

Township of Franklin Public Schools

Main Road School

1452 Main Road

Newfield, NJ 08344

www.franklintwpschools.org

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Mrs. Amy Morley, Principal

Mrs. Joey Bilinski, School Secretary

Mission Statement of the Township of Franklin Public Schools

The mission of the Township of Franklin Public Schools 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.

GREAT PARENTS + GREAT TEACHERS = GREAT STUDENTS

Most parents want their children to gain the maximum benefits from their school careers. Here are some ways parents can help:

1. Work with your child. Parents can help as well as teachers.
2. Show your child how to work efficiently and effectively.
3. Give your child an incentive to study. Praise or an occasional reward for continued good work will reap benefits.
4. See that your child has the proper amount of sleep. A child should have at least 8-10 hours sleep.
5. Good health and nutritional habits are essential in rounding out a child's education.
6. Stay positive and encourage your child.
7. Monitor your child's progress by using RealTime and staying in contact with your child's teachers.
8. **Make sure your child has good attendance and is on time for school.**

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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

BOARD OF EDUCATION

Mrs. Stephanie Starr, President

Mrs. Michelle Isner, Vice President

Mr. Nicholas DeSilvio

Mrs. Barbara Ciancaglini

Mrs. Michele Cunningham

Mrs. Dawn Gelsi-Collins

Mrs. Heather Flaim

Dr. Mary Kientz

Mrs. Janet Reger

CENTRAL ADMINISTRATION

Mr. Troy Walton, Superintendent of Schools

Ms. Elizabeth (Bette) DiPietro, School Business Administrator/Board Secretary

Mrs. Barbara Dobzanski, Supervisor of Special Services

Mrs. Jaime Doldan, Supervisor of Curriculum and Instruction

Mr. Richard Carr, Instructional Supervisor

BUILDING PRINCIPALS

Caroline Reutter School, Mr. Theodore Peters

Main Road School, Mrs. Amy Morley

Mary F. Janvier School, Mr. Henry Kobik

BOARD OF EDUCATION MEETINGS

Board of Education meetings are typically conducted on the 3rd Wednesday of the month according to the following schedule with exceptions noted:

- September 21, 2016MFJ School/All Purpose Room... 7:00 P.M.
- October 19, 2016MFJ School/All Purpose Room... 7:00 P.M.
- November 16, 2016MFJ School/All Purpose Room... 7:00 P.M.
- December 21, 2016MFJ School/All Purpose Room... 7:00 P.M.
- January 4, 2017 (Reorganization)MFJ School/All Purpose Room... 7:00 P.M.

* Meetings for the remainder of the year will be set at the January reorganization meeting.

KEY PERSONNEL CONTACT INFORMATION

Superintendent's Office	856-629-9500 X1200
Curriculum and Instruction Office	856-629-9500 X1221
Child Study Team Office	856-629-9500 X1212
District Transportation Office	856-629-9500 X1210
Main Road School Main Office and Principal	856-697-0220 X2101
Main Road School Nurse's Office	856-697-0220 X2103
Main Road School Counselor's Office	856-697-0220 X2104
Main Road School Cafeteria Office	856-697-0220 X2109

PARENT - TEACHER COMMUNICATION

Our teachers and principals communicate often to keep parents informed of school events and procedures. Because our primary concern is of the well-being and education of our students, the Main Road School faculty and staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that, in these cases, the parent must first contact the teacher or staff member involved before involving the school administration. This is because the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of our students, we recommend that the following steps be followed when a question or concern arises: (All correspondence should be in writing).

1. Students and parents must first go to the teacher or staff member involved with their questions, concerns, or comments.
2. The teacher or staff member involved will follow up with the parent on the resolution of questions, concerns, or comments, usually within 24 hours.
3. If questions or concerns continue, the parent may choose to contact the principal.

NEXT LEVEL

(COMMENTS, CONCERNS, and 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 an appearance before the Board of Education. The written 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.

DAILY SCHEDULE

Main Road School – 8:17 a.m. – 3:02 p.m.

Students not arriving to school by 8:25 a.m. will be marked tardy.

DELAYED SCHOOL OPENING

A situation may arise when it would be necessary to delay the opening of school for students. 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 a 2-hour “delayed opening”: The school hours under a delayed opening declaration will be as follows:

Main Road School 10:17 a.m. – 3:02 p.m.

ONE SESSION DAY SCHEDULE

Students will be dismissed early on announced days during the course of the school year according to the following schedule:

Main Road School – 1:02 p.m. Lunches **will not** be provided on one session days. Parents are encouraged to send their children to school with a light snack.

EMERGENCY CLOSINGS (7130)

In the event it becomes necessary to close school due to inclement weather or other causes, announcements will be made through the following: Radio (KYW-1060), television (Philadelphia stations 3, 6, and 10), and School Messenger. An announcement will be posted on our website, www.franklintwpschools.org

In the interest of safety, it occasionally becomes necessary to dismiss the Township of Franklin Public Schools prior to the dismissal times due to inclement weather or other cause. Parents/Guardians will be notified via the District’s Emergency Contact System (School Messenger and RealTime).

We share parents’ concern over young children going home at times when no one is home to receive them. **In view of this situation, parents are requested to inform their children beforehand what to do in the event they are not at home.** Parents should make arrangements with a friend or neighbor to care for their child. Maybe a hidden key will suffice depending on your circumstances. This will assist everyone should there be an unexpected emergency closing.

STUDENT DROP-OFF AND PICK-UP

MORNING: Our school **doors open no earlier than 8:12 a.m.** You do not have to walk your child in, but **please do not leave your child unattended** at the front door, especially during the inclement weather. We do offer before and after care through the Just Kids program 856-768-8190. Your child will be considered **late after 8:25 a.m.** We ask that this be avoided as much as possible. ***When a student is consistently late it truly does disrupt the classroom routine.*

AFTERNOON: The **school day ends at 3:02 p.m.** When picking up your child for dismissal, always send in a note prior to the pick-up or **call before 2:00 p.m.** Please include the child’s first and last name, teacher’s name, and the name of the person who’s picking up on every note. The secretary will not be able to accommodate “last minute student pick-ups.”

***Our teachers instruct up until the last minute, so every time your child is pulled early, their classroom is being disrupted.*

ALWAYS bring proper photo identification when picking up students.



2016-2017 TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS CALENDAR



SEPTEMBER 2016

S	M	T	W	Th	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

1 Teacher Inservice – Full Day
2 No School for Students/Staff
5 Labor Day
6 First Day of School

Days: Teachers – 20 / Students – 19

FEBRUARY 2017

S	M	T	W	Th	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				

17-20 Presidents' Weekend

Days: Teachers – 18 / Students – 18

OCTOBER 2016

S	M	T	W	Th	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					

7 Teacher Inservice – Full Day
10 No School for Students
Columbus Day

Days: Teachers – 20 / Students – 19

MARCH 2017

S	M	T	W	Th	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	

No Holidays

13 Last Day of 2nd Trimester
16 Evening Parent Conferences
17 Teacher Inservice – Full Day
No School for Students

Days: Teachers – 23.5 / Students – 22

NOVEMBER 2016

S	M	T	W	Th	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		

7-8 Evening Parent Conferences – CLR (7) / MFJ & MR (8)
Student Half Days
9 Teacher Inservice / Parent Conferences
No School for Students
10-11 NJEA Convention
11 Veterans Day
23 Student/Staff Half Day
24-25 Thanