

**Township of Franklin Public School District  
Mary F. Janvier Elementary School**

**1532 Pennsylvania Avenue**

**Franklinville, NJ 08322**

**[www.franklintwpschools.org](http://www.franklintwpschools.org)**

**Mr. Henry Kobik, Principal**

## **Important Phone Numbers and Extensions**

### **Mary F. Janvier School:**

**Phone: 856-629-0431**

**School Fax: 856-629-5540**

**Transportation: 856-629-0431 Press 1**

**School Nurse: 856-629-0431 Press 2**

**School Cafeteria Director: 856-629-0431 Press 3**

**School Counselor: 856-629-0431 Press 4**

**Absence Line: 856-629-0431 Press 5**

**Main Office: 856-629-0431 Press 6**

**Board Office: 856-629-9500**

**Superintendent's Secretary: Ext. 1201**

**Child Study Team: Ext. 1212 or Press 9**

**Township of Franklin Board of Education**

Mrs. Stephanie Starr, *President*

Mrs. Dawn Gelsi-Collins, *Vice President*

Mr. Nicholas DeSilvio

Ms. Diane T. Trace

Mrs. Barbara Ciancaglini

Mrs. Michele Cunningham

Mrs. Christina Capate-Caliguiri

Mr. Jason Brandt

Ms. Coleen Barricelli-Lahr

*Superintendent of Schools*

Mr. Troy Walton

*School Business Administrator/Board Secretary*

*Interim BA-Mr. Frank Domin*

*Principals*

Mr. Henry Kobik – Mary F. Janvier Elem. School

Mr. Theodore Peters – Caroline Reutter Elem. School

Mrs. Amy Morley – Main Road Elem. School

*Supervisors*

Mrs. Barbara Dobzanski – Special Education

Mrs. Jaime Doldan – Curriculum and Instruction

Mr. Richard Carr - Instruction

### **Mission Statement of the Township of Franklin Public School District**

The mission of the Township of Franklin Public School District is to develop the unique potential of each individual student and create global learners through a challenging and diverse curriculum in a positive learning climate that promotes the development of the whole child and fosters respect for all students.

### **Mary F. Janvier Elementary School Vision Statement**

Mary F. Janvier Elementary School is committed towards providing an educationally-rich environment that promotes the academic and social development of each child. Preparing our students for success in a global society through development of skills that become embedded into each child's learning routine encourages each student to be aware of their progress and to consistently give their best effort towards all that they set out to do. Mary F. Janvier Elementary School is committed towards the philosophy that all children can and will learn in an active setting that promotes pupil recognition towards their role in the learning process and the impact that each child's choices have on their daily lives.

### **Strategic Plan: Vision 2019**

During the 2013-2014 school year, the Township of Franklin Public School District developed a five-year strategic plan entitled *Vision 2019*. The strategic planning process engaged employees, parents, students, community members, business owners, and government leaders in the future planning of our school system. This plan was officially adopted by the Board of Education and will be used to focus the District's efforts and financial resources on these mutually determined goals that support the needs of our students. The strategic plan can be found on the district's website at [www.franklintwpschools.org](http://www.franklintwpschools.org)

## Table of Contents

Board of Education Meeting Dates.....	1
District Website .....	1
Video Surveillance.....	1
Daily Schedule.....	1
Emergency Closings.....	2
Delayed School Openings / One Session Day Schedule.....	3
Attendance/Absence Calling.....	3
Vacation.....	4
Religious Holidays.....	4
Tardiness/Early Release.....	4
Child Custody.....	5
Make-up Work.....	6
Home Instruction.....	6
Change of Address/Phone Number.....	6
Parent Information Program.....	6
Dress Code.....	6
Cafeteria.....	7
Student Recognition Programs.....	8
Parent Involvement.....	8
Parent/Teacher Communication.....	8
Issues/Concerns.....	9
Marking Period Dates/Interim Progress Reports.....	9
Parent Conferences.....	10
Parent-Teacher Association / Parents for Positive Change.....	10
Seasonal Celebrations/Birthday Celebrations.....	10
Promotion/Retention.....	11

Field Trips.....	11
Student Classroom Placement.....	11
Professional Qualifications of Teachers.....	12
Injury or Illness / Contagious Disease.....	12
Medication.....	13
Life Threatening Allergies.....	13
Physical Education.....	13
Lost and Found.....	13
Textbooks.....	13
Pets.....	14
Cellular Phones/Electronic Entertainment Devices.....	14
Student Transfer.....	14
Special Education.....	14
Basic Skills Instruction.....	15
Intervention & Referral Services.....	15
Drug/Alcohol Policy.....	15
Code of Conduct/Discipline.....	15
Harassment, Intimidation, & Bullying.....	18
Transportation Requests/Guidelines/Safety.....	19
Right to Know/Hazardous Substances.....	20
504 and Public Agency Officer/ADA Coordinator.....	21
Affirmative Action/Title IX/ Comprehensive Equity Plan.....	21
Complaints.....	21

## **Board of Education Meetings**

Board of Education meetings are conducted according to the following schedule (with exceptions noted) in the MFJ School All Purpose Room at 7:00 P.M.:

September 24, 2018

October 22, 2018

November 19, 2018

December 17, 2018

January 2, 2019 (Reorganization)

---

Remaining Dates to be Determined at the January, 2019 Meeting.

