

FARMINGDALE PUBLIC SCHOOL

2025-2026



Parent Handbook

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Dear Parents/Guardians:

As the superintendent of Farmingdale School District, it is my pleasure to welcome you to an exciting, academically-engaging school year!

This year, our district theme is, ***"Farmingdale School: Where Learning is the Greatest Adventure!"*** We are excited to continue this journey as we grow and enhance the work we are doing. We are honored to work with your students and ask you to partner with us.

Maintaining open communication and keeping our families informed are important to us. We strive to provide you with information that you can access at all times. Our website (www.farmingdaleschool.com) is a great source for keeping on top of upcoming and recent events. We hope you will take the time to visit. Please feel free to let us know if there are additional items that you would like to see added to the website.

This student/parent handbook is a valuable tool for you and your children. It is filled with information that will be useful to you throughout the year. Please stay in touch with us, using the contact information provided in this handbook. Keep us informed of any information or events that may have an effect on your child's progress and well-being. Feel free to make suggestions of any additional information which can be included in future editions of this handbook as we work to make this a useful resource for families.

Your continued feedback is appreciated as we embark on the endeavors of this new school year. We will continue to honor students' interests, curiosities, and opinions while providing active exploration and presenting student-centered learning experiences.

We are looking forward to another amazing year filled with educational opportunities and adventures!

In education,
Edith Conroy, Ed. D.

FARMINGDALE BOARD OF EDUCATION

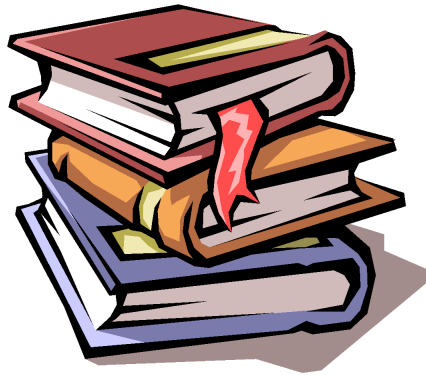
Mr. Kevin Gilmartin, President

Mr. Justin Yost, Vice President

Mr. Eric Daniels, Board Member

Mr. Jim Herrman, Board Member

Mr. John Taylor, Board Member



ADMINISTRATION

**Dr. Edith Conroy
Superintendent**

**Mr. Ronald Sanasac
Business Administrator**

**Ms. Jacqueline Larcara
Asst. Business Administrator**

**Mrs. Kathleen Governale
School Secretary**

**Mrs. Janet Farrell
School Secretary**

Phone: 732-938-9611

Fax: 732-938-2317

FARMINGDALE PUBLIC SCHOOL 2025-2026 SCHOOL CALENDAR

SEPTEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September (19 Student Days)	
1	School Closed - Labor Day
2	School Closed - Staff In-Service #1
3	School Closed - Staff In-Service #2
4	Early Dismissal - First Day for Students
5	Full Day of School
11	Back to School Night
October (22 Student Days)	
13	School Closed - Staff In-Service #3
November (16 Student Days)	
6-7	School Closed - NJEA Convention
21	Early Dismissal - P/T Conferences
24	Early Dismissal - P/T Conferences
25	Early Dismissal - P/T Conferences
26	Early Dismissal - Thanksgiving Recess
27-28	School Closed - Thanksgiving Recess
December (17 Student Days)	
23	Early Dismissal - Winter Recess
24-31	School Closed - Winter Recess
January (19 Student Days)	
1-2	School Closed - Winter Recess
5	School Reopens - Full Day
19	School Closed - Staff In-Service #4
February (18 Student Days)	
13	School Closed - Staff In-Service #5
16	School Closed - Presidents' Day
March (20 Student Days)	
27	Early Dismissal - Spring Recess
30-31	School Closed - Spring Recess
April (18 Student Days)	
1-6	School Closed - Spring Recess
7	School Reopens - Full Day
May (20 Student Days)	
25	School Closed - Memorial Day
June (14 Student Days)	
16	Early Dismissal
17	Early Dismissal
18	Early Dismissal - Last Day of School



Back to School - Full Day
School Closed
Staff Report - No Students
Early Dismissal for Students

FEBRUARY 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

There are three days built into the calendar for inclement weather and other emergencies. In the event the district needs to make up more than three days due to emergency closings, the calendar will be modified to make up those days on holiday or recess days. Under those circumstances, school will open on the following dates in the order as listed: **Friday, February 13; Monday, February 16, Monday, April 6.**

The last three days of school will be early dismissal days.

FARMINGDALE ELEMENTARY SCHOOL STAFF

SUPERINTENDENT OF SCHOOL – Dr. Edith Conroy

BUSINESS ADMINISTRATOR – Mr. Ronald Sanasac

ASST. BUSINESS ADMINISTRATOR - Ms. Jacqueline Larcara

SCHOOL SECRETARY – Mrs. Kathleen Governale

SCHOOL SECRETARY – Mrs. Janet Farrell

NURSE/HEALTH – Mrs. Katy Kokolus

PRESCHOOL HONEYBEES

Mrs. Aimee Woods

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Ms. Sophia Bedore

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GRADE 2

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GRADE 3

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(leave replacement)

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GRADE 4

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GRADE 5

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**GRADE 6 HOMEROOM /
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**GRADE 7 HOMEROOM /
MIDDLE SCHOOL SOCIAL STUDIES/LITERACY**

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GRADE 8 HOMEROOM

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FARMINGDALE ELEMENTARY SCHOOL STAFF

(continued)

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(alma.gonzalez@farmingdaleschool.com)

ART

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SCHOOL SOCIAL WORKER/COUNSELOR

Mrs. Katelyn Roman
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ADMISSION OF PUPILS

A child is eligible for entrance into **Kindergarten** if he/she attains the age of five on or before October 1st of the year in which he/she applies for entrance.

A child is eligible for entrance into **First Grade** if he/she attains the age of six on or before October 1st of the year in which he/she applies for entrance.

A child is eligible for entrance into **Preschool** if he/she attains the age of three on or before October 1st of the year in which he/she applies for entrance.

Our full-day, tuition-free pre-school is limited to 15 students per class. This year, we have two classes. Preschool follows the same schedule as Kindergarten through 8th Grade. Students with special needs enter school on the date of their birthday when they turn three.

Children who have been in other districts in this or another state are to be admitted to the school at any time during the school year provided that:

1. Age of pupil warrants admission.
2. Health rules have been met; immunization certification and an original birth certificate are presented; proof of residency is established.
3. There is a standard pupil transfer card that must be completed by parent and school official to ensure proper admission.

REGISTRATION

The following are necessary to register your child:

- Original Birth Certificate
- Proof of residency: two documents, one from each section below:
 - Section A: property tax bill, house deed, contract of sale, current unexpired lease or rental agreement, mortgage statement, or signed/dated/notarized letter from landlord.
 - Section B: utility bill (i.e., gas, electric, water, sewer, or cable). Cell phone bills are not accepted.
- Doctor's Record of Immunization as required by the State of New Jersey.
- Universal Health Record signed by child's doctor, dated within one year. If your child has an appointment after the registration period, please come in and complete all other requirements. The Universal Health Record and above data are required before entrance to school.

SCHOOL HOURS	
	<u>Time of Day</u>
Regular Day	
Arrival	8:35 a.m.
Dismissal	3:15 p.m.
One-Session (Shortened) Day	
Arrival	8:35 a.m.
Dismissal	12:45 p.m.
10:00 Delay	
Arrival	10:00 a.m.
Dismissal	3:15 p.m.

Notes:

- ❖ It is important that students arrive at school no earlier than 8:25 a.m. to ensure proper supervision is available.
- ❖ Depending upon circumstances, after-school program clubs and activities may be canceled on an early dismissal day.
- ❖ All students are permitted to bring in a nut-free snack from home/lunch to be eaten in class at a designated time during an early dismissal day.
- ❖ NO LUNCH WILL BE SERVED ON DAYS OF EARLY DISMISSAL OR DELAYED OPENING.
- ❖ Parents/guardians may pick up children in the school office earlier than the time designated on the early dismissal schedule **if a written note or email is provided to the main office prior to the child being picked up.**

SCHOOL SECURITY

VISITORS

While visitors are welcome, procedures were adopted in 2018 in effort to maintain a secure environment at our school. **Please be aware that all visits to the school are by appointment only.** Appointments may be made by calling the school in advance at 732-938-9611. Upon arrival, **a photo ID must be presented prior to gaining entry to the building. This is a requirement for ALL visitors, including parents and guardians.** Anyone not adhering to this policy will not be allowed access to the building. We appreciate your cooperation in helping protect our students and staff.

ITEM DROP-OFF

If you need to drop off an item to your student after arrival, please call ahead to alert the office of your visit and you will be able drop off the item in a bin outside or in our vestibule. It is very important that anything dropped off in the bin be labeled with the student's name.

EMERGENCY SCHOOL CLOSINGS / SCHOOL HOURS

In the event of delayed opening, early dismissal, or school closing due to inclement weather or other emergency (i.e., failure of any system crucial to the operation of the school), notice of such a delay or closing will be announced via our One Call Now system and there will be an announcement posted on our school website, www.farmingdaleschool.com. Please do not call the Police Department regarding school closing. The school's **ONE CALL NOW** Automated System will call the phone numbers provided by parents to advise of any early dismissal, delayed opening, or school closing.

In the event that an emergency situation would require the early dismissal of students from school, students will most likely be dismissed at the times listed on the Early Dismissal (One Session) Schedule. However, emergency situations could require a deviation from this schedule. Every effort will be made to notify parents promptly through updated information via the **ONE CALL NOW** Automated System.

It is advisable for all parents to discuss with their children contingency plans for emergency early dismissal from school.

EMERGENCY CONTACTS FORM

An emergency card must be filled out by the parent to be maintained by the school nurse and office staff. The first contact number must be one where you can be reached immediately. Emergency numbers should be provided and updated as necessary throughout the school year. Please contact the school office with any changes.

A record shall be kept indicating the legal custodian of each student. Please notify the school office with any change in custodial care.

ARRIVAL/DISMISSAL PROCEDURES

For the safety of all children, please adhere to the following guidelines when dropping off and picking up children.

ARRIVAL PROCEDURES

Students who walk to school should be mindful that crossing guards are available from 8:10 - 8:40 a.m. Students are not to enter the building before 8:25 a.m. (unless a club is being offered at an earlier time) as there is no supervision prior to that time. Students who walk to school are expected to wait outside the Gym door and enter the building when the signal is given by the teacher or teacher aide at the door. No team games, running, physical activities, skateboarding, bike riding, roller skating, or ball playing are to take place prior to school opening.

As soon as the first bell rings, students are to start to come into the building. Parents who need to come into the building should enter through the main door by the ramp in the back of the building and check in at the office.

Parents who drive their children to school are asked to please arrive between 8:25 - 8:35 a.m. and pull up to the drop off lane to drop them off. This is the **ONLY** dropoff area. Kindly have them ready with all of their belongings to exit quickly from the right side of the vehicle if possible. We will be exiting four cars at the same time. Staff members will be outside to supervise students and make sure they walk safely from the sidewalk to their school entrance. When students leave from cars further back in line, they are often walking near moving cars and they may not be seen by drivers of cars who are pulling away. Please have your child exit your car immediately when you reach the stop to prevent a back-up of waiting cars.

- When dropping your child off in the morning, if you are the first car in line, please loop around the circle and pull up to the end of the painted yellow curb. This will allow more cars to pull up closer to the school, enabling a quicker and smoother arrival.

- Please drop off children at the curb. If you are going to leave your car, please park in the available parking spaces designated for visitors. Parents are not allowed to drop students off on Walnut Street or in the front of the school on Academy.
- If a child arrives at school after the 8:35 a.m. bell, the child must enter through the main door by the ramp in the back of the building. Your child will be issued a tardy slip. A school representative will escort younger students to class.

ARRIVAL & DISMISSAL DOORS

Grades	Entrance	Exit
Pre-K-Fireflies	Their classroom doors	Same classroom doors
Pre-K-Honeybees	Library door	Library door
K&1	Their classroom doors	Same classroom doors
Grades 2-5	Blue gym door	2nd Grade = 2nd Grade side door 3rd Grade = Breezeway door 4th Grade = Blue gym door 5th Grade = Blue gym door
Grades 6-8	Blue gym door	School Entrance/Main Office Doors

TARDINESS/EARLY DISMISSAL

The Board of Education believes that promptness is an important element of school attendance. Pupils who are late to school or class miss essential portions of the instructional program and create disruptions in the academic process for themselves and other pupils.

It is understood that from time to time compelling circumstances will require that a pupil be late to school or be dismissed before the end of the school day. A written note from the pupil's parent or guardian is necessary stating the reason for the tardiness or early dismissal. **Notes for early dismissal indicating the time and reason for departure are required at the start of the school day so staff are prepared to release the child at the given time.** Justifiable and excused reasons may include: medical or dental appointments which cannot be scheduled outside of school hours; pupil's illness; an emergency in the pupil's family; the observation of a religious holiday; or the pupil's compliance with a request or directive of an administrator. All other incidents of tardiness will be considered unexcused. Please be aware that a tardy arrival or an early pickup may result in loss of attendance credit for the day, depending on how much instructional time is missed. See the Attendance section for more details.

A pupil who develops a pattern of tardiness, excused or unexcused, will be offered counseling with an appropriate staff member to determine the cause of the tardiness.

DISMISSAL PROCEDURES

Parents of PK-5th grade students who walk home must indicate on the release form either that they give permission for their child to be released on his/her own, or they must designate a person authorized to pick up the student at the dismissal time. Whenever dismissal arrangements are different than originally indicated on this form, a note must be sent to your child's classroom teacher. If you are picking up your child at dismissal, please wait for him/her at the designated area. If parents need to come into the school at dismissal, please enter through the main door by the ramp in the back of the building and check in at the office. To help ensure a safe and orderly dismissal, there is no ball playing, bike riding, roller-skating, or skateboarding on the playground or sidewalks until after dismissal when the last student has departed. *At this time, there is no skateboarding on campus.

