, honor and embrace diverse family and community values by building collaborative partnerships;
- Strengthen opportunities that nurture creative and critical thinkers
- Develop and inspire personal excellence.

Every Student, Every Day, Every Opportunity

The Flemington-Raritan School District believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils pursuant [Board Policy No. 5600](#) - Student Discipline/Code of Conduct.

FRSD Strategic Goals

As part of the district's five-year Strategic Plan (2023-2028), the following goals provide a framework for decision-making in the district.

Goal 1- Academic Excellence for All, Student Learning: The District will provide a comprehensive and rigorous educational experience that connects and expands students' knowledge while engaging and empowering all Learners to synthesize and apply their skills and understandings in meaningful ways.

Goal 2 – Emotional Health including Mental Health Supports: Develop a continuation of a multi-tiered system of support within the district to target the social, emotional, and mental health needs of students.

Goal 3 – Unified Community Outreach and Engagement: The district will create opportunities to foster unity between the community and the school district in order to strengthen Partnerships and develop a shared responsibility for student success.

Goal 4 – Staff Recruitment and Retention: Create an enticing and competitive work environment to attract and retain high quality candidates' representative of students' diverse backgrounds in the Flemington Raritan Regional School District community.

Goal 5 – Finance and Facilities/Security: Ensure the finance and facilities needs are budgeted to upkeep and meet the needs of the growing district.

School Contact Information

Barley Sheaf Elementary School

Phone: (908) 284-7586

Fax: (908) 285-7587

Copper Hill Elementary School

Phone: (908) 284-7660

Fax: (908) 284-7671

Francis A. Desmares Elementary School

Phone: (908) 284-7540

Fax: (908) 284-7538

Robert Hunter Elementary School

Phone: (908) 284-7620

Fax: (908) 284-7630

Reading-Fleming Intermediate School

Phone: (908) 284-7650

Fax: (908) 284-7518

J. P. Case Middle School

Phone: (908) 284-5100

Fax: (908) 284-5144

Academics

Academic Reporting Timeline

- Kindergarten & Grade 1 receive two reports cards annually (Trimester 2 and 3)
 - Report cards are made available through the Parent Portal in Genesis.
 - Parent-Teacher Conferences are available in the Fall and Spring.

- Grades 2-8 receive three, electronic report cards annually (Trimester 1, 2, and 3)
 - Report cards are made available through the Parent Portal in Genesis.
 - A printed, cumulative report card is provided at the end of Grade 8.
 - Parent-Teacher Conferences are held in the Fall.

Grades K-4 Grading System

Report Card Rubric			
3	2	1	NA
Meeting Learning Standards	Approaching Learning Standards	Not Yet Meeting Learning Standards	Not Assessed At This Time

Grades 5-8 Grading System

A+ = 97.5 & up	B+ = 87.5	C+ = 77.5	D+ = 67.5	F = 64.4 and below
A = 92.5	B = 82.5	C = 72.5	D = 65.5	(I) Incomplete = 0%
A- = 89.5	B- = 79.5	C- = 69.5	D- = 64.5	

Promotion and Retention

“The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for pupils shall be related to the New Jersey Student Learning Standards and district goals and objectives and to the accomplishments of pupils. A pupil in Flemington-Raritan Schools will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.”

For further information, refer to Board [Policy No. 5410](#).

Attendance

FRSD [Policy No. 5200](#) and [Policy No. 5210](#)

As per FRSD Board Policy No. 5200, “In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in

accordance with the laws of the State.” Furthermore, “In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation No. 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.”

Parents/guardians are required to provide advance notice to the school when a student will be absent. Parents can report an absence, late arrival, or early dismissal through the school’s online attendance reporting system or by calling the school’s main office and following the prompts to the Attendance Line. The online reporting system and Attendance Line are available 24-hours a day.

As per Regulation No. 5200, upon readmission to school after an absence, parents must provide documentation as follows:

- A student returning from an absence of any length of time must provide a written statement that is dated and signed by the parent or adult student listing the reason for the absence.
- A note explaining a student’s absence for a noncommunicable illness for a period of more than three school days must be accompanied by a physician’s statement of the student’s illness with medical clearance to return to school.
- A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.
- The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student’s conduct to receive a medical examination by a physician regarding the student’s physical and/or mental fitness to return to school. The Superintendent or designee will notify the student’s parent of the specific requirements of the medical examination prior to the student’s return to school.

District Policy No. 5200 also states, “Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level.” When a child’s absences become excessive without proper documentation, truancy charges may be filed with local police and court system to ensure the student receives appropriate educational services. More information about truancy can be found in Board Policy and Regulation No. 5200. Parents should also note that Board Policy 5410 stipulates, “School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 162 days during the school year. Also, additional time beyond the school hours may be required for students who are absent more than 18 days.”

As per FRSD Board Policy No. 5210, “ Though the Board recognizes the benefits to students of time spent with families, the Board encourages families to take trips and/or to travel when school is not in session. If a family trip or family travel should last more than 15 school days, students will need to be withdrawn by a parent or guardian and re-enrolled by a parent or guardian upon their return. It is the responsibility of the parent or guardian to provide schooling during such an extended absence. All absences due to family trips or travel will need to be reported to the school in writing at least 10 days prior to the absence.”

In order to ensure parents/guardians are aware of their student’s cumulative, yearly attendance, designated school personnel will take the following action steps as necessary:

Days Absent	Action Taken
10	Letter sent home from building Administrator

15	2 nd letter sent home from building Administrator Meeting with a building Administrator may be requested
20-25	3 rd letter sent home from building Administrator explaining the risk of retention at the student's grade level Meeting with a building Administrator may be requested
30+	Letter sent home explaining the requirement for the school to file truancy charges and outlining the possibility of retention. Students may be retained unless extenuating circumstances exist.

Students who are absent from school for any reason are responsible for the completion of assignments missed because of their absence. For more information on homework assignments missed due to absences, please refer to the "Homework" section of this document.

Potentially Missing Children

Parents/guardians shall notify the school when a student will be absent. In the event this procedure is not followed by the parent/guardian, the assigned school personnel shall make all reasonable attempts to contact the parent/guardian by telephone. If no telephone contact can be made and, if deemed necessary, the principal shall investigate.

When and if it is discovered that a child is "missing" and this is corroborated with the parents and guardians, the police shall be notified immediately.

If a student is present in the morning when attendance is taken but absent from school later in the school day, without explanation, the same procedures shall be followed.

Late Arrival/Early Dismissal Procedures

Students arriving late to school should present a note from a parent indicating the reason for being tardy and sign in upon arrival. Parents are requested to escort elementary students to the main office to sign in when arriving late to school.

Students will be dismissed early from school upon written request and must be signed out by a parent or guardian in the main office. Students being dismissed to scheduled after-school activities, are expected to report immediately to their bus or assigned destination.

Excessive tardiness may result in disciplinary action. Three tardies/early dismissals are counted as one absence in computing a student's attendance record. Parents are requested to schedule their children's medical/other appointments after school hours.