## **District Website**

This handbook will provide a general overview of a variety of topics. Additional information can be acquired through the Township of Franklin Public Schools website. Parents may access updated information by logging onto the website at [www.franklintwpschools.org](http://www.franklintwpschools.org). From the Home Page, parents can view District News and Upcoming Events. All Policies and Regulations can be accessed through the "BOE" tab. Click on the "Schools" tab for Mary F. Janvier School information such as News and Announcements, Staff Directory and the Monthly Calendar. Included under the "Parents/Students" tab are the monthly lunch menus, the RealTime Parent Portal link and Teacher Websites.

## **Video Surveillance (Policy 5516)**

The Township of Franklin Board of Education has authorized the use of surveillance cameras in school and on school grounds to support the provision of a safe environment. The Administration may use images depicted on video surveillance to determine appropriate discipline for inappropriate behavior. Video cannot be viewed by parents due to confidentiality requirements.

## **Daily Schedule**

Mary F. Janvier School, Kindergarten, 1st, 2nd- 9:12 a.m. - 3:57 p.m.

Pre-School/Pre-School Disabled – A.M. Session: 9:12-11:57, P.M. Session – 1:12-3:57

Parents/guardians who drive their children to school are to escort their child to the school's front door. If arriving prior to 9:12, parents/guardians are to wait with their child as the school's doors open at 9:12. Students not arriving to school within 15 minutes of the scheduled opening time shall be marked late. Parents are requested to make every effort to have their child arrive at school on time.

For a child to be recorded as "present" for the full school day, the child is to be in school for 4 hours and 15 minutes.

## Emergency Closings

In the event it becomes necessary to close school due to inclement weather or other causes, announcements will be made through the following: Television (Philadelphia stations 3, 6 and 10) and the District's Emergency Contact System. An announcement will also be posted on our website, [www.franklintwpschools.org](http://www.franklintwpschools.org).

To receive text messages, complete the following task: From the cell phone that you wish to receive text messages, text "Y" or "Yes" or "Optin" to 68453. Note: The Township of Franklin Public Schools does not charge you for this service nor does the district pay for any charges that you may receive from your wireless carrier for receiving text messages. Please check with your wireless carrier for any potential charges.

Please do not phone radio stations, school personnel, the police department or private numbers.

**Please notify the school if you change any of the contact numbers, (home, cell or work) included on the Emergency Contact Form submitted at the beginning of the school year.**

Should there be emergency closing of schools, days will be made up by opening school on the following dates:

1<sup>st</sup> day – February 15

2<sup>nd</sup> day – April 15

3<sup>rd</sup> day – April 16

4<sup>th</sup> day – April 17

Additional days will be made up from June 20-28, as needed.

In the interest of safety, it occasionally becomes necessary to dismiss the Township of Franklin Public Schools prior to the scheduled dismissal time due to inclement weather or other causes.

Parents/guardians will be notified via the District's Emergency Contact System if this occurs.

We share parents' concern over young children going home at times when no one may be scheduled to receive them. **In view of this situation, parents are to develop a plan beforehand with a relative, neighbor, friend, etc., who will then be available to receive the child from the school bus. Children will not be permitted to exit the bus if a parent, guardian, or caregiver is not present. If a parent, guardian, or caregiver is not present at the bus stop, the child will be returned to school and placed under the care of the fee- based, Just Kids, after – care program. In a situation of an emergency early dismissal, there is no Just Kids and your child will be sent home on the bus.**



## **Delayed School Opening**

Should a school opening be delayed due to inclement weather or other causes, announcements will be made through the same means as emergency school closings, but the message will be for a 2-hour “delayed opening.” The school hours under a delayed opening will be as follows:

Mary F. Janvier School – 11:12 a.m. – 3:57 p.m.

When an unscheduled delayed opening occurs, AM Pre-School/Pre-School Disabled will be cancelled.

## **One Session Day Schedule**

Students will be dismissed at 1:57 on scheduled one session days during the course of the school year.

**Lunches will NOT be provided on one session days.** Parents are encouraged to send their children to school with a light snack/or lunch.

Pre-School/Pre-School Disabled – A.M. & P.M. sessions will follow the regular A.M. schedule on planned one session days.

## **Attendance (Policies 5200, 5240, 5410)**

THE TOWNSHIP OF FRANKLIN BOARD OF EDUCATION WILL NOT CONDONE NOR PERMIT ABSENCES FROM SCHOOL ON ANY DAY FOR ANY REASON NOT SPECIFIED IN LAW OR POLICY. As student attendance is a primary factor in academic success and social development, parents/guardians are strongly encouraged to have their child attend school daily.

**Students with 12 or more unexcused absences will lose all “extra” privileges. In addition, 5 unexcused late arrivals will constitute 1 unexcused absence. Students with 18 or more unexcused absences may be required to attend summer school. DCP&P may also be contacted with the concern that the child may be suffering from parental neglect. The Principal will consult with the Superintendent if special circumstances arise. Their decision will be final.**

## **Absence Calling**

Parents/guardians are responsible for notifying the school on the first day of a student’s absence. Notification should be made prior to the beginning of the school day by calling the school’s voice mailbox which is available 24 hours a day. **Mary F. Janvier School – 856-629-0431, Press 5.**

When calling, give your name, your absent child’s name and grade, and the number of days you expect the child to be absent. By keeping calls brief, the telephone lines will be open for other parents to report their child’s absence.

**It is extremely important that the parent/guardian call the school. If contact is not made, the attendance officer shall be sent to the home.** If the absence continues unexplained, the local police will be notified. It is the parent’s responsibility to contact the school concerning their child being absent.

Students are to make up the work missed. Doctor's notes will document a child's absence as being excused. Doctor's notes for any absence are to be provided within ten (days) of the student's return. An absence of five (5) consecutive days or more shall require a doctor's note immediately upon return to school.

### **Vacation**

Please be advised that vacation taken while school is in session will be considered as an unexcused absence. If the vacation is unavoidable, the student is required to obtain work from his/her teacher. The child's parent/guardian must follow the steps below:

1. At least one week prior to the vacation, notify the school and teacher with written notice of the absence.
2. Request work from the teacher for the specified time that the student is expected to be on vacation. Work given to the student prior to the vacation must be submitted upon returning to school.

The time lost will count toward the cumulative absence total for the academic year.

### **Religious Holidays**

The NJ State Board of Education has set the Policy and List of Religious Holidays Permitting Student Absence from School. This information can be found at: <http://www.state.nj.us/education/genfo/holidays1516.pdf>

### **Tardiness/Early Release**

The orderly conduct of class activity is predicated upon the prompt and precise beginning of the program. **Tardiness and Early Release hinders the proper conduct of such activity, imposes distraction which leads to a loss of instructional time for pupils properly in attendance, and denotes school time loss by the tardy or early-released pupil. Five (5) unexcused days tardy will equal one (1) day towards the child's unexcused absence count.**

In the case of lateness, parents/guardians are required to call the school to report that the student will be late. Parents/guardians and the student must share the responsibility of being on time.

A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused for religious observances who shall be recorded as excused. An unexcused absence that counts towards truancy is a student's absence from school for a full or portion of a day for any reason that is not an excused absence as defined below:

- The student's illness, supported by a written letter from the physician upon student's return to school
- The student's required attendance in court
- Where appropriate, when consistent with Individualized Education programs, the I.D.E.A. accommodations and health care plans
- The student's suspension from school
- Family illness or death supported by a mass card/funeral letter from the parent upon the student's return to school
- Necessary or unavoidable medical or dental appointments, that cannot be scheduled at a time other than the school day, as supported by a note from the physician
- Take Your Child to Work Day
- An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence due to extenuating circumstances

The District recognizes and will grant permission for four (4) reasons which create a legitimate need for early release from school:

1. Illness which manifested itself after having reported to school.
2. Certified appointment with a physician/dentist.
3. Court appearance with verification of appointment.
4. Emergencies as approved by the Principal.

The student must be picked up at the school office. No pupil will be released from school without:

1. **A note from the parent/guardian containing the pupil's name, date, time of pick up, reason for early dismissal and the signature of the parent/guardian.** While it is understood that unforeseen emergencies can occur, parents/guardians are requested to provide notification a minimum of 1 hour prior to retrieval.
2. A parent/guardian or other authorized person signing a release form in the office with proper photo ID.

### **Pick-Up at Dismissal**

If you are planning to pick-up your child from school at dismissal time, please send in a note and follow-up with a phone call prior to 2:30. **Please do not email this information.** Parents/guardians are to arrive by 3:40 to complete the sign-out process. Children will be sent to the office at 3:45.

### **Child Custody (Policies 5239, 9240)**

If court documents exist that communicate mandated child custody requirements, it is the parents' responsibility to provide these documents to the school's Main Office and the District Office with updated versions, as they occur. Please refer to Policy 5239 (Late Arrival and Early Dismissal, Pupil Release) and Policy 9240 (Rights of Parents) for further information.

### **Make-Up Work**

Pupils absent for any reason must make up assignments, classwork, and tests within a reasonable length of time. Parents should provide adequate notice to teachers for requests of make-up work, preferably 24 hours. Such requests shall be limited to five days of work at a time. It is the parent's responsibility to ensure that their child completes make-up assignments in a prompt manner. Additional make-up work requests will be honored when the work from the initial request is completed and submitted.

### **Home Instruction (Policies 2412, 2481)**

In an effort to provide uninterrupted education, home bound instruction is available for students who have a diagnosed condition that necessitates their absence from school for a minimum of two consecutive weeks (10 school days).

### **Change of Address/Phone Number**

A change of address requires notification to the Board Office and parents are required to show Proof of Residency. **Parents who change their telephone number at any time are responsible for notifying the school so that this change is registered in our office and can be reflected in our Emergency Contact System.**

### **Parent Information Program**

Parents are kept informed of school and classroom news through School Messenger, school/classroom newsletters, monthly calendars, student daily assignment books, and teacher websites. The school website can be utilized, as well. The District maintains vigilance in the monitoring of all situations that may require immediate parent/guardian notification.

### **Dress Code (Policy 5511)**

Certain styles of dress and grooming are not considered appropriate for public school. In making the determination for appropriate school dress, the administration considers three important areas: modesty, cleanliness, and safety. Examples of inappropriate student attire include, but are not limited to:

Shirts, blouses, dresses, etc., with bare backs or that display a bare midriff; inappropriately short skirts and shorts – must reach fingertips; bike shorts or inappropriately tight skirts or pants; net shirts; shirts with inappropriate wording, messages or pictures, tank tops, sleeveless shirts; undergarments worn as outer garments; hats or sunglasses worn in the building. For student safety, all footwear should cover the entire foot, have a low heel, and all laced shoes must be tied securely. Shoes that contain a roller skate are not permitted.