There is no parking on the circle, in parking areas where curbs are painted yellow, or where signs indicate NO PARKING. The purpose of these procedures is to ensure your child's safety. We appreciate your cooperation.

Students will please walk on the sidewalk (not run) to their cars. They will also use the designated crossing guards when walking home.

Parents/Guardians

1. Please park in available parking spaces in the parking lot. DO NOT park against the yellow curb or past the orange cones if you are going to leave your car. Parents are not allowed to **drop** students off on Walnut Street or in the front of the school on Academy. Parents are permitted to park on Walnut Street only if they are turning their car off and exiting the car to walk their student to the school building.
2. If a child is to be picked up by someone other than a parent/guardian or Farmingdale School designee, please send written notification to the child's teacher.

Please be advised that children who walk/bike home from school will be unsupervised on school grounds should they remain after dismissal. There is no adult supervision after that time. Students should therefore go immediately home. They are welcome to return to campus after they have arrived home but there is still no adult supervision on the campus.

We will make every effort to notify you if after-school activities are canceled for any reason. We need to have accurate emergency numbers. If we know a club or after-school activity is going to be canceled the day of the activity, we will

allow your son or daughter to call home. If we know a day ahead of time that an after-school activity will be canceled, a note will be placed in your child's planner.

Please be patient as we continue to explore and implement the safest and most efficient procedures.

Students are not permitted to leave the school before the close of the school day unless they are met in the school office by a parent or a person authorized by the parent. A note to this effect must be provided to the main office at the start of the day. The authorized person must sign the student out in the main office.

BEFORE CARE/AFTER CARE

There are no Before Care or After Care programs offered at Farmingdale School for the 2025-2026 school year.

OFFICE CHECK-IN

All visitors must have an appointment and photo identification to gain entry to the building. Upon arrival, visitors must ring the bell outside the main door by the ramp in the back of the building, identify themselves, and present photo identification to the camera prior to being admitted into the building.

STUDENT SAFETY TO AND FROM SCHOOL

1. Children should follow established routes to and from school as crossing guards are at designated corners.
2. Please meet children at the teacher-designated area when picking them up after school. **PreK Fireflies, Grades K-2:** their classroom doors; **PreK Honeybees:** Library door; **Grade 3:** Breezeway door; **Grades 4 & 5:** Blue gym door.
3. Skateboards may be brought to school but not be used on school property during school hours. Helmets are required.
4. Parents driving children to or from school are reminded that double parking is not permitted. Do not call children to cross the road at any location other than at the crossings with the crossing guards.

STUDENT USE OF BICYCLES/ROLLERBLADES/SKATEBOARDS (Policy 5514)

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of the students. The school permits the use of bicycles, rollerblades and skateboards with helmets by students but such use is prohibited by students below the third grade, without written parent permission.

The Board and school will not be responsible for bicycles which are lost, stolen, or damaged. All bicycles should be parked in the bike rack and be secured by a lock. Bicycles must be walked on school property, and rollerblades/skateboards must be carried.

A permission form must be filled out and returned to the main office.

NOTE: New Jersey law requires all riders and passengers on bicycles, skaters, and skateboarders under the age of 17 to wear a properly fitted and fastened bicycle helmet.

LUNCH

Students (grades K-5) have a lunch/recess period of 60 minutes. Grades 6-8 have 30 minutes for lunch and recreational activity. Preschool students will have 30 minutes of recreational or playground time and 30 minutes of lunch time, but not consecutively. All students should use the allotted time to finish eating their lunch, as extra time will not be provided once the lunch period has ended. There is no eating in class except during times deemed appropriate by staff for the entire class. Students may only bring water to the classroom.

Students in grades K-5 will spend 30 minutes in the lunchroom and the remaining 30 minutes of their lunch period on the playground when permitted or in their classrooms on days when there is inclement weather. Children must adhere to established cafeteria procedures and exercise good behavior. No type of contact play is permitted in the play area.

Children may bring a bag lunch or order lunch through the school's monthly pre-order lunch program. Lunches are \$3.15 per day. **No soda or glass bottles of any type are permitted.** Milk is also available.

There is a free lunch and free milk program, as well as a reduced-price lunch program for those families that qualify. A letter with more information and the Application for Free & Reduced Meals will be sent home on the first day of school. This information is used to determine eligibility for P-EBT benefits, state funding, and other school benefits. We encourage you to complete the application to see if you qualify for additional benefits.

Each month, an email will be sent, with the lunch selections for the following month, along with an online order form. A hard copy of the lunch selections will also be sent home with students. The Farmingdale Public School District orders lunches from an outside vendor. Order forms **MUST** be submitted online **by the due date** and payment **MUST** be paid by check by the first of the Month.

If lunch orders are not received by the date due, your child will not be able to order lunch for that month. Students who do not have a lunch on a particular day are given the opportunity to call home to see if someone can bring a lunch. If there are any questions pertaining to these programs, please contact the school office.

The District strongly recommends students develop healthy lifetime nutrition habits. We encourage school lunches from home to include low sugar and low fat foods, along with fruits and vegetables.

Lunch Hour

Pre-school Lunch: 11:40 a.m. - 12:10 p.m.

Grades K – 5 Lunch/Recess: 11:18 a.m. – 12:18 p.m.

Grades 6 – 8 Lunch/Recreational Time/Recess: 12:20 p.m.– 12:50 p.m.

During lunch periods within and outside the school building, assigned teachers will supervise children.

ATTENDANCE

The learning activities that take place in the classroom are meaningful and an essential part of the educational program. Time lost from class cannot be made up, particularly in terms of the interaction between student and teacher. Therefore, classroom attendance is considered to be an integral part of the student's course of study. We cannot condone unexcused absence by pupils. Pupils who miss class must complete assignments.

If a child is going to be absent from school, please notify the school office as early as possible by phoning 732-938-9611. Feel free to leave a message on the school's voicemail prior to school hours or email Mrs. Governale in the office at kathleen.governale@farmingdaleschool.com. The school secretary will be calling if we do not hear from you by 9:00 a.m.

On the day the child returns to school after an absence, he/she **must** bring a note to school stating the date and reason for absence with the parent's signature. See the downloadable Absent Form on the website under the "Virtual Backpack" tab. A copy is also available at the end of this handbook. Other

options are to provide a handwritten note or to email the office stating the date and reason for absence. **Note that a physician's note is only required to accompany this form if a child's illness results in an absence for a period of more than 5 school days. In this case, the note should indicate the allowable date of student return.** For a child to be legally excused for religious reasons, the student's parent must present a written excuse signed by the parent/guardian, preferably before the day(s) in question.

Attendance reminder letters will be sent home at or near 5, 10, and 15 days of absence or tardiness. Please feel free to reach out to the school for clarification of listed unexcused absences. A few examples of unexcused absences include family vacations/visits/events, weather-related if the school is open, car trouble, oversleeping, athletic/dance competitions, birthdays, etc. Valid absences will be subsequently excused if a written note is provided detailing the date and reason for absence.