Student Dismissal Changes

If a child's dismissal procedure is altered from their daily routine, notification is required in accordance with each school's procedures. Please refer to each school's website or handbook for more information.

Eligibility to Attend Extracurricular Activities

As per Board [Policy No. 5200](#), all students must attend school the day of any school-sponsored and/or PTO-sponsored extracurricular activities and events in order to participate in that activity. Participation in extracurricular activities is considered a privilege and can be restricted if academic performance declines.

The following documentation is required for students to participate in Interscholastic Sports at J.P. Case:

- Pre-Participation Sport Physical Evaluation Packet: The physical exam needs to be within 365 days of the first practice session

- Health History Questionnaire must be completed for each sport season.
- Any student listed on the Health History form as having asthma (Asthma Treatment Plan, allergies (Allergy Action Plan) or daily medications (Doctor's orders), must have the appropriate forms filed in the Health Office.
- The Cardiac brochure, concussion and eye injury information sheets must be read. The "Parent/Student Cardiac, Concussion & Eye Injury Acknowledgement Sheet" must then be signed and dated by **both student and parent/guardian.**
- The Opioid Educational Fact Sheet must be read and the acknowledgment form must be signed and dated by both the parent and student.

Homework

As per Board [Policy No. 2330](#), the Board of Education believes that homework has a positive influence on learning and achievement. The policy encompasses objectives and time allotments as well as student, teacher, and parent/guardian responsibilities.

Objectives

Homework assignments may:

- Provide drill or practice on a concept or skills already taught;
- Provide real life application of material studied in class;
- Provide data gathering and integration of knowledge experiences;
- Enhance the cultural growth of the student; and
- Provide diagnostic information to guide future instruction.

Time Allotments

Time allotments for homework are gradually increased in grades K-8. It is difficult to present a precise daily time allotment since children work at varying rates. The following guidelines are based on the average pupil and work toward the maximum time allotment by mid-year. It is realized that the middle school is departmentalized and guidelines show a weekly average.

Grade K:	Discretion of the teacher
Grade 1:	10-20 minutes daily
Grade 2:	15-30 minutes daily
Grade 3:	30-40 minutes daily
Grade 4:	40-50 minutes daily
Grade 5-6:	50-70 minutes daily
Grade 7-8:	70-120 minutes daily

In addition to these homework times, all children in the district are expected to read at home for 20 minutes daily. Research has shown that children who read for 20 minutes daily outperform those who do not. Experience has shown us that this amount of daily reading practice allows our students to become strong readers. Younger children should read to or with their parents/guardians. Older children are encouraged to read independently.

Structure of Homework

Homework will take various forms depending upon its purpose and may include the following:

- Assignments to reinforce new skills.
- Preparation assignments designed to provide background information before topics appear in the classroom.
- Extension assignments that take the pupil beyond classwork. These differ from drills by emphasizing the application of knowledge and may involve supplementary skills.

Student Responsibilities

- All students are expected to record their assignments by Grade 3.
- Students are responsible for completing all homework.

- Students should submit homework at a quality level that is comparable to normal class work. It should be submitted on time; legible, neat and accurate; and completed according to the teacher's directions.
- Students are responsible for completing assignments they missed.
- Students with long-term excused absences will be given the same number of days absent to make up missed work.
- Students must communicate problems encountered with homework assignments.
- Students are expected to have materials required for the completion of homework such as 1:1 device, textbook, worksheets, workbooks, etc.
- Students in block-scheduling are encouraged to complete homework on the day it is assigned (A-day/B-day).

Parent/Guardian Responsibilities

- Parents/Guardians are encouraged to provide an environment that is conducive to proper concentration.
- Parents/Guardians should assist, support, and monitor the child's homework without doing the work for the child.
- Parents/Guardians should notify the school with reasons for missed assignments, including religious observances.
- Parents/Guardians should request assigned work after the second consecutive day of absence.
- Parents/Guardian should contact the teacher if homework takes significantly longer, on a regular basis, than the policy provides.

Teacher Responsibilities

- Assignments must be curriculum related and instructionally sound.
- Expectations should be clear to the pupils. Assignments should be checked carefully for accuracy.
- Assignments will be returned to the student or kept in a folder/notebook/binder for future parent-teacher conferences.
- Teachers involved in a departmentalized situation or team will communicate with other staff members to coordinate the amount of homework and due dates.
- Teachers will differentiate assignments for students who receive additional services (student support, ESL, 504 Plans).
- Assignments for students receiving special education services will be based upon their individual education plans.
- Assignments should require imagination and creativity (higher-order thinking skills) whenever possible.
- Teachers will consider religious observances when assigning homework and scheduling tests.
- Upon a student's return from an unexcused absence, the teacher will provide the student with missed assignments to be completed.
- Assignments should be communicated to students in writing and orally and available to students until the due date via in person or through technology resources.

Homework During an Absence

Students are required to make up homework assigned when they are absent from school. Daily assignments can be obtained by contacting the child's teacher or utilizing available online resources. Please note the following guidelines concerning homework and absences:

- After a two-day absence, parents may request assignments by contacting teachers by voice mail or e-mail. Teachers are given 24 hours to respond to parent requests for homework. Materials will be available the following day in the main office after 3:00 p.m.
- Students who do not complete homework during an excused absence will be allowed the number of days absent to complete all work.
- Students who are absent with parent permission for unexcused reasons (family vacations) will be given the number of days absent to make up their work.
- Students who are present in school, but absent from class (i.e. field trip, assembly, nurse, guidance, etc.) are required to complete and submit assignments on the next class day.
- In the case of an expected absence, students should make arrangements with their teacher to turn in assignments prior to the known absence. Teachers are not required to provide long-term assignments for students who are

going on vacation prior to departure. Parents are requested to avoid scheduling vacations during the time that school is in session.

School Procedures

Cafeteria

Lunch is available to all students. A menu is published monthly and sent home with all students. It is also posted on the district's website. An application for free or reduced price meals is sent home with students on the first day of school. Children of families who receive Food Stamps, or Aid to Families with Dependent Children, or who are homeless, qualify for this assistance. Please review the application for information and approved criteria.

Each student is assigned his or her own lunch account with a computer generated PIN number exclusive to each child. Payment to the lunch account is made through the online system, which is located on the district website. Alternatively, payments can be made by cash, check, or money order made payable to: Flemington-Raritan Board of Education. The child's first and last name must be on the check. Parents wishing to learn more about their child's purchased lunches may contact the school's cafeteria.

If you have questions,, please call the Director of Dining Services at (908) 284-7517 or visit the [FRSD food services website](#).

1:1 Chromebook Initiative

Our District provides all students in Kindergarten through 8 with an iPad or Chromebook. Students in Grades 5 through 8 will be able use the devices at school and will be able to take them home. Students in Grades 2 through 4 will use their Chromebooks at school, and they will be charged and stowed in their classroom.

All parents and students must sign the appropriate forms per grade level. You can read the rules and guidelines by accessing [this link](#).

Please note that all forms and documents should be completed through the **Genesis Parent Portal**.

Students in Grades 2 and 5 must pass a Digital Passport online assessment. You can access the Digital Passport test [using this link](#).