When the administration has determined that a student is inappropriately dressed, that student will be given the opportunity to change into appropriate attire if it is available. If appropriate attire is not available, the student will be removed from class and the parents notified. This action could result in an absence of school for the day. Continued violations may also result in further disciplinary action.

**Cafeteria (Policy 8500)**

The Township of Franklin Public School Cafeteria offers a balanced lunch at a minimal cost to the student. The cafeteria participates in the Federal Lunch and Milk Program and abides by its rules and regulations. Lunch includes a choice of three to five items. These lunches are paid on a daily basis. Money can be placed on a child’s account by making checks payable to Franklin Twp. Board of Education. All students eat in the cafeteria whether lunches are brought from home or purchased. Breakfast is also available but it must be pre-ordered. Breakfast order forms are sent home monthly. Parents may monitor their child’s lunchroom purchases through the RealTime Parent Portal on the District’s website.

Breakfast and Lunch prices are as follows:

Description	Price
Student Breakfast	\$1.35
Student Reduced Breakfast	\$0.30
Student Lunch	\$2.95
Student Reduced Lunch	\$0.40
Second Protein Portion with purchase of a menu pattern lunch	\$1.95
A la carte entree	\$2.40
A la carte milk	
Preschool	\$0.35
Student	\$0.60
Snacks	
Vegetable portion	\$0.60
Fruit portion	\$0.60
Low-fat yogurt	\$0.75
Bag of snacks (1 oz.)	\$0.85
Bag of baked snacks	\$1.00
Juice	\$0.60
Cookie, fresh-baked	\$0.50
Soft pretzel	\$0.85
Sorbet	\$0.85
Bottled water (8 oz.)	\$0.65

Prices subject to change

## **Student Recognition Programs**

Mary F. Janvier Elementary School is proud to provide our children with numerous opportunities to recognize their effort in making good choices. Mary F. Janvier Elementary School provides tangible rewards, school-wide visual reinforcement, and instructional services that recognize and promote individual and group accountability towards promoting a culture of acceptance. School-wide student character building and character recognition activities include:

- Student of the Month
- Weekly Character Badge
- Character Brick Display
- Character Banner
- Playground Buddy Bench
- In-class and Small Group Character Lessons
- Cafeteria All-Stars

Additionally, classroom activities recognize student character development and academic achievement.

## **Parent Involvement (Policy 9100)**

Throughout the course of the school year, in-class student recognition programs often culminate with the child's parent/guardian having the opportunity to come into the class to read to the students or complete a craft. Parents are encouraged to take advantage of this opportunity. Older siblings can, at times, be involved in these activities with Principal approval but at no time will non-school age children be permitted in the classroom.

To assist in maintaining student safety it is vital to recognize that:

- Every parent entering the school for any reason must sign in at the Main Office and show valid photo ID to receive a Visitor's Pass.
- Visitors are not allowed on the school grounds or in the building while school is in session without the expressed permission of the building Principal.
- If necessary, the police will be called to enforce compliance.

## **Parent/Teacher Communication**

Communication with teachers is welcomed and encouraged. The most efficient way to communicate with your child's teacher is by email, but keep in mind that your email may not get read until the end of the school day.

While teachers do have phones in their classrooms, telephone calls generally cannot be answered during regular school hours as teaching is occurring, however your child's teacher will respond to a voice mail

message. Additionally, a parent/guardian may send a written message via the Take Home Folder or Assignment Book.

### **Issues/Concerns (Policy 9130)**

Throughout the school year, there may be times, other than Parent-Teacher Conferences, when a parent/guardian and teacher need to meet to discuss a child's progress in school. In an effort to accommodate time constraints on the parent/guardian and teacher, please come prepared to discuss specific concerns so they can be addressed efficiently.

In an effort to ensure any issues or concerns are handled constructively, successfully, and promptly, there is an appropriate and welcomed order of communication:

**First** - Parent contacts/meets with the teacher.

**Second** - Parent and teacher meet with school Principal.

**Third** - Parent, teacher, and school principal meet with the superintendent.

### **Trimester Grading Period Dates**

Student Report period information is as follows:

<b>Begin Date</b>	<b>End Date</b>	<b>Report Cards Issued</b>
September 6	December 6	December 13
December 7	March 14	March 21
March 15	June 19	June 19

### **Grade Reporting/Standards-Based Grading**

Report cards will be issued to students on the dates indicated on the above chart. Student growth is reported using a standards-based system. All children receive paper progress reports & report cards. Interim progress reports will be available through the Parent Portal system on or about **October 23, 2018, January 25, 2019, and May 3, 2019**. The fundamental purpose for using standards – based grading is to identify and prioritize content standards to appropriately identify student learning in the classroom. Educators are expected to teach to the current New Jersey State Standards. A standards-based report card provides a tool to accurately communicate to parents and guardians the progress their child is making on district-identified essential standards for each grade level. These foundational standards are those that students need to master in order to be successful in the next grade level. There are more New Jersey State Standards for each grade level and New Jersey State Standards for other content areas that will also be taught in the curriculum; for the complete list of standards visit the district website at [www.franklintwpschools.org](http://www.franklintwpschools.org). The report card accurately represents a child's growth and clearly communicates progress of students, relative to grade-level standards. Performance indicators are used to indicate progress, as follows: E—meaning the student excels, when meeting grade-level standards; M—meaning the student has met and consistently demonstrates mastery of grade-level standards; P—meaning the student is progressing and approaching mastery, but does not consistently meet grade-level standards;

N—meaning the student needs improvement, is not meeting expectations for grade level standards. The standards-based report card is helpful in several ways. First, it helps make sure there is more consistency of expectations from teacher to teacher. It helps teachers and students focus on the standards from the very beginning of the school year, giving students the opportunity to get help early if they are not making adequate progress. Finally, it gives parents information on how their child is doing based on the standards.