In keeping with New Jersey state regulations, a student must be present for four hours of instructional time (excluding lunch/recess) on a full-session day to be awarded credit for the day. There is no half-day attendance credit. On an early dismissal day, a student must be in attendance the whole time to be awarded full-day credit. Arriving tardy on a one-session day may result in a loss of attendance credit for the day.

Please refer to the Board Policy pertaining to attendance which includes information on excused and unexcused absence, family trips, prolonged absences and Home Instruction. This information is available on the school website at www.farmingdaleschool.com (Policy and Regulation #5200).

EXCLUSION FROM SCHOOL AND RETURN TO SCHOOL

If a student is sent home from school with a temperature of 100 degrees or greater, **he/she should not return to school unless his/her temperature is normal for at least 24 hours without fever-reducing medication.**

A student will be sent home if diarrhea or vomiting is present with or without a fever. **The student must have no diarrhea or vomiting for at least 24 hours prior to returning to school.**

A student cannot attend school with a positive throat culture for strep unless he/she has taken the prescribed antibiotic for at least 24 hours. A doctor's note should be brought by the student returning to school following strep throat.

Students will be sent home with any symptoms that suggest a communicable disease such as chicken pox, scarlet fever, strep throat, COVID-19, etc. Also, a student will be sent home for lesions that suggest ringworm, impetigo, or scabies, which are contagious.

For return to school after chicken pox, the lesions must be dry and crusted over.

For return to school after impetigo, the medication should have been used for 24 hours. The lesions should be dry. A note from the doctor is requested.

A student having a skin condition may return to school if there is proof (doctor's note) that treatment has been completed or that the student is under care and has permission to return to school.

A student will be sent home for discharging or inflamed eyes which suggest "pink eye." The student may return to school with a doctor's note or if the condition has cleared.

The school reserves the right to make the final decision on whether or not a student may remain in school or return to school after treatment for a medical condition.

CARE OF SKIN

As a precaution, all skin lesions must be covered with a bandage or a dry dressing. Skin lesions include scratches, wounds, and unidentified rashes.

REMINDER

It is extremely important that contagious diseases such as chicken pox, conjunctivitis, flu, COVID-19, etc. be promptly reported to the School Nurse or Main Office. Your cooperation in this regard is most appreciated.

STUDENT HEALTH

USE OF MEDICATION

All medication (both prescription and over-the-counter) must be brought to the school nurse by the parent. The medication should be brought to the school in the **original container**, appropriately labeled by the pharmacy or physician. No medication may be administered without physician approval. There will be no medicine permitted in the classroom. The only exceptions are medically-approved emergency medications such as epinephrine or inhalers, and the school nurse must be made aware of this.

Medication shall be administered in accordance with the following guidelines:

1. Pupils requiring medications at school must have a Medication Permission Form completed by both the student's physician and parents showing the type, dosage, and purpose of the medication. The physician must indicate

on the form if a student is permitted to self-administer. This form is available on the school website under the Virtual Backpack tab → Medical Forms.

2. The school nurse must approve any request from a physician that medication be given to a student.
3. The school nurse should be advised of any medication being taken by a child prior to or after school, particularly those medications that might cause side effects or symptoms during school hours.

HEALTH AND WELL BEING

Once a year, all students will have their height and weight measured, and will be given vision and hearing screenings. If at any time during the year you feel that your child is having difficulty, please refer the child to the nurse. All students entering the district are required to show proof of a physical exam done after his/her 3 year old birthday. (A Universal Health Form must be obtained from the school office and is to be filled out by your doctor after your child's physical examination has been completed.) Notify the school nurse if you have a concern regarding this physical exam.

CHILD ABUSE OR NEGLECT

The Board of Education believes that physical and mental well-being of all children in its charge must be maintained. All school employees have received child abuse/neglect in-service training. As a result of that training, all school employees who have a reasonable cause to believe that a child has been subjected to acts of child abuse will report it immediately to DCPD as stipulated in New Jersey Statute 9:6-8.10. In addition, the schools will cooperate with DCPD in the early identification, reporting, and investigation of suspected child abuse cases, whether or not corroborative evidence is available.

Should you wish to know more about the Farmingdale Board of Education's policy regarding child abuse or neglect, please be advised that copies of the policy are available in the Board Secretary's Office and on our website under Policy 8462.

DRESS & GROOMING

DRESS AND GROOMING

Student attire must be appropriate for a school setting.

The Board authorizes school regulations that prohibit student dress or grooming practices which:

- Present a hazard to the health or safety of the student himself/herself or to others in the school.
- Interfere with schoolwork, create disorder, or disrupt the educational program.
- Cause excessive wear or damage to school property.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

In addition, the following regulations will be enforced:

- Students are expected to follow appropriate dress - especially during warm weather.
- NO flip-flops or open back shoes are permitted.
- T-shirts with inappropriate content (violent and/or sexual images/language, or emblems etc.) are prohibited.
- Clothing must cover undergarments and torsos.
 - Shorts must have an inseam of at least 4 inches.
 - Skirts and dresses should be fingertip length on the student.
 - Straps on sleeveless tops should be at least 2 inches wide. Armholes on these tops should have a standard opening. The waist of pants should be high enough to cover undergarments and midriffs.
 - Students may not wear strapless, see-through, off-the-shoulder or backless shirts or dresses.
 - Midriffs must always be covered (halter tops, crop tops or any other shirts which expose the stomach are not permitted).
- No facial piercings.
- Sneakers must be worn for Physical Education classes.
- Appropriate comfortable clothing should be worn for Physical Education classes.
- Hats are not permitted to be worn inside the building except for designated spirit days or fundraisers approved by the superintendent.
- If a student wears a shirt with a hood, the hood must be kept down and not worn on the student's head during school hours. **The school administration retains the right to remove permission to wear hooded sweatshirts from individual students where there is a policy or code of conduct violation connected with the student wearing a hooded sweatshirt.*
- Head coverings in keeping with religious tradition are permitted.

THE CHIEF SCHOOL ADMINISTRATOR SHALL BE THE JUDGE OF STUDENT DRESS AND GROOMING IN THE SCHOOL BUILDING.

2025-2026 TRIMESTER REPORTING SCHEDULE

FIRST TRIMESTER – September 4 – December 3 (60 days):

Progress Reports mailed home	October 16, 2025
Report Cards go home	December 12, 2025

SECOND TRIMESTER – December 4 – March 12 (60 days):

Progress Reports mailed home	January 26, 2026
Report Cards go home	March 20, 2026

THIRD TRIMESTER – March 14 – June 19 (63 days):

Progress Reports mailed home	April 30, 2026
Report Cards go home	June 18, 2026

GRADING/ASSESSMENT

Kindergarten through 5th Grade

Students in grades K-5 are assessed on several Academic and Behavior Standards.

Academic Key:

4	Exceeds Standards: Extends key concepts, processes, and skills; consistently works beyond grade-level benchmarks.
3	Achieves Standards: Consistently grasps and applies key concepts, processes, and skills; successfully meets grade-level benchmarks.
2	Approaches Standards: Beginning to grasp and apply key concepts, processes, and skills; progressing toward stated benchmarks.
1	Needs Support: Requires support to develop key concepts, processes, and essential skills.
N/A	Not Assessed this marking period.