School Security/Fire Drills

The district has adopted school security drills to ensure school and student safety. These procedures are endorsed by the Hunterdon County Prosecutor's Office and the police departments of Flemington Borough and Raritan Township. School security drills are practiced monthly and are explained to the students in order to reduce fear and ensure safety. The school security and fire drills procedures are designed to ensure the safety of students and staff within the school building.

Extracurricular Activities/Sports

Students are encouraged to participate in a variety of staff-supervised clubs, intramural and interscholastic sports teams, as well as other activities throughout the school year. Parent permission and student attendance on the day for each event is required for any students to stay after school for any activity. A permission form must be signed and turned in prior to participation. Prior to participation in any interscholastic sports practice or game, a student must have complied with the policy on physical examinations and turned in all stated health /physical forms as addressed in the J.P. Case Middle School Sports Manual for students and parents to the Health Office. Students must satisfy and submit all applicable documents prior to participating in the extracurricular activity.

Lockers (Grades 5-8 Only)

All students in Grades 5-8 are issued a locker for use during the year. Lockers are the property of the Board of Education and are issued to the student on a loan basis. Legislation allows the principal or designated Board of Education official to search lockers provided that said officials, based upon all of the circumstances known to them, have reasonable grounds to suspect that the search will reveal evidence that the student has or is currently violating law, school rule or regulation,

and further provided that the search is reasonable in its scope. Student lockers are issued only for the storage of books and coats; valuable items should not be brought to school. Book bags, backpacks or gym bags may not be used to transport books to classes. The security of items in lockers can only be guaranteed by the proper use of the built-in lock. Students should never pre-set locks or give their combination to another student.

Student ID Cards (Grades 7-8 Only)

Students at the J.P. Case Middle School will be provided with identification cards. As per Board Policy No. 5517 and N.J.S.A. 18A:6-113.1 on the back of the identification card, shall have printed the telephone number for the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line. The Flemington-Raritan School District in addition may provide contact information for the National Suicide Prevention Lifeline or any other mental health support services pursuant to N.J.S.A 18A:3B-73.2.

Change of Address/Phone

All parents/guardians must provide the school with accurate contact information. This can be done through the [Genesis Parent Portal](#) or by contacting the Main Office. Parents also should contact Transportation at (908) 284-7154 to update home and emergency phone numbers, if necessary.

Transfers

Parents/guardians of students leaving the District must give advance notice, providing the name, address, and phone number of their future school and home.

Health Information

Health Services

The school nurses and school licensed athletic trainer provide care for illness and accidents. The nursing staff only administers First Aid.

Injuries/conditions that occur while taking part in JP Case-sponsored activities (after-school sports, physical education) can be evaluated and treated by our licensed athletic trainer on-site (working under the direction of the school physician). In the event that an injury occurs outside of school activities (i.e. @ home, recreational/travel sports teams), the post-injury care (evaluation, rehabilitation, etc.) must be managed by a physician and outside healthcare professional(s) at the responsibility of the parent/guardian. Further treatment outside of what is noted previously is the responsibility of the parent/guardian.

Physical Examinations

A physical exam is required on school entry. It is also recommended and important to obtain medical examinations at least once during each developmental stage, at early childhood (preschool through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through 12.)

School Sports Participation Requirements

In order for any student to participate in the upper school sports program, a physical examination within 365 days of the first day of practice must be on file in the health office. The Athletic Pre-participation Physical Examination forms approved by the State of NJ Department of Education must be used. Please refer to the J.P. Case Athletics website for the forms and more detailed information can be found [here](#).

Screenings

During the school year, the nurses or Board-appointed medical professional will check the following:

- Pre-K: Height/Weight, Vision, Hearing
- Kindergarten: Height/Weight, Blood Pressure, Vision, Hearing
- Grade 1: Height/Weight, Blood Pressure, Hearing
- Grade 2: Height/Weight, Blood Pressure, Vision/Color, Hearing
- Grade 3: Height/Weight, Blood Pressure, Hearing
- Grade 4: Height/Weight, Blood Pressure, Vision
- Grade 5: Height/Weight, Blood Pressure and Scoliosis

- Grade 6: Height/Weight, Blood Pressure, Vision
- Grade 7: Height/Weight, Blood Pressure, Hearing, Scoliosis
- Grade 8: Height/Weight, Blood Pressure, Vision

Please Note: Screenings above and beyond the state mandated requirements may be done as time permits.

Communicable Disease

Students with symptoms of a communicable disease are to be excluded from school pending a physician or school nurse's approval to return. Students with a fever of 100.4 degrees or greater (uninfluenced by medication), vomiting or diarrhea should remain home until they are 24- hours symptom free.

Additional requirements for exclusion may be implemented based on current recommendations of the County Health Department. Parents will be notified of these changes by letter or through the district listserv.

Head Lice

FRSD [Policy No. 8454](#)

Millions of head lice infestations occur each year in the United States, most commonly among children ages 3 to 11. Any place where children spend lots of time together, with family, play dates, camps, sports activities, sleepovers, and school, there are opportunities for close head to head contact which could increase the chance of the spread of head lice. It is important for parents to be routinely checking their children's heads for lice for early detection and treatment throughout the year.

If you suspect or discover that your child has head lice, contact the school nurse who can help you with proper identification, counsel you, and monitor the effectiveness of treatment, while also maintaining your confidentiality. If you think your child has head lice, it's important to talk to a healthcare provider to discuss the best treatment approach for your family. Children should not be treated merely on speculation.

Occasionally, the school nurse may feel that classroom screenings are warranted to control the spread of lice at school. If you do not wish for your child to be screened, a written note to opt-out must be sent to the school nurse in September. For more complete lice information, visit our district website at www.frsd.k12.nj.us, select "Health Services" on the left and look for our special head lice section.

Medication Policy

FRSD [Policy No. 5330](#)

A school nurse can only give prescription and over the counter medications (oral, injectable or topical) with an accompanying order from a licensed medical doctor, advanced practice nurse, or physician's assistant. The District Medication Form is available from your building nurse or by visiting the Nurse's web section at <http://www.frsd.k12.nj.us/Page/108>. All medication orders must give the name of the medication, the type of medication, dosage, reason for medication, and the time it is to be given. Medication must be brought to the health office by the parent, in its original labeled container, and be kept in the health office, unless prior permission has been granted by the school nurse. Other than in emergency situations as outlined in the district athletic training standing orders, the licensed athletic trainer will not provide medications.

Wellness Policy

FRSD [Policy No. 8505](#)

It is our Board of Education's goal to promote the consumption of nutritious foods in school, provide opportunities for students to engage in physical activities and provide health and wellness education, in accordance with the Child Nutrition and WIC Reauthorization Act of 2004 and New Jersey Title 18A: Chapter 36-1.7.

Goal 1: To support and promote proper dietary habits contributing to students' health status and academic performance.

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, and school stores shall meet the following standards:

1. Based on manufacturers' nutritional data or nutrient facts labels:

No more than eight grams of total fat per serving, with the exception of nuts and seeds. No more than two grams of saturated fat per serving.