### **Parent Conferences (Policy 9280)**

Parent/Teacher conferences provide an opportunity for the teacher and parent to exchange valuable information that will aid the child's progress. The parent conferences are scheduled as follows:

November 5 (afternoon & evening), November 6 (afternoon), November 7 (morning),  
March 21 (evening) at parent's or teacher's request.

### **Parent-Teacher Association**

Parents are strongly urged to join and support the PTA. This organization can be helpful in keeping parents aware of the progress and development of our school program and in helping to make our school an increasingly effective educational institution. Meeting dates are published on the District's website and on the school's monthly calendar.

### **Parents for Positive Change: A Special Education Parent Advisory Committee**

Parents for Positive Change is a district – wide special education advisory committee made up of parents who want to have a voice for their children in the school district. The group's mission is to collaborate with parents, educators and the community in providing positive change for all children with special educational needs. This group offers emotional support for our parents, fun outings for special education children and families, and has speakers at monthly meetings to present on special education specific topics. Meeting dates and times are published on the district's website.

### **Seasonal Celebrations (Policy 5850)**

Mary F. Janvier Elementary School recognizes that seasonal events and activities are important to the children's understanding of the world around them and related activities provide practice in student development of appropriate socialization skills. Specific school wide celebrations are run by the teachers and PTA. These celebrations are:

Halloween - October 26, 2018

Harvest – November 21, 2018

Winter – December 21, 2018

Spring – May 24, 2019

PTA head room parents coordinate the above listed events and three parents per classroom are permitted to attend each of these activities. Each person attending must be on the guest list, provide valid photo identification, and wear an ID sticker at all times while in the building. Children's siblings and additional relatives or friends are not permitted to attend.



## **Birthday Celebrations**

Birthdays are a special time and while it is recognized that parents/guardians would like to bring in a birthday treat, they are discouraged from doing so as some children in our school have food allergies and sensitivities. Instead, parents are encouraged to contact our cafeteria Food Services Director, Tracy Coston at 856-629-0431, Press 3, to purchase a cafeteria provided treat to be given to the class during lunch. Cafeteria personnel will ensure that all children in the class have dietary requirements met. Parents/guardians are also invited to eat lunch with their child in the cafeteria on their child's birthday. Please notify the teacher 5 days prior to a birthday lunch visitation. Cafeteria staff will gladly take a photo of your child but parents/guests photographing others in the Cafeteria is not permitted. Parent/Guardian lunchroom visitations are only permitted to celebrate your child's birthday.

To assist in maintaining student safety it is vital to recognize that:

- Every parent entering the school for any reason must sign in at the Main Office and show valid photo ID to receive a Visitor's Pass
- Visitors are not allowed on the school grounds or in the building while school is in session without the expressed permission of the building Principal.
- If necessary, the police will be called to enforce compliance.

## **Promotion/Retention (Policy 5410)**

Promotion or retention of students is related to District goals and objectives. The educational program provides for the continuous progress of students from one grade to the next. Students are assigned to the grade level in which they are best prepared academically, socially and emotionally. Poor student attendance can be a factor in determining the need for retention. If retention is being considered, a meeting involving parents/guardians, teachers and the Principal will take place before a final decision is rendered. The final decision shall rest with the Principal.

## **Field Trips (Policy 2340)**

Each grade level has one full day field trip per year. There may be additional shorter trips to other in-district and out-of-district schools throughout the year. A student who has demonstrated a pattern of chronic misconduct resulting in suspension from school, may be excluded from the field trip.

## **Student Classroom Placement (Policy 5120)**

Generally, parent's and/or legal guardian's requests on behalf of their child for specific teacher assignments will not be considered. However, it is recognized that occasionally an extenuating circumstance may exist based on a parent's personal experience with a teacher that may result in a request for a child to not be assigned to a specific teacher's class. Parents/guardians who choose to communicate this type of information are to do so in writing prior to June 1<sup>st</sup>. The decision of the Principal regarding the teacher assignment shall be final.

## Professional Qualifications of Teachers

Parents of students in District schools may request, through the Superintendent's Office, information on the professional qualifications of their child's classroom teachers. Such requests are to be made in writing.

## Injury or Illness (Policy 8441, 8442)

1. In case of illness, the nurse will notify the parent/guardian and request they pick up the student or arrange for other transportation.
2. The school nurse will administer first aid treatment to an injured child, as necessary.
3. In case of emergency or illness, the parent or guardian is notified immediately. If it is impossible to contact the parent or guardian, medical aid will be secured from the school doctor, family physician or nearest medical center.