Behavior Key:

C	Consistently
U	Usually
S	Sometimes
I	Infrequently

Middle School

Middle School students (Grades 6-8) are assigned numerical and letter grades in all academic areas, with spaces provided for comments.

Grade Values:

A+ 100 - 97	B+ 89 - 87	C+ 79 - 77	D 69 - 65
A 96 - 93	B 86 - 83	C 76 - 73	F 64 and below
A- 92 - 90	B- 82 - 80	C- 72 - 70	

(High Honor Roll: 90 - 100 / Honor Roll: 80 - 100)

REPORT CARDS

Report cards for grades K-8 are issued three times a year. Preschoolers will receive progress reports three times a year. Regularly scheduled Parent/Teacher Conferences are held in November. Report cards and preschool progress reports are issued and sent home with students in December, March and June. Parents are invited to schedule conferences with their children's teachers throughout the school year as needed or desired.

COMMUNICATION

Home/school communication is essential as we develop and maintain a positive academic and social community at Farmingdale Public School. We strive to communicate through several means.

COMMUNICATION LOGS

Teachers are required to maintain monthly communication logs to ascertain that parents are informed regarding children's successes and specific concerns. Communication may take place via calls, in writing, and in person-to-person conferences.

FRIDAY FOLDERS

Each Friday, students will bring home folders containing important communication and notices. It is the student's responsibility to return folders signed by parents or guardians on Monday. To minimize multiple copies of the same document going home to families and to conserve paper, notices will only be sent home with the eldest child whenever appropriate.

TESTS AND QUIZZES

Teachers may opt to send tests and quizzes home to be signed so that parents are able to monitor their child's academic progress or needs. Tests must be signed, corrected (when applicable), and returned the next day.

PROGRESS REPORTS

Progress reports may be sent home at any point during the marking period to inform parents about academic concerns. These notices may be mailed home or sent in Friday Folders. All progress reports must be signed and returned to school.

CONFERENCES

Formal conferences are held each November and all parents are encouraged to attend. In addition, parents may meet with teachers at any point during the school year by scheduling a conference with the teacher. Teachers may also contact parents to schedule conferences.

An open line of communication exists in our school between and among our parents, teachers, students, and principal. Any parent should feel free to contact his/her child's teacher to discuss any concern. If no satisfactory solution is reached, the parent should then communicate with the principal.

STUDENT RECORDS

Parents may examine their child's permanent record folder if they wish. To make the necessary arrangements, please call the main office to arrange for an appointment. State law provides that school officials may take a reasonable time to ready records for your inspection. Parents whose native language is other than English and who need the services of an interpreter, or parents who are hearing impaired, may bring someone with them to aid in the interpretation of their child's records. The school district may aid in obtaining the services of an interpreter.

CURRICULUM & INSTRUCTION

Our curriculum consists of instruction in the following subjects: Reading, Writing, Mathematics, Science, Social Studies, Study Skills, Health, Art, Physical Education, Music, Library, World Language, and Technology-Integrated Instruction. Our curriculum is aligned to the New Jersey Student Learning Standards.

PHYSICAL EDUCATION/HEALTH

All students in Grades K through 8 participate in a high-quality, K–8 sequential health and physical education program that emphasizes 21st Century skills and interdisciplinary connections to empower students to live a healthy active lifestyle.

Students must wear sneakers and comfortable clothing to participate in P.E.

ART PROGRAM

Farmingdale Art students will be exposed to a range of foundational art skills and concepts with a major focus on the Elements of Art. Students will explore each element through the use of various art media, including pencils, markers, paint, clay, and collage materials. Experimenting with different media allows students to explore creative expression. Developing an understanding of the elements enables students to create more intentional works of art. Drawing techniques will help develop observational skills. Students will also explore color theory, including primary, secondary, and complementary colors, and how to mix colors, laying the groundwork for more advanced color use as they progress through the curriculum. This range of foundational art education provides Farmingdale students a well-rounded introduction to the world of visual arts. Each school year begins with a collaborative project to emphasize teamwork, a sense of community, and problem-solving skills. Projects are often presented by exploring an “Artist in the spotlight” which exposes students to different genres of art, time periods, and cultures broadening artistic appreciation and recognition of artists’ works.

Project assignment goals and expectations increase by grade level.

MUSIC PROGRAM

The music teacher meets once a week with students in Grades K through 8. The program offers class activities designed to stimulate both mind and body. Primary levels concentrate on building tonal discrimination of two or three musical tones. Children sing songs, clap, and participate in movement activities to learn rhythm. Beginning in 3rd grade, students will be introduced to performance through musical instruments. As we develop the program, students in grades 3-6 will work

on learning the recorders and bucket drums. Middle School students learn music history, incorporating the lives and music of famous composers into their music program as well as electronic music composition. Opportunities are given for pupils to perform for other children and parents throughout the school year.

STUDENT INTERNET AGREEMENT

All students and parents are required to sign an Internet agreement at the start of each school year which outlines the appropriate uses of technology. Students who abuse their technology privileges will face disciplinary action.

HOMEWORK

It is the policy of the school that homework be assigned in Kindergarten through eighth grade. The time allotment and type of assignment will vary from grade level to grade level, with an increase in time and complexity proportionate to the grade level. Homework assignments are to be typically done outside the regular class period.

We ask that parents speak to their children about the importance of completing their homework assignments and maintaining good study habits. In the case of absence, please call the office before 9:30 a.m. with homework requests. Parents may request that homework be sent home with a sibling or classmate. If requested, homework will be ready by 2:45 that day.

SUPPLIES

Our school will provide some of the basic instructional supplies; however, parents are asked to supplement items such as composition/notebook paper, crayons, markers, glue sticks, pencils, and pens. Please visit the school website for the supply list specific to your child's grade.

SPECIAL SERVICES

SPECIAL SERVICES/SPECIAL EDUCATION

The purpose of the Farmingdale Special Services/Special Education Department is to provide supportive services to children, teachers, and parents. Intervention is provided on a continuous basis. Specialists, such as Learning Consultants, School Social Workers, School Psychologists, Speech Therapists, Physical/Occupational Therapists, School Nurse, and Special Education Teachers work closely with the general education staff to ensure effective programs that provide support to students who are eligible for Special Education and Related Services.

GOAL

An important goal of the Special Services Department is to identify students who are eligible for Special Services. These students may exhibit difficulties in meeting the demands of the curriculum and require a modification of their program. Curriculum proficiencies are adapted specifically for each pupil in a format called the Individual Educational Plan (IEP). Placement of a youngster must always follow the mandate of "least restrictive" when a class is selected for educational programming.

CHILD STUDY TEAM

The Farmingdale Public School District employs a part-time Child Study Team to service all students.

SPECIAL EDUCATION STAFF

Special Education teachers and Related Service Specialists implement each student's Individual Education Plan (IEP). Each IEP is developed in conjunction with the Child Study Team and IEP team.

AFFIRMATIVE ACTION/SECT. 504 COMPLIANCE/AMERICANS WITH DISABILITIES ACT

The Board of Education of Farmingdale declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs, use of facilities, and practices of its schools regardless of gender, race, color, creed, religion, ancestry, national origin, place of residence, social or economic status, or handicap. Furthermore, the Board declares it to be the policy of this district to provide safeguards to ensure that all students have equal access to facilities, academic opportunities, vocational programs, scholarships, and co-curricular activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Our Affirmative Action Officer is Mrs. Katy Kokolus.

INTERVENTION & REFERRAL SERVICES

The Intervention and Referral Services Team (I&RS) is a multi-disciplinary team. Currently, the team consists of the I&RS Coordinator, a general education teacher, special education teacher, social worker or learning consultant, and our school principal. When a student displays academic, social, emotional, behavioral, or physical difficulties, a referral may be made to the Intervention &

Referral Services Team by a parent or a staff member. The purpose of the team is to identify and support students who are experiencing difficulties within the school environment. The team meets on a monthly basis to develop strategies to assist teachers who have referred students. During the meeting, an action plan is developed to be implemented by the teacher. During the implementation period, data is collected to assess the effectiveness of the action plan. As often as possible, parents will be invited to the I&RS meeting to assist in the development of the action plan and to continue to provide the suggested strategies in the home environment.

Please contact your child's teacher or our I&RS Coordinator for more information on the Intervention & Referral Services process.

CHILD FIND

Parents who suspect their preschool-age child may have special needs may obtain free help from our Child Study Team.

The Farmingdale School District Department of Special Services is conducting a Child Find. This is a service that locates and provides services for those children ages 3 to 5 who may have physical, cognitive, language, social, or emotional difficulties. For children birth to 3 years of age, information is also available on how and where to obtain services. If your child appears to have one or more of the following signs, please contact the staff listed below:

- Significant delays in acquiring language or significant speech problems
- Significant difficulty walking, running, or manipulating small objects
- Frequent health problems or disabilities present from birth
- Consistent trouble seeing or hearing
- Tendency toward temper tantrums or excessive anxiety/shyness
- Significant difficulty playing appropriately with other children
- Significant problems paying attention and listening

Screening, professional guidance, and an educational program (if needed) are all available free of charge through the Farmingdale Child Study Team. For further information, call us at 732-938-9611 or email:

Ms. Amanda DeSimone at amanda.desimone@farmingdaleschool.com, or
Mrs. Edith Conroy at edith.conroy@farmingdaleschool.com

COMMUNITY SERVICES

The Farmingdale Special Services Department works closely with community agencies in providing CST and private related services provider organizations.

SPECIAL PROGRAMS

Special assistance and related services are available as are the Wilson Reading/Language Program, speech therapy, occupational therapy, and physical therapy.

HOME INSTRUCTION ([Policy 2412](#))

Home or hospital instruction is available for chronically ill pupils and other pupils who are absent from school for a prolonged period of time. Eligibility is determined by a physician in consultation with the building principal.

BEYOND THE ACADEMICS

STUDENT EXTRACURRICULAR ACTIVITIES

There are various types of activities offered for elementary school students. Of particular note is the Student Council.

Student Council: The Student Council is made up of students in Grades 6 – 8. There are representatives from each grade level. Their purpose is to try to improve the school and suggest solutions to any student problems. There is a school election of officers as follows: President, Vice President, Secretary, and Treasurer.

Information on other after-school activities/clubs will be distributed throughout the school year.

STUDENTS CALLING HOME

At times, it may be necessary for a student to call home. When this occurs, the student may use the telephone in the main office to convey school-related information to parents or guardians.

STUDENT CELL PHONE & SMARTWATCH PROCEDURES/REGULATIONS

Cell phones/smartwatches must be turned off during the school day between the hours of 8:25 a.m. and 3:15 p.m. Cell phones/smartwatches are to be neither heard nor seen between 8:25 a.m. and 3:15 p.m., while the student is in the school building or on campus during the academic day. If seen or heard, cell phones will be sent to the main office for safekeeping until retrieved by the student's parent or guardian. During the hours of 8:25 a.m. and 3:15 p.m., cell phones/smartwatches must be stored in a teacher designated space (hand in/

instructional space, locker, backpack, etc.) Please see Policy 5516 and Regulation 5516.

Remember, if seen or heard, they will be sent to the main office until retrieved by the student's parent or guardian. During Middle School student overnight trips, procedures previously established will be maintained: Teacher chaperones collect student cell phones for student distribution during the evening hours for students to telephone parents; After students have called home once again, cell phones are collected by the teacher chaperones to be held by them in safekeeping until students return to school at the end of the class trip.

STUDENT USE ARTIFICIAL INTELLIGENCE

As part of our commitment to responsible technology use, the district has also developed an **AI Policy Guide (2365 – Acceptable Use of Generative Artificial Intelligence Plan)** and a **District AI Plan**. These policies outline how students are expected to use generative AI tools—such as chatbots or writing assistants—in safe, ethical, and academically-appropriate ways.

We want parents to know that:

- Students are required to follow all guidelines set forth in our AI policy and district plan.
- AI tools must only be used for approved educational purposes.
- Misuse of AI—including plagiarism or the creation of inappropriate content—will result in appropriate school consequences.

We believe that the benefits of responsible internet and AI use far outweigh the risks, and we are committed to helping students develop the digital skills they need to succeed in school and beyond.

As parents and guardians, you share the responsibility for sending and conveying the standards that your children should follow when using media information sources.

BUSING - CLASS TRIPS/OTHER SITUATIONS

Transportation is a privilege allowed by the Board of Education. Improper conduct by students that endangers the safety of other students will result in suspension of transportation privileges. Students not authorized to receive transportation by the Board of Education may not ride the buses under any circumstances because of insurance liability.

PARENT ORGANIZATION

Farmingdale PTA membership is open to anyone interested in joining. The function of this organization is to provide services to the children and to raise funds for children's programs and trips. Meetings are held monthly on designated weekdays during the evening. Please check the school website for PTA meeting dates.

CLASSROOM PARENTS

At the end of the school year, the PTA asks all parents who are interested in being classroom parents for the following school year to fill out and return a classroom parent volunteer sheet. The PTA then selects classroom parents by lottery during summer break. Those parents chosen to be classroom parents are notified before school starts in the fall. These parents are asked to assist in the planning of class parties, supervise PTA sponsored activities for their grade level, and serve as direct contacts for the school, PTA, and the home.

CELEBRATIONS/PARTIES

Celebratory occasions may occur throughout the school year at the teacher's discretion. We are committed to keeping all of our students safe and recognize the importance of promoting healthy choices and eliminating exposure to food allergens. If a celebration should call for food or treats to be brought into the classroom and you would like to contribute, please adhere to the following guidelines:

- All treat bags must contain non-food items only. Students will not be able to share/receive food type favors in school or take them home.
- If your child wishes to celebrate his/her birthday with the class, please contact the teacher in advance. Teachers will hold birthday celebrations monthly for all students who are celebrating their birthday during that month.
- All outside food should not contain nuts or be processed in a facility that could potentially have nut exposure as indicated by the food label.
- All food brought into the classroom for celebratory purposes must be approved by the school nurse 48 hours prior to the event. Please provide labels with ingredients and provide as much information as possible. Avoid treats where the first listed ingredient is sugar. Feel free to email pictures of labels to the nurse prior to purchasing.
- Limit traditional sugary snacks (cupcakes, cookies, ice cream) to one item per party. Provide small or "mini" portions of such sugary snacks with a limited plan for "seconds."
- Consider healthier alternatives such as fruit, veggies, whole grain crackers, lower salt pretzels, or dairy items.