2. In the elementary, intermediate and middle schools:

"100 percent of all beverages offered shall be milk, water, or 100 percent fruit or vegetable juices

3. All schools may not serve any whole milk or any reduced fat milk (2%). Schools may only serve 8 ounces of fat-free milk, low-fat (1%) milk, fat free, or low fat lactose reduced/lactose free milk, fat-free or low-fat buttermilk, or acidified milk or fat-free or low-fat acidified milk. Schools must offer at least two choices of these milks. These approved milk products may be either white or flavored milk varieties. All milk products must be pasteurized fluid milk that meets the State and local standards, as currently required in 7 CFR Part 210.10(m)(1)(ii).
4. All schools shall make potable water available to children at no charge in the place where lunch meals are served during the meal service. Schools may offer water pitchers with cups on tables and/or make potable water available for pupils to fill their own cups or water bottles by means of a water faucet or water fountain that is available without restriction in or near the location meals are served. A faucet or fountain outside the cafeteria is acceptable as long as pupils can request and receive permission to access the faucet or fountain.

Food and beverages served during special school celebrations and during curriculum related activities will follow these District nutrition guidelines. School fundraisers should promote positive health habits. The sale of nutritious food items, non-food items, in addition to fundraising that supports physical activity are strongly encouraged. Food and beverages sold at fundraisers should reinforce healthy choices.

Adequate time shall be allowed for students to be served and consume lunch. Schools shall provide a pleasant dining environment.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210: school nurses using FMNVs during the course of providing health care to individual students or by staff for special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Goal 2: To provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthful lifestyle.

A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical education should be designed to build interest and proficiency in the skills, knowledge and attitudes essential to a lifelong physically active lifestyle. Physical activity will include regular instructional physical education, co-curricular activities, and recess. Regular physical activity will also be included in a school's daily education program for grades K-8. The school district's curriculum shall incorporate physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

Goal 3: To influence students' eating behaviors.

The school district's curriculum shall incorporate nutrition education consistent with the New Jersey Department of Education Core Curriculum Standards.

Goal 4: To promote lifelong health and wellness by supporting other wellness related school-based activities.

The involvement of staff, families and the community as leaders, educators, and models of wellness improves the effectiveness of student health and wellness education. The District will work toward expanding awareness about this policy among students, parents, teachers and the community.

Physical Education Excuses

To be excused from physical education and outside recess, a student must present a note from a parent. A doctor's note is required for three consecutive excuses. This note must include the length of time and reason for the excuse. In order to return to Physical Education class, parents are required to provide a doctor's note specifying any accommodations/restrictions the child may require to participate.

Concussion Testing & Return to Play

FRSD [Policy No. 2431.4](#)

Any student-athlete or cheerleader who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete or cheerleader is exhibiting signs or symptoms, the pupil will be evaluated by the licensed athletic trainer or the school or team physician. The Principal or designee shall contact the pupil's parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete or cheerleader to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete or cheerleader with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete or cheerleader who participates in interscholastic athletics or a cheerleading program and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The pupil's physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The pupil's physician or licensed health care provider must provide to the school district a written medical release/clearance for the pupil indicating when the pupil is able to return to the activity. The medical release/clearance must indicate the student-athlete or cheerleader is asymptomatic at rest and either may return to the interscholastic athletic activity or cheerleading program because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in [Regulation 2431.4](#). A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

Insurance (Students Only)

Accident insurance may be purchased for the student by the parent/guardian. This insurance is available for school-day coverage and/or coverage on a 24-hour basis. Forms are sent home in September, and are available during the school year from the main office. The school does not provide insurance for students involved in athletics or other school activities; therefore, students who participate in athletics are strongly urged to purchase this insurance.

Student Services

Learning Lab (Grades 5-8 only)

The Learning Lab is available for students at Reading-Fleming Intermediate School and J.P. Case Middle School. The purpose of the Learning Lab is to provide a quiet structured time for students to complete work, research, review and study. Certified teaching staff is present to facilitate this time to provide academic assistance to students. Students should arrive prepared with enough schoolwork/homework to sustain the entire Learning Lab time frame. Failure to come prepared may result in the removal from the program.

A signed permission slip is mandatory for participation. Forms may be obtained from the main office or from your child's School Counselor. The Learning Lab is open on full school days only. It is not open in the afternoon on early dismissal or staff in-service days, the afternoon before a holiday, or in the morning on delayed opening days.

Library Media Center

The Library Media Center (LMC) provides a wide variety of materials for students and teachers. In addition to books, reference materials and magazines, students can access many informational resources online from home on the LMC's website.

Students are encouraged to visit the LMC for school-related assignments, as well as for recreational reading. They can also use the many resources on the LMC's website to help with school assignments.

Copyright and Students

All print resources in the LMC are protected by copyright laws as are most resources online. Students should use web resources with the same care they do printed works. Images, video, and sound clips must be cited, as well informational material.

Our District uses the Modern Language Association's (MLA) style of bibliographic citation. When preparing your Works Cited, refer to the LMC website for tips and related web resources. Helpful graphic organizers, referred to as "bib forms" are available on the LMC website. These can be printed and used as guides when preparing the Works' Cited page for any research paper.

Acceptable Use Policy

All users of school devices are to act responsibly when accessing the District network and utilizing District equipment and technology. General school rules for behavior and communications apply. Therefore, students and families must sign an [Acceptable Use Policy \(AUP\)](#) agreement at the start of each school year. Violations of the AUP may result in the loss of computer access as well as disciplinary or legal actions.

Supportive Interventions and Referral Services

[FRSD Intervention and Referral Services Information](#)

As per Board [Policy No. 2417](#), "The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to support students in the general education program and may be provided for students who have been determined to need special education programs and services pursuant to N.J.A.C. 6A:16-8.1(a). The intervention and referral services provided for students who have been determined to need special education programs and services shall be coordinated with the student's Individualized Education Program Team, as appropriate. Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6."

Conferences

Our district welcomes and encourages two-way communication between home and school. Scheduled parent-teacher conferences are held in the fall for Grades K-8. Parents are encouraged to initiate contact directly with classroom teachers when a concern arises.

School Counselors

School counselors at the elementary, intermediate, and middle school levels deliver a program of services that is comprehensive in scope, preventative in design, and development in nature. School counselors focus on what all students should know, understand, and be able to do in the "academic," "career," and "personal/social domains." Services are currently delivered in numerous formats, including

- School-wide programming
- Parent education
- Student advocacy

- Classroom lessons
- Staff education
- Individual and group counseling

Flemington-Raritan School Counselors are student advocates who believe that the school-counseling program is central to the education of each student.

Special Services

Parents who feel their child is demonstrating signs of a disability that impacts upon his or her learning are encouraged to speak with their child's classroom teacher. Parents or school staff may request that a child study team consider the need for an evaluation. If the district initiates the process to consider a potential evaluation, parental consent must be obtained. Once a request for an evaluation is received, a meeting will be held where parents and school staff will have the opportunity to discuss whether or not an evaluation should be completed.