**Please note:** The nurse **must** have valid phone numbers in order to efficiently contact parents or guardians. **If any phone numbers change, including Emergency Contacts, it is important that the school be notified immediately.**

## Contagious Diseases (Policy 8451)

In order to prevent epidemics and protect the health of the children, the exclusion periods for communicable diseases are as follows:

**Conjunctivitis** (pink eye) – 24-72 hours or until the discharge has ceased or doctor's certificate is presented.

**Mononucleosis** – doctor's certificate required.

**Pediculosis** (head lice) – lice and eggs (nits) must be removed before returning.

**Scabies, Impetigo, Ringworm** (Tinea Capitis) – doctor's certificate required.

**Scarlet Fever** – excluded for two days after onset of therapy.

**Streptococcal Infection** (Strep throat, Scarletina) – doctor's certificate to return or 24 hours after treatment.

Children who have an elevated temperature should always be kept at home until they are fever free for 24 hours without medication. Other children in the family may attend school.

Students with medical or religious exemptions from vaccinations will be required by the Health Department to be excluded from school in the event of an outbreak, e.g. Whooping Cough/Pertussis. Students not fully vaccinated will not be admitted to school.

### **Medication (Policy 5330)**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him/her during school hours. Medication to be given twice a day will be given at home. In most cases, medication given three times a day will be given at home or at the discretion of the school nurse.

Before any medication shall be administered, the Board requires that pertinent information be provided by a physician and the parent/guardian. A Medication Consent form is available from the school nurse and online. The nurse will handle any necessary inquiries regarding the information provided, secure the medication and dispense the dosage to the student. Medication that is to be administered to a child is to be brought into the school by the child's parent/guardian. Please see the District website for the complete policy.

### **Management of Life Threatening Allergies in Schools (Policy 5331)**

The Board recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. If your child is allergic to foods and/or other substances, **notify the school your child is attending**. If your child has a medically diagnosed allergy to food or specific substances, a copy of the doctor generated medical diagnosis is to be provided to the school nurse. Please see the District website for the complete policy.

### **Physical Education (Policy 2425)**

The District has developed a complete program of physical education in accordance with state regulations. All students are required to participate in this program unless excused for valid medical reasons as communicated by a doctor's note.

### **Lost and Found**

All valuable articles and/or clothing found at school are taken to the school's Main Office. It is important to mark coats, hats, sweaters, sneakers, boots, lunch boxes and lunch bags with the student's name so that the owner can be readily identified. It should be noted that the school is not liable for lost, stolen, or damaged property.

### **Textbooks (Policy 7610)**

Textbooks are loaned to students for their use during the school year and are to be kept clean, covered and handled carefully. If the book is lost or severely damaged, a replacement cost will be assessed.

### **Student / Parent Obligations (Policy 5513)**

Student financial obligations may be incurred for lost / damaged library books and / or textbooks, vandalism to school / district property, failure to pay for school lunches, and failure to pay for Just Kids after – school care program service. Failure to resolve a financial obligation may result in the exclusion of the student from the grade – level field trip and / or Fun Day activities and / or extra-curricular activities.

### **Pets**

Pets are not permitted in school.

### **Cellular Phones (Policy 5516)/Electronic Communication and Recording Devices (ECRD)**

As our school population is comprised of our educational system’s youngest students, their possession of cellular phones and ECRDs, is strongly discouraged. Cellular phones and ECRDs are not to be on or used during the school day, except as may be necessary during an emergency. Students may be subject to disciplinary consequences at the discretion of the Principal.

### **Electronic Entertainment Devices (Policy 5516 and Policy 2363)**

Electronic entertainment devices such as PSPs, iPods, DSs, Tablets, etc., are prohibited from use in the school building and on school grounds. These include text messaging devices. The school will not be held responsible for the loss or damage of privately owned technology.

### **Student Transfer**

The parent of a student transferring to another school is to notify the school’s Main Office at least one week prior to the transfer. The parent should come to the school to officially transfer their child. At this time, the parent will receive a copy of the transfer card and the original will be mailed to the new school district. The child’s records will be mailed directly to the new school, upon request.

### **Special Education (Policy 2460)**

The Child Study Team provides the District with diagnostic, instructional and counseling services. In addition to its supervisor, the department is made up of teachers, speech therapists, occupational therapists, psychologists, social workers, learning disability specialists and a consultant psychologist, all of whom work with the District’s professional staff in helping students overcome severe learning problems. Parents may access contact and referral information on the District’s website – [www.franklintwpschools.org](http://www.franklintwpschools.org). Highlight the “District” tab and click on “Special Services” for other important information.

### **Basic Skills Instruction**

This program offers remedial services in Language Arts Literacy and Mathematics. Students are identified for Basic Skills Instruction by District testing, teacher recommendation, progress noted on report cards, and overall performance level.

### **Intervention and Referral Services (Policy 2417)**

I&RS is a school-based student assistance program. The I&RS Team is comprised of a group of staff members who provide assistance in the development of educational strategies for students experiencing academic and/or behavioral difficulties. Parents may access information regarding this program through the school's Main Office, school counselor, or their child's teacher.

### **Drug/Alcohol Policy (Policy 5530)**

The Board has adopted policy and procedures for the evaluation and treatment of pupils who possess, consume or who, on reasonable grounds, are suspected of being under the influence of alcoholic beverages or controlled dangerous substances. This policy/procedure can be viewed on the District's website.