Teachers and parents are encouraged to follow the Celebration/Party Guidelines in Appendix E, which includes healthful celebration food/snack suggestions as well as non-food celebration ideas.

NOTE: Parents whose religious convictions restrict their children's participation in parties or holiday celebrations are requested to communicate, in writing, to the teacher, two weeks prior to each holiday, as to the lack of or nature of the participation allowed.

For Parties Outside of School: We at Farmingdale School strive to be sensitive and inclusive to all of our students. Therefore, we are happy to allow students to pass out invitations for parties outside of school, but only if there is one for each child in the class. If not all classmates are to be invited, please make other arrangements to distribute the invitations.

LOST AND FOUND

Each article of clothing that must be removed by your child should be labeled in a visible part of his/her clothing. A laundry marker or stencil tape is suitable for marking purposes. Lunch boxes should also contain the name of the student and his/her grade number. If your child misplaces an article of clothing at school or loses it going to or from school, please make an appointment to come in between 8:35 a.m. and 3:15 p.m. during the school day to check our "Lost and Found," which is located outside the All-Purpose Room. Articles not claimed by the end of the school year are donated.

FARMINGDALE CODE OF CONDUCT

FARMINGDALE SCHOOL EXPECTATIONS FOR STUDENT BEHAVIOR <i>REGULATIONS AND PROCEDURES</i>

Philosophy

The Board of Education expects all students, staff, and visitors to treat each other with civility and respect. The board expects students to conduct themselves in keeping with their level of maturity, and regard the rights and welfare of other students, school personnel, the educational purpose underlying all school activities, and the care of school facilities and equipment. All students are entitled to attend a safe and secure school environment.

Rules and regulations are a necessary component of life in our society. They are established for the safety, protection and well-being of all concerned. As we strive to make the educational process a successful experience for our students, these rules guide our students in attaining their goals. We recognize our responsibilities as a staff to maintain proper behavior in school and we also urge parents to support our efforts by discussing these rules with their children.

Overview

Many policies and regulations govern the operation of a school district. This document will provide students and parents/guardians with an overview of important school and district policies and regulations, including student and parent responsibilities. These important policies and school regulations have been summarized in this reading, while full detailed policies can be found on the district website at www.farmingdaleschool.com.

Responsibilities

Students are expected to:

- Know and exercise positive modes of behavior and good manners.
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct.
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined.
- Adhere to all policies and procedures of the school district.

Every parent/guardian is expected to:

- Model positive modes of behavior and good manners.
- Insist on his/her child's punctual and regular school attendance.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Explain and discuss the code of conduct with his/her child.
- Reinforce student compliance with the code of conduct.
- Provide emotional, social, and academic support in the student's school life.
- Adhere to all policies and procedures of the school district.

The school staff is expected to:

- Model positive modes of behavior and good manners.
- Exercise respect and civility in all interactions with staff, students, and members of the community.
- Maintain a positive learning environment during the school day.
- Explain and discuss acceptable and unacceptable modes of behavior with students and parents/guardians.
- Foster an emphasis on positive behaviors creating an atmosphere of mutual respect and the appreciation of individual differences among staff, students, and parents for individuals as well as for district and community property.
- Inform and enforce the discipline structure with students.
- Be consistent in enforcing the discipline structure throughout the school.
- Comply with requirements of New Jersey Administrative Code and District policies and procedures.

Student Conduct Guidelines

It is expected that all students at Farmingdale School will follow these rules.

1. Respect the rights and property of others.
2. Use appropriate and respectful language to staff and peers.
3. Support, respect, and follow the directions of all staff.
4. Within one's ability, control their physical impulses, i.e., pushing, shoving, fighting, tripping, etc.
5. Not chew gum in school or on school property.
6. Follow all rules designated for conduct on the playground and in the lunchroom.
7. Avoid any form of conduct which interferes with or prevents the learning process of oneself or others.
8. Meet attendance requirements including being on time to school (see [Policy 5200](#) and [Regulation 5200](#)).
9. Come prepared to learn and do their best academically.
10. Report any dangerous instruments which are seen on school property. These devices will be confiscated immediately.
11. Keep their cell phones off during the school day.

Any issue of bullying or perceived bullying will be investigated and a report will be made to the superintendent and the board of education. Please see the Harassment, Intimidation and Bullying [Policy #5512](#) on our school website for additional information.

Comprehensive Behavioral Supports

The Farmingdale School District provides the following comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board of Education:

- Intervention & Referral Services are provided in accordance with the provisions of N.J.A.C. 6A:16-8.1 et seq. The I&RS team provides an individualized monitor outside of regular counseling staff to follow up with students in need of intervention services. Interventions can include behavioral assessments and behavior intervention plans, referral services, or working with teachers to provide instructional modifications such as extended time.

- A School Counselor is provided and works with students in small groups, provides 1:1 school-based counseling, coordinates services for students and families, provides support to staff, students and families, etc.
- The School Nurse provides a variety of health professional supports, including support with physical and mental health issues.
- The Affirmative Action Officer shall serve as a resource person for students and staff members in the building.
- The School Anti-Bullying Specialist shall chair the school safety team, lead the investigation of Harassment, Intimidation, and Bullying incidents, and act as the primary school official responsible for preventing, identifying, and addressing acts of HIB.
- The School Safety/Climate Team proactively works together to ensure a positive learning environment. The team works with families, students and colleagues regarding ongoing SEL initiatives. Programs are evaluated for effectiveness through yearly self-assessment and review of community surveys.

Remediation of problem behaviors takes into account the nature of the behaviors, the developmental age of the student, and the student's histories of problem behaviors and performance.

Discipline Policy

Practicing classroom routines and procedures and establishing positive relationships between students and staff help avoid discipline problems. However, despite the best plans, discipline problems will sometimes occur.

Consequences and remedial/restorative measures for a student who has demonstrated an unwillingness or inability to adhere to the school Code of Conduct shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of unacceptable behaviors and performance. District administration and staff believe strongly that parents should be informed and partner with us regarding all disciplinary/Code of Conduct issues that arise. Therefore, parents of students in Grades K-8 will have access to all of their student's discipline write ups at all times through the use of the district's parent portal Oncourse.