A child study team evaluation is conducted in compliance with New Jersey State regulations. If a child is found eligible for special education services, an Individual Educational Program (IEP) is developed annually by the IEP team. This IEP specifies the student's individualized plan, including the modifications and supports which will be implemented to ensure that the child is provided an appropriate educational program and included in the general education classroom whenever possible. The district provides a full range of programs and services.

Additional information regarding screening and referral procedures, programs and services, parent and student rights, and confidentiality of information is available [here](#).

Child Find

The "Project Child Find" program seeks to locate resident children, ages 3 to 21 years old, who might have significant physical, cognitive, neurological, speech and language, or medical needs or other developmental delays of varying degrees of severity, who are not currently receiving services. Proof of residency is required. The district offers free evaluation and programs that provide eligible children the services they need. Programs are also available to qualified children ages 3-5 to meet these needs and are staffed by caring professionals. These programs are also available to migrant and homeless children. For more information, call Special Services at (908) 284-7680.

Student Discipline/Code of Conduct

FRSD [Policy No. 5600](#)

The Flemington-Raritan School District believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils pursuant to [Policy No. 5600](#) - Student Discipline/Code of Conduct.

The Flemington-Raritan School District expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

Acceptable student behavior is extremely important in creating the kind of educational environment in which students will be able to realize their greatest opportunities for growth.

Appropriate behavior assumes that students will embody the following character traits:

- Caring/compassion
- Cooperation/good sportsmanship
- Courage
- Diligence/perseverance
- Honesty/fairness
- Loyalty/citizenship
- Respect/courtesy
- Responsibility
- Self esteem/pride

- Tolerance/patience

An important part of the mission of the Flemington Raritan School District is to have the students behave ethically and lawfully. To this end, FRSD establishes and enforces a code of conduct appropriate for each child. Students will be held responsible for following the Code of Conduct as well as all Board of Education policies, New Jersey State laws, and local laws that apply to student actions.

Rules of Conduct

All students are bound by law, policies of the Board of Education, and the administrative regulations of the Flemington Raritan School District. Discipline is necessary if teachers are to teach and students are to learn. The school has a responsibility of providing for the health and safety of its students, as well as, providing an environment that allows learning to take place. Teachers will maintain a system of classroom management and discipline. The teacher will handle initial breaches of classroom rules and regulations through logical consequences and parent communication. Students persisting in violation of rules may be referred to a school administrator. Students are expected to demonstrate positive behavior that is kind, safe and respectful.

Civility

Our Board believes a safe, civil environment is essential to student and staff achievement and that the free exchange of ideas is central to providing a quality educational process. The Board refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other visitors. "Uncivil conduct" includes using obscene or profane gestures or words; taunting, jeering, or inciting others; raising one's voice; repeatedly interrupting another; imposing personal demands; using personal epithets; invading the personal space of another; blocking a person's exit and violating a person's privacy.

Dress Code

Flemington-Raritan Public Schools respects students' rights to express themselves in the way they dress. All students who attend Flemington-Raritan Public Schools are also expected to respect the school community by dressing appropriately for the school environment. Students' attire should facilitate participation in learning as well as the health and safety of students and the adults who supervise them. The following are the minimum requirements for attire in our learning community.

- Clothing must cover areas from one underarm across to the other underarm as well as the gluteus maximus and all undergarments.
- No bare midriffs are permitted.
- Footwear must be worn at all times and should be safe for the school environment. Footwear requirements for specific classes or classroom activities may be necessary (i.e. sneakers for P.E. classes and/or outdoor recess; no open-toed shoes may be worn in a science lab, etc.).
- Headgear including hats, visors, hoodies, caps, gators, and sunglasses are not to be worn in the building, unless permitted for religious, medical, or other approved reasons.
- See-through or mesh garments may not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- Specialized classes or activities may require specialized attire, such as sports uniforms or safety gear.
- Clothing with offensive or suggestive messages will not be permitted. For example, clothing that advertises drugs, alcohol, or directly or indirectly uses profanity, insults, or sexual innuendos will not be permitted. For example:
 - Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, the use of alcohol, tobacco, marijuana, or other controlled substances.
 - Clothing may not depict or imply pornography, nudity, or sexual acts.
 - Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
 - Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be permitted to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

Electronic Devices

Cell Phones, Cameras, Smart Watches

Students are permitted to use school telephones in the case of an emergency or if they miss the bus. Students must make after-school plans prior to the school day. **Cell phones must be turned off and stored away from the learning environment at all times during the school day.** Also prohibited is the use of all cell phone functions, including text messaging or use of photographic features (such as cameras). Additionally, the use of any camera during school hours, including on a school bus, without administrative permission is a violation of privacy and is not permitted pursuant [Policy No. 5516](#) - Use of Electronic Communication and Recording Devices. School administrators reserve the right to confiscate any such device (whether or not it is in use) if it interferes with the educational program. The school is not responsible for any lost, stolen or damaged devices.

Student Information and Photographs

State law prohibits the dissemination of personal student information, including student photos, on the Internet without parental consent.

All parents must complete and return a district form to grant or deny permission to use a child's photograph in publications or in a video. Forms are completed annually through the Genesis Parent Portal. For questions about the use of photos, please call (908) 284-7569.

Teachers, administrators, and district officials may photograph children participating in activities. Photos may be used in district print and digital publications, such as the newsletter. Classroom activities may be videotaped and shown during special presentations. Captions describing a photo or video will not identify students by name but may include the school and teacher's name.

Reporters and photographers from local newspapers also visit the schools. Although the District works with the papers to abide by parents' wishes, the District is not responsible for photographs used by these papers either in print or online.

Expectations

Hallway/Bathroom

All students have the right to learn without interruptions caused by other students. Therefore, students are expected to conduct themselves in a safe and courteous manner that respects the safety, personal space, and privacy of all school community members.

Cafeteria/Lunch

Cafeteria services are provided for all students. Every student has the right to eat in a relaxed and comfortable atmosphere; therefore, while at lunch, students are expected to:

- Students are not permitted to share food and drinks.
- Use good table manners and never throw food
- Remain seated in the cafeteria
- Line up in an orderly fashion as directed and have money ready
- Follow line procedures—no skipping or saving places for other students
- Leave tables and eating areas clean before being dismissed
- Move to and from lunch without running
- Leave food, drinks, straws, and eating utensils in the cafeteria
- Bring only beverages that are not in glass containers or carbonated into the cafeteria
- Students are encouraged to bring their lunch from home or purchase one in the cafeteria. (Food from outside restaurants delivered or brought to school to be shared is prohibited).

- Parents of students with health issues requiring a special diet should reach out to their child’s school nurse to discuss safe procedures for eating school lunches.

School Security/Fire Drill Expectations

During emergency drills, students are expected to:

- Follow the specific directions of their teacher as indicated in fire and school security procedures
- Remain quiet
- Follow directions from staff members.

Activating a false alarm of any type that disrupts the school day or potentially endangers the safety of others will not be tolerated. Students involved may be subject to automatic suspension, police notification, the filing of a criminal complaint, and when applicable, will be documented in the monthly NJDOE Student Safety Data System.