### **Code of Student Conduct/Discipline Guidelines (Policy 5600)**

The Board of Education adopts a Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students who demonstrate general classroom misconduct or non-compliance, may receive a lunch or recess detention or loss of classroom privileges at the discretion of his/her teacher. In instances of student discipline, as they pertain to the impact upon other students and the entire school environment, the infraction shall be handled in accordance with the guidelines established below. Should an infraction not be identified within the guidelines and require disciplinary action, the Principal shall take appropriate action consistent with the identified discipline infractions and their respective disciplinary action. Any student suspended from school within thirty (30) school days of a field trip shall be excluded from the field trip (Policy 2340). The Principal and/or Superintendent have the right to modify disciplinary actions as prescribed in the chart of discipline on a case-by-case basis. The removal of a field trip/activity may be used as an alternative or supplemental consequence to the normal discipline consequences stated in the chart of discipline.

The discipline guidelines can also be viewed on the District's website under Board Policies.

## Disciplinary Action Definitions

**A** Parent conference/detention(s);

**B** Two (2) days suspension;

**C** Three (3) to five (5) days suspension;

**D** Five (5) days suspension;

**E** Suspension or home instruction pending review and recommendation by the Child Study Team and/or clinical psychologist;

**F** Referral to local law enforcement agency;

**G** Removal from school for a period of not less than one year, subject to a case by case exception by the Superintendent;

**H** At the discretion of the Principal, suspension from all school activity privileges and bus transportation for five (5) school days upon return to school after suspension.

## Infraction/Offenses

Infraction/Offense	Disciplinary Action First Offense	Disciplinary Action Second and Subsequent Offense
Possession of matches, lighter, etc.	A	B
Possession of tobacco or tobacco products	A	B
Continued classroom, playground or lunchroom disruption/disrespect	A	B
Possession / displaying of obscene materials	A or B	B
Profane language, verbal or written	A	B
General misconduct	A or B	B
Simple assault	A or B	C
Fighting	A or B	C
Threat of bodily injury	A or B	C
Defiance, insubordination	A or B	C
Disrespect towards a school employee	A or B	B or C
Violating the rights of others	A or B	B
Jeopardizing the safety of others	A or B	C or E
Disrespectful racial / sexual comments	A or B and / or F	C and / or F
Failure to follow directions	A or B	B
Display / Use of Electronic Device w/o permission	A	A or B
Inappropriate use of an electronic device	A or B	A or B
Leaving school without permission	A or B	B or C
Lighting matches, lighter, etc.	B	C
Possession of a weapon facsimile	B,F	C,F
Profanity or obscene language directed toward an employee	B	C

Smoking on school property	B	C
Theft	B	C
Possession of fireworks	B,F	D,F,H
Possession of a weapon or dangerous instrument other than a firearm	C,F	D,F,H
Deliberate damage to property	C, F	D,H
Robbery	D,H	E,F,H
Extortion	D,H	E,F,H
Sex offense	D,F,H	E,F,H
Substance abuse possession	D,F,H	E,F,H
Substance abuse use	D,F,H	E,F,H
Substance abuse distribution	E,F,H	F,G,H
Attempted arson	E,F,H	F,G,H
Aggravated assault	E,F,H	F,G,H
Assault upon an adult	E,F,H	F,G,H
Threatening bodily harm to another with a weapon or dangerous instrument	E,F,H	F,G,H
Assault with weapon or dangerous instrument (not firearm)	F,G,H	F,G,H
Possession of a firearm	F,G,H	F,G,H
Arson	F,G,H	F,G,H
Assault with a firearm	F,G,H	F,G,H

## **Harassment, Intimidation and Bullying (Policy 5751)**

Harassment is a violation of state and federal laws. The Board of Education has adopted Policy 5751 to address this topic. Copies are available on the district's website.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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; and that
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, and that
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

The Board of Education has adopted Policy 5512.01 and 5512.02 prohibiting acts of harassment, intimidation and bullying. You can view this policy by visiting our website, [www.franklintwpschools.org](http://www.franklintwpschools.org). The school principal and school anti-bullying specialist (school counselor) are to be promptly notified when instances of H.I.B. are suspected.



### Transportation Requests (Policy 8600)

1. The primary responsibility of the Board of Education is to transport students from their bus stop to and from school.
2. The Board recognizes that on any given day a situation could arise that would necessitate having a child/children picked up or dropped off at a different location. This is construed as an emergency situation. Accordingly:
  - a. All emergency transportation requests must be confirmed by the Principal.
  - b. Principal or designee must contact the Transportation Supervisor regarding the request.
  - c. The Transportation Supervisor will determine the feasibility of handling the request based on existing routes and vehicle capacities and notify the Principal or designee accordingly.
  - d. It is understood that:
    - i. Routes and stops will not be altered to accommodate non-emergency requests.
    - ii. Vehicles will not be overloaded to accommodate requests.
    - iii. Babysitting (caregiving) on a regular basis is not considered an emergency situation.

Written requests to handle caregiving situations must be submitted to the Transportation Supervisor who will make a recommendation to the School Business Administrator/Board Secretary. The final decision regarding the disposition of the request will be made by the School Business Administrator/Board Secretary. Requests will not be considered unless they are on a caregiver application form available at the school and online.

### Transportation Guidelines (Policies 8600, 8635, 8690)

FOR QUESTIONS AND CONCERNS REGARDING TRANSPORTATION, PLEASE CONTACT THE TRANSPORTATION DEPARTMENT AT 856-629-9500, Ext. 1210.