A student may incur the following consequences for misconduct:

Hierarchy of Consequences

Before a student is sent to the office, the following classroom consequences are considered and may be utilized:

- Verbal or non-verbal reminder to the student of the rule
- Verbal discussion in private: using a calm voice/ respectful behavior
- Write up in the discipline tracker- (automatic parent notification in Oncourse- the district's Student Information System.) ***A student is required to serve an after school detention/in-school suspension after each three write ups in the discipline tracker.**
- Logical consequence related to the student's actions such as:

Reparations-

This type of logical consequence is used in situations when something has been broken or a mess has been made—whether accidentally or intentionally. The consequence is that those responsible for the problem take responsibility for fixing it. Teachers use this type of logical consequence when they see an opportunity for a child to solve a problem he or she has caused.

Example 1: Student becomes upset and rips another student's work. Student helps tape it back together and apologizes to mend the relationship with the other student.

Example 2: Student is unkind to another student, student apologizes to student verbally and by writing a letter of apology.

Loss of Privileges-

This type of logical consequence is used when children's behavior does not meet pre-established expectations. The consequence is that the child loses the privilege of participating in an activity or using materials for a brief time. What's taken away is directly related to the misbehavior, and the teacher must make sure that the child truly understands and can live up to expectations. Teachers use this type of logical consequence when children defy, test, or simply forget the rules.

Example: A student's class job for the week is line leader, but as he leads the class to lunch, he interrupts another classroom by leaning into the classroom and waving hello to a friend. The teacher tells the student that he has lost the privilege of being line leader for the day and temporarily gives that responsibility to another child. Later, the teacher checks in with the student to make sure he remembers and understands the expectations for walking in line.

*** A student is required to serve an after school detention/in-school suspension after each three write ups in the discipline tracker.**

Positive Time Out- Recharge Zone-

This type of logical consequence is used when a teacher believes that a child needs a way to calm down and recover self-control. The consequence is that the child moves to a pre-established place in the classroom, takes time to regroup, and then rejoins the class once he or she has calmed down. Teachers use “take a break” to keep minor misbehaviors—intentional and accidental—from escalating and becoming disruptive, and to give children opportunities to practice strategies they've learned for regaining self-control.

- Note home with required signature
- Phone call home/phone conference/verbal contract
- Lunch, recess and/or after school detention
- Individualized Student Behavior Contract
- Required parent conference/signed student/parent contract
- Referral to teacher in charge and/or counselor

Principal Consequences

May include one or more of the following:

- Administrative warning
- Write up in the discipline tracker- (parent notification in OnCourse- the district's Student Information System.) * ***Students are required to serve an after school detention/in-school suspension after each three write ups in the discipline tracker.***
- Logical consequence related to the student's actions such as: ***Reparations, Loss of Privileges and/or Positive Time Out- Recharge- please see above for detailed information on each.***
- Student and principal and/or staff member call home and the student takes responsibility for his/her actions.
- Parent conference
- Loss of privileges
- Principal detention
- Removal from class(es)

* ***Students are required to serve an after school detention/in-school suspension after each three write ups in the discipline tracker.***

- Restitution
- Conflict resolution session(s)
- Principal's probation
- Individualized Student Behavior Contract
- Required Counseling session (in-school)
- Out-of-School Counseling recommendation
- Social Skills training
- Child Study Team recommendation
- Lunch and/or Recess detention
- After-school suspension
- In-School suspension
- Out-of-School suspension

Immediate administrative interventions are required for the following offenses:

- Drugs or Alcohol
- Weapons
- Fighting
- Gross disrespect to staff
- Sexual Harassment
- Bullying
- Threats to do physical harm

This code of Student Conduct does not address every potential form of inappropriate student behavior. Those not cited in this document will be handled on a “case by case” basis.

Vandalism and Loitering

We ask that parents instruct their children that school grounds are **OFF LIMITS** after sunset. The majority of property damage does not stem from the children who attend our school but from those in the area who attend other schools. Parents observing improper conduct should immediately contact the State Police Department.

Selected Relevant Board Policies

In addition to the policies mentioned throughout this handbook, please refer to the policies listed below on other pertinent topics.

<u>5516</u>	Use of Electronic Communication Communication Devices
<u>5520</u>	Disorder & Demonstration
<u>5533</u>	Student Smoking
<u>5611</u>	Removal of Students for Firearms Offenses
<u>5612</u>	Assault on District Board of Education Members or Employees
<u>5620</u>	Expulsion
<u>5700</u>	Student Rights
<u>5701</u>	Plagiarism
<u>5751</u>	Sexual Harassment of Students
<u>5770</u>	Student Right of Privacy
<u>8465</u>	Bias Crimes & Bias-Related Acts
<u>8467</u>	Firearms and Weapons
<u>2365</u>	Acceptable Use of Generative Artificial Intelligence (AI)
<u>Acceptable Use of Generative Artificial Intelligence (AI) Plan</u>	

The full array of Farmingdale Board of Education policies is accessible on the school website under the [BOE Policies](#) link.

Student Discipline/Code of Conduct ([Policy 5600](#))

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

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. The 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 student's developmental age and the student's history 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.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspensions or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Harassment, Intimidation and Bullying ([Policy 5512](#))

Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. 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, and Bullying Definition

"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 another student; and that
 - 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 his/her person or damage to his/her property; or
 - Has the effect of insulting or demeaning any student or group of students;
 - 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 school is required to address harassment, intimidation, and bullying occurring off school grounds when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member

***Partial Policy – Complete version is available on the school website and in the main office.**

ATTENDANCE (Policy 5200)

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent 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.

For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student's absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

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.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4. and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;
18A:38-25.2; 18A:38-26
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13

Adopted: 28 June 2016
Revised: 21 December 2020
Revised: 15 March 2023

Healthy Celebration / Party Recommendations for Teachers and Families**Party Frequency**

- ❖ Plan to celebrate all birthdays within each month, on one day, for party and food purposes.
- ❖ Acknowledge each child's birthday on their actual date with a non-food tradition (crown, "magic fingers", balloon, etc.)
- ❖ Student benefits will include less sugar and snacks as well as less academic class time missed for parties.

Party Foods/Snacks

- ❖ Limit traditional sugary snacks (cupcakes, cookies, ice cream) to one item per party.
- ❖ Provide small or "mini" portions of such sugary snacks with a limited plan for "seconds."
- ❖ Offer additional healthier alternatives such as fruit, veggies, whole grain crackers, lower salt pretzels, dairy items.
- ❖ Avoid nut snacks for all students.
- ❖ All food brought into the classroom for celebratory purposes must be approved by the school nurse 48 hours prior to the event.

FARMINGDALE SCHOOL DISTRICT
49 Academy Street
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Phone 732-938-9611 Fax 732-938-2317

Dr. Edith Conroy
Superintendent of Schools
Principal

Mr. Ronald Sanasac
Business Administrator

ABSENT FORM

Date: _____
Today's Date

To the School Attendance Office:

My child, _____, was absent from school

on _____ for the following reason: (check one)

_____ Illness

Please explain: _____

Please submit required documentation as per Regulation 5200 E.2. "If absent for a period of more than 5 school days, this form must be accompanied by a physician's statement of the student's illness with medical clearance to return to school."

_____ Family Illness

_____ Death in the Family

_____ Educational Opportunity

_____ Religious Observance

_____ Unavoidable Medical or Dental Appointment

_____ Other: _____

Sincerely,

Parent/Guardian Signature