Transportation

Our District shares a joint transportation system with Hunterdon Central Regional High School (HCRHS). Drivers are employees of HCRHS. A booklet with rules and regulations for bus transportation is available from your child's school office as well as on the district website.

Children may not ride buses other than the one to which they are assigned. Furthermore, students are required to board and depart the bus from their assigned bus stop location only. Riders are expected to conduct themselves in a safe, respectful, and orderly manner both to and from school. Students who misbehave on the school bus may lose their bus privilege. For questions about transportation, please call (908) 284-7154.

In order to ensure the safety of all students during their ride to and from school, the bus driver has authority over students on the bus. Infractions will be reported to the office and may result in disciplinary action, which may include suspension from the bus.

Assembly Programs

During an assembly program, students are expected to demonstrate:

- Good listening behaviors
- Appropriate audience participation
- Follow all school rules and behavior expectations

After-School Activity Expectations

These activities include, but are not limited to activity nights, music and drama presentations, Student Council and other club-sponsored events, and spectator sports. All persons attending an activity must remain in the immediate area of the activity. All other areas of the school property remain off-limits. Students must follow all school rules and behavior expectations. Students must be present in school the day of the event to be eligible to participate in the activity.

Spectator Sports Expectations

Students who are participants in or spectators at school sporting events are expected to demonstrate good sportsmanship. Students’ habits and reactions determine the quality of sportsmanship, which in turn reflects upon the reputation of the school. Therefore, it is important that the students attending school sports activities know and demonstrate the fundamentals of sportsmanship as follows:

- All students should adhere to the Code of Conduct and Dress Code guidelines at all times while attending home or away events
- Respect, at all times, officials, coaches, cheerleaders, and players as guests in our school community
- Respect the property of the school and the authority of school officials.
- Refrain from heckling, jeering, or distracting members of the opposing team.
- Refrain from criticizing the players, coaches, or referees.
- Refrain from interfering with play in any manner.
- All spectators should remain off the court or field at all times—this includes half time and time between games.

Field Trips

The Board of Education recognizes that field trips, when used as a device for teaching and learning, are integral to the curriculum and are educationally sound. They are planned by appropriate staff and coordinated with the curriculum to extend, enrich, and add meaning to units of study. Each child attending a field trip needs a parental permission slip. Each school's PTO graciously pays for some field trips for students.

Field trips are scheduled at the discretion of the principal and organizing teachers. In order for students to participate, the school must receive a permission slip signed by the parent/guardian. Field trips are a privilege that may be denied for consistent poor decision-making and failure to demonstrate appropriate self-control. All school rules and behavior expectations apply for all school-sponsored events occurring off school grounds.

Dismissal

At the end of the school day, students are expected to:

- Follow the bus run schedule
- Report immediately to their bus or assigned destination
- Board the bus promptly
- Refrain from loitering on school premises
- Follow all school rules and behavior expectations

Disciplinary Procedures

1. Students and parents will be given notice of the code of conduct and disciplinary procedures and any other school rules binding on student conduct.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined; and
 - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.

Progressive Disciplinary Measures

Viewing discipline as a "teachable moment" is crucial for fostering a constructive disciplinary approach. Progressive discipline employs gradual steps to address misbehavior, aiming primarily to cultivate pro-social conduct rather than exact punishment. It emphasizes concurrent accountability and behavioral change, striving to prevent future instances of misconduct by guiding students to learn from their errors.

Efforts should prioritize correcting student behavior through counseling and other school-based interventions. Such supports are vital because behavioral issues may indicate deeper underlying problems. Hence, school staff should be attuned to factors influencing student behavior, responding in a supportive manner that meets their needs. Disciplinary actions should prioritize prevention and effective intervention, nurturing resilience, preserving educational continuity, and cultivating a positive school environment.

Determining the Disciplinary Response

In determining which disciplinary measure to impose and how to best address inappropriate student conduct, school officials should evaluate the totality of the circumstances surrounding the misbehavior.

Levels of Infractions and Disciplinary Consequences

To ensure all students receive a quality education in a safe environment, certain behaviors are prohibited. Student misconduct is categorized into different levels based on severity, location, frequency, and impact on the learning environment's order and safety. Each level outlines potential supports, interventions, and disciplinary actions that teachers, principals, or designated school officials may implement.

The listed infractions are not exhaustive; students engaging in unlisted misconduct are still subject to appropriate disciplinary measures outlined in this document. The Student Discipline/Code of Conduct outlines progressive

disciplinary actions for students who repeatedly misbehave despite interventions or previous disciplinary measures. Persistent misconduct patterns may result in more serious consequences. School officials strive to employ less severe disciplinary actions alongside supports and interventions before resorting to harsher penalties, whenever feasible and appropriate.

Levels of Response: Level 1

Level 1 infractions include behaviors that disrupt the learning environment and occur within the classroom. Infractions, support/interventions, and consequences will be addressed and documented by the classroom teacher. All support/interventions and consequences must be implemented before referring to the school administration.

Level 1 Infractions (May include but not limited to)*:

Minor Disruptive Behavior	Failure to Meet Classroom Expectations and/or Rules	Careless Abuse of School Property	Misuse of Technology	Inappropriate and/or Profane Behavior	Non-compliance with School Policies
Excessive Talking “Fooling” around Throwing objects Unruly play/horseplay Not following directions Not keeping hands to self	Failure to meet classroom expectations and/or rules Unprepared for class and/or instruction Not completing academic work Sleeping in class Tardiness to class Failure to return forms Eating or drinking outside of designated areas Out of assigned area without permission	Minor vandalism which is not permanent Careless and/or abuse of school property	Misuse of technology such as: Attempting to access inappropriate content, trying to bypass the network content filters and/or access a VPN, engaging in cyberbullying, data theft or plagiarism, deliberately damaging the physical device, etc	Inappropriate and/or profane language Lying, cheating, or misrepresentation	Non-compliance with dress code

*The administration retains the right to adjust the level of support, intervention, or consequence as they deem appropriate.

Level 1 Supports/Interventions/Consequences:

- Ensuring student has a positive connection with at least one staff member
- Conference with student/warning

- Conflict resolution/mediation
- Intervention time out to another classroom
- Referral to appropriate school-based supports (IE: school counselor, case manager, nurse, etc...)
- Restorative practices
- Student behavior plan
- Student-Parent-Teacher conference
- Verbal warning/reteaching
- Written communication to parent/guardian

Levels of Response: Level 2

Level 2 infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school on district-provided transportation. Misconduct that meets the definition of a level 2 infraction is referred to an administrator for appropriate disciplinary action within guidelines established by the building administration.