1. **A parent or the child's caregiver is to be at the child's bus stop. If a designated adult is not present at the bus stop, the child will not be permitted to exit the bus. Instead, the child will be returned to the school and be placed in the care of the fee – based, Just Kids after – school care program. Parents will be responsible for paying any fees incurred for this service.**
2. Large projects are not permitted on the school bus. Parents must make alternate arrangements if these items need to be brought to school.
3. Board of Education policy prohibits the backing up of school buses unless specifically approved by the Board. This policy is enforced in the interest of safety.
4. The Township of Franklin Board of Education has authorized the use of surveillance cameras in its school buses to support the provision of a safe environment for all students transported to and from school. The Administration of the District may use the images to determine appropriate discipline for inappropriate student behavior.
5. At Mary F. Janvier School, no one is to enter the front driveway while buses are present. Parents are to park in the Board of Education parking lot when dropping off or picking up their children.

## **Bus Safety Rules**

1. Be courteous, friendly and obedient to the drivers at all times, recognizing his/her authority while on the bus.
2. Wait for the driver's signal before crossing the road. All children must cross at least ten (10) feet in front of the bus so that the driver can watch them.
3. The bus driver is authorized to assign seats.
4. Children must remain seated and seat-belted while on the bus.
5. Arguing, hitting, yelling, throwing objects, and vandalism will not be tolerated.
6. Eating or drinking is not permitted on the school bus.
7. Keep feet, arms, book bags, and other objects out of the aisle so others will not trip on them.
8. Repeated offenses may result in temporary or permanent suspension of bus riding privileges.

Students are expected to behave appropriately on the school bus. When a student has a behavior problem on the bus, a Bus Discipline Referral will be processed to the child's respective school principal. The Bus Discipline steps are outlined below. At the principal's discretion, these guidelines can be adjusted based on the severity of the infraction.

1. Warning (except for a serious overt disciplinary problem)
  2. Recess/Lunch Detention(s)
  3. One - Three Days removal from the bus (parents are responsible for their child's transportation)
  4. Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
  5. Ten Days removal from the bus (parents are responsible for their child's transportation) and parent conference
  6. Twenty-Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
  7. Removal from the bus for the remainder of the year (parents are responsible for their child's transportation)
- Any unsafe, dangerous behavior can result in extreme discipline measures and a denial of bus riding privileges without going through the normal method of progressive discipline.
  - Serious misconduct that actually endangers the physical safety of other passengers or the driver shall be reason to bypass the above steps with the driver having the authority to remove the students from the bus by calling for law enforcement assistance.

## **Right to Know/Hazardous Substances (Policy 7433)**

Safety includes information about the use and storage of hazardous substances. The complete policy can be accessed on the District's website.

## **INTEGRATED PEST MANAGEMENT (IPM)**

Mary F. Janvier Elementary School follows all IPM protocols for treating pests in and around the building. Methods of treating any pest problems always begin with non-chemical remedies. Specific information

regarding IPM practices is located in the main office, or can be discussed by contacting Mr. Thomas Rambone, Facilities Supervisor at 856-629-9500 X1210.

#### **504 and Public Agency Officer/ADA Coordinator (Policy 1510)**

Mrs. Jaime Doldan is the District's Americans with Disabilities Act Coordinator and Public Agency Compliance Officer. She is responsible for ensuring adherence to the law. Alleged grievances relating to ADA or Compliance should be presented promptly to Mrs. Doldan. Any questions or concerns should be addressed to her at 3228 Coles Mill Road, Franklinville, NJ 08322-3029 or by phone at 856-629-9500, Ext. 1221. Mrs. Jaime Doldan is the District's 504 Compliance Officer. Any 504 Compliance questions or concerns should be addressed to her at the above address or by phone at 856-629-9500, Ext. 1221.

#### **Affirmative Action/Title IX/Comprehensive Equity Plan (Policy 1140)**

1. The Township of Franklin Board of Education is an equal opportunity employer and does not discriminate in employment because of sex, race, color, creed, religion, handicap, domicile, marital or parental status or national origin. The Board assures equality in all educational programs and services. A copy of the District's Affirmative Action Plan, Policy 1140, and grievance procedure is available for review on the District's website. Mrs. Jaime Doldan is the Affirmative Action Officer.
2. Sexual harassment is a violation of state and federal laws. The Board of Education has adopted Policy 5751 to address this topic. Mrs. Jaime Doldan is the Title IX Coordinator.
3. The Comprehensive Equity Plan is focused on achieving equity in educational programs for all learners, including pupils and teachers. A copy of the District's Comprehensive Equity Plan Policy, 1523, is available for review on the District's website. Mrs. Jamie Doldan is the Plan Coordinator.
4. Alleged grievances should be presented promptly to the appropriate Officer.
5. Anyone interested in participating in the planning, implementation and evaluation of the District's equity programs should contact the Affirmative Action Officer.

#### **Complaints**

Any parent/guardian or pupil who has a complaint against an employee, school policy, school rules or regulations, shall present the complaint in writing and proceed as follows:

1. Present the complaint to the appropriate Administrator who will arrange for a conference between the aggrieved person, the employee, an administrator, or a supervisor.
2. If the grievant is not satisfied with the decision at the first level, the grievant may present the complaint in writing to the Superintendent who will arrange a meeting to discuss the situation with the aggrieved party.
3. If the grievant is not satisfied with the decision of the Superintendent, the grievant may request a hearing before the Board of Education. The written hearing request must be submitted within ten (10) school days of the conference with the Superintendent, otherwise it will be dismissed. The Board shall decide whether or not to hear the complaint.