Level 2 Infractions (May include but not limited to)*:

Attendance and Presence Violations	Behavioral and Disciplinary Violations	Safety and Security Violations	Technology and Communication Violations	Location-Specific Violations
Not attending or cutting class	Disrespect and or Defiance in language or actions	Safety violations	Inappropriate use of cell phone which is considered non-criminal	Bus infraction
Habitually late to class	Unacceptable actions or inappropriate language and/or gestures	Gang activity or affiliation display which is considered non-criminal		Cafeteria violation
Habitually late to school	Continued non-compliance with dress code	Unauthorized sale or distribution of materials which is considered non-criminal		
Leaving class or school without permission	Menacing statements which are considered non-criminal	Petty theft or stealing which is considered non-criminal		
Unauthorized presence outside of the school building		Forgery which is considered non-criminal		

*The administration retains the right to adjust the level of support, intervention, or consequence as they deem appropriate.

Level 2 Supports/Interventions/Consequences

- Any Level 1 intervention or consequence
- Documented warning

- Lunch detention
- After-school detention
- In-school suspension or temporary placement during the school day
- Confiscation of banned materials (hats, masks, face covering, personal technologies (cell phones, music devices, gaming devices, earphones)
- Classroom/schedule change
- Restorative practices, restitution, behavior lesson
- Loss of school privileges (*IE - extra-curricular, athletic events, other school-sponsored events* *Please Note: Participation fees will not be reimbursed due to infractions causing loss of privileges*)
- Behavior contract
- Administrative assigned bus seats/bus probation
- Bus suspension

Levels of Response: Level 3

Level 3 infractions include prohibited behaviors during school, during school-sponsored activities on and off school property, and while students travel to and from school on district-provided transportation. Due to the seriousness of these infractions, they need an immediate referral to a building administrator.

Level 3 Infractions (May include but not limited to)*:

Violent and Aggressive Behavior	Property-related Crimes and Vandalism	Substance-Related Violations	Technology and Cyber Violations	Gang Related Activity
Simple assault on a student which is considered to be non-criminal	Theft or burglary which is considered to be non-criminal	Possession, use, or sale of tobacco	Irresponsible or illegal use of districts network, computers, and technology devices	Gang-related activity that creates a major disruption in school, class, hallways, building, etc
Fighting without serious bodily injury	Institutional vandalism which is considered to be non-criminal	Possession, use, or sale of vaping products	Cyber harassment	
Threatening a school official which is considered to be non-criminal	All forms of trespassing			
Racial or ethnic intimidation which is considered to be non-criminal	False activation of fire or security alarms			
All forms of harassment, intimidation, or bullying sexual harassment				

*The administration retains the right to adjust the level of support, intervention, or consequence as they deem appropriate.

Level 3 Supports/Interventions/Consequences

- Any Level 2 intervention or consequence
- Corrective interventions: behavioral lesson, conflict mediation (not used for HIB investigations)
- Suspension
- Written behavioral contract
- Completion of a behavioral assessment
- Referral to community agencies such as Mobile Outreach, Hunterdon Behavioral Health, Department of Children Protections and Permanency
- Referral to the school’s Threat Assessment Team

Levels of Response: Level 4

Level 4 offenses include behaviors that represent an immediate danger to the safety and well-being of the school community. Due to the seriousness of these infractions, they need immediate referral within the same day. Level 4 offenses may result in expulsion.

Level 4 Infractions (May include but not limited to)*:

Violent and Aggressive Behavior	Threats and Major Disruptions	Substance-Related Violations	Disorderly and Disruptive Behavior
Assault on a school employee	Bomb threats	Possession or use or under the influence of a controlled substance	Disorderly conduct
Assault on a student	Possession of a weapon	Sale and/or distribution of a controlled substance, including alcohol	
Sexual assault	Arson and related offenses		
Reckless endangerment of another person			
Rioting or causing a riot			
Terroristic threats			

*The administration retains the right to adjust the level of support, intervention, or consequence as they deem appropriate.

Level 4 Supports/Interventions/Consequences

- Mandatory administrative responsibilities consistent with board of education policy and administrative code.
- Suspension
- Referral for alternative school placement
- Referral for expulsion

As per FRSD [Policy No. 5600](#), the Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students’ abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior’s nature, the students’ developmental ages and the students’ histories of problem

behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Pupils with a disability are expected to conduct themselves in the same manner as their non-disabled peers. Therefore, pupils with a disability are accountable to the same student code of conduct and discipline standards. However, when disciplining a pupil with disabilities, it must be determined that:

1. The pupils behavior is not primarily caused by his/her disability
2. The program that is being provided meets the pupil's needs
3. The principal shall forward written notification and a description of the reasons for such action to the Child Study Team case manager and the pupil's parent(s).

Suspension and Expulsion

FRSD Policy [No. 5610](#)

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student 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, or commit any offense congruent to those listed in level 3 or 4 shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

For the purposes of this policy, "expulsion" means that the district discontinued all educational services or discontinued payment for all educational services for the student, which means that the student was not placed or recommended for placement in a program or service provided by the district or other agency. The process for student expulsion will follow the procedures outlined in [FRSD Policy No. 5620](#).

Substance Abuse

FRSD [Policy No. 5530](#)

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses

FRSD Policy [No. 8461](#)

In accordance with N.J.A.C. 6A:16-5.3 any school employee who observes or has direct knowledge from a participant or victim of an act of violence; including harassment, intimidation, and bullying; or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form adopted by the Board to include all of the incident details and offender and victim information that are reported on the Student Safety Data System (SSDS).

A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

The Building Principal, for each incident of violence; including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.

Weapons/Firearms Violations

FRSD Policy [No. 8467](#)

The Board of Education is committed to providing a safe school environment for all pupils attending the public schools. Therefore, the Board prohibits the possession, use, or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty. A weapon is defined as anything readily capable of lethal use or of inflicting serious bodily injury.

Any student or employee who suspects the presence of a weapon prohibited by this policy shall immediately report his or her suspicion to the principal or designee. The principal or designee shall conduct an appropriate search and confiscate any weapon discovered in the course of the search. He or she shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search. Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Any student who possesses, uses, or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which may include expulsion. Any student or school employee who suspects or knows of the presence of a weapon in violation of this policy and fails to report the same shall be subject to discipline. Any person who possesses a weapon on school premises, on school transportation, to and from school, or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Any student who assaults a member of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)

Students with disabilities violating the provisions of this policy shall be dealt with in accordance with Policy and Regulation No. 2460.6. Any student requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611. The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.

Terroristic Threats and Violence

FRSD Policy [No. 5610](#) and [5614](#)

As per FRSD Board Policy No. 5614, "An atmosphere conducive to learning must be free of threats of serious harm by one person against another. Accordingly, any report of threatening behavior of such a nature shall be investigated promptly. If after an investigation it appears that the report is true, all steps seeming reasonable in the circumstances shall be taken to protect the threatened person(s) and to discipline or remove the threatening person(s).

Employees are directed to report to their principal or designee all threats of serious harm by one person against another that they may witness or learn about from a reliable source. Students are urged to report such information to a staff member in their building, or directly to the principal. The principal or designee shall conduct an investigation, and shall take whatever action he/she deems appropriate within his/her authority.

Terroristic Threat shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Act shall mean an offense against property or involving danger to another person."

Harassment, Intimidation and Bullying

FRSD Policy [No.5512](#)

"The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) 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 their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3).

In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student’s disability, if any and to the extent relevant; and the students’ histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.”

Procedures for Reporting an Act of Harassment, Intimidation or Bullying (HIB):

The Flemington-Raritan Regional School District prides itself on being a safe and caring environment for all learners. If you witness or learn of a potential act of Harassment, Intimidation or Bullying, please follow the procedure below:

1. If you witness a potential act of HIB, take the appropriate actions to stop the behavior (if possible). If behavior is mean, intervene.
2. Make a verbal report to the building Principal as soon as possible after you learned of the potential HIB.
3. Complete the Referral Form for HIB (which can be accessed through the district website or the main office of any school within the district) and return to the Principal as soon as possible, but no later than two days after the verbal report. When completing a referral form, simply report the facts and give an accurate description of events.

Contact Information

District Anti-Bullying Coordinator

Vanessa Ahmed, Vice Principal, Reading-Fleming Intermediate School

Anti-Bullying Specialists

Gina Collins	Counselor	Barley Sheaf School
Rebecca Moeri	Counselor	Copper Hill School
Krista Monks	Counselor	Francis A. Desmares School
Sarah Fontanez	Counselor	Robert Hunter School
Heather Albanese	Counselor	Reading-Fleming Intermediate School
Lindsay John	Counselor	Reading-Fleming Intermediate School
Colette Baills	Counselor	J. P. Case Middle School
Amy Lopez	Counselor	J. P. Case Middle School

Student Search

FRSD Policy [No. 5771](#)

Our Board of Education reserves the right to conduct searches as often as necessary to protect the safety and well-being of the school community. Such searches will be conducted in accordance with the district's regulation, which is available upon request. To initiate a lawful search, a school official must have reasonable grounds, based on the totality of the known circumstances, to believe that:

- A law or school rule has been or is being broken
- A particular student(s) has committed the violation or infraction
- The suspected violation or infraction is of a kind for which there may be physical evidence (i.e., contraband, instrumentality, fruits or spoils, or other evidence)
- The sought-after evidence would be found in a particular place associated with the student(s) suspected of committing the violation or infraction.

School Records

Mandated pupil records are those records school districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3. The State of New Jersey requires each district to maintain records which “contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.” Permitted pupil records are records authorized by the Board to be collected in order to promote the educational welfare of the pupil. Pupil health records shall be maintained and located in a locked cabinet or room in the school building or complex where the

pupil is assigned. Records kept in electronic form shall be both accessible and secure. Pupil health records shall be maintained separately from other pupil records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record. Records shall be accessible during the hours in which the school program is in operation. Any district internet website shall not disclose any personally identifiable information about a pupil, in accordance with N.J.S.A. 18A:36-35. "The district shall control access to, disclosure of, and communication regarding information contained in pupil health records to assure access only to those authorized organizations, agencies, and persons under the conditions permitted by federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5."

Court Action/New Jersey Law

Parents/guardians and students should recognize that this handbook is an overview of the Flemington-Raritan Board of Education's policies and the procedures established by the professional staff of the Flemington-Raritan School District. Please note that depending on the circumstances, school administration is required by New Jersey law to report certain offenses to the police. The District does not allow the use of corporal punishment. For more information please review Policy No. 3217 and 4217. According to Board Policy No.5752, "The Board of Education will not discriminate among students on the basis of their marital status or parenthood. In addition, the Flemington Raritan School District abides by N.J.A.C. 6:4-1.5.

Affirmative Action

United States Title IX and NJAC Title 6:4 prohibit discrimination against students and employees in public schools K-12. Whereas Title IX prohibits discrimination based on sex, Title 6:4 prohibits it on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status. Both Titles require that all school policies, procedures, and practices be non-discriminatory, and that there be no sex segregation in courses, educational programs, and extracurricular activities. If a student or member of the staff alleges a violation of such regulations, s/he may submit a grievance by notifying the district affirmative action officer. For more information, contact Central Office at (908) 284-7569.

Section 504/Americans with Disabilities Act (ADA)

The Flemington-Raritan Regional School District does not discriminate on the basis of disability with regard to admission, access to services, treatment or employment in its programs or activities. The Section 504/ADA Program Coordinator is located at Special Services and can be reached at 284-7680. The Section 504/ADA Facilities Coordinator is located in the Flemington-Raritan Business Office and can be reached at (908) 284-7561.

Child Abuse Reporting

School personnel having reasonable cause to believe that a child has been subjected to child abuse and/or neglect as defined under N.J.S.A. 9:6-8.9 shall immediately report to DCPD as provided for under N.J.S.A. 9:6-8.10. School personnel reporting such an alleged act shall inform the principal of the report unless she/he believes such notice will endanger the child or likely result in retaliation against the child or discrimination against the referrer with respect to employment.

Any person who knowingly fails to report suspected abuse or neglect pursuant to the law or to comply with the provision of the law is subject to a fine up to \$500 or up to six months imprisonment, or both.

The Board assures school personnel there will be no employment discrimination in regards to compensation, hire, tenure or terms, conditions or privileges of employment upon making a good faith report.

Elementary and Secondary Education Act (ESEA)

FRSD Policy [No. 2415.20](#)

As required under the Elementary and Secondary Education Act, district policy outlines procedures parents should follow if they have concerns or questions regarding the administration of ESEA-funded grant initiatives. The policy specifies that the Assistant Superintendent is responsible for investigating and addressing ESEA questions or concerns.

Community-Based Health and Social Service Agencies

Youth Service Program

The School Based Youth Services Program offered at J.P. Case Middle School provides comprehensive, free student services. These services include supportive counseling, recreational and drop-in programs, employment and career counseling, and referral and linkages to community services. This program is co-sponsored by the New Jersey Department of Human Services and Hunterdon Medical Center.

In many cases, the program supports students who may want to talk or seek advice on a variety of matters. Students may go through their school counselor to request an initial appointment. Services are confidential. After the initial contact, however, a signed consent form is needed from a parent for services to continue. If there are problems at school, school-based staff will work with students and school personnel toward a resolution and to ensure a successful school experience.

A teen "drop-in" center also is available for 7th- and 8th-grade students at J.P. Case Middle School. Staffed by school-based counselors, it is an informal yet supervised atmosphere offering teenagers recreational activities and counselors who are available to talk.

Students can visit the Hunterdon Behavioral Health office. For more information, call (908) 788-6401.

Additional Agencies are listed below:

- The Department of Children Protection and Permanency
Hunterdon Local Office - #668
84 Park Avenue, 1st Floor, Flemington, NJ 08822
(908) 782-8784, (800) 392-2724
- State Central Registry: (877) 652-2873
- Poison Control Center: (800) 222-1222
- Hunterdon Medical Center: (908) 788-6100
- Hunterdon Behavioral Health: (908) 788-6401

For additional resources, please contact your school's counseling department and/or health office.

Additional Family Resources

[New Jersey Department of Education](#)

Phone: (609) 292-4969

Flemington Borough

Borough Office: (908) 782-8840

Fire: (908) 782-5151

Police: (908) 782-3434

Raritan Township

Township Office: (908) 806-6100

Fire: (908) 782-6500

Police: (908) 782-8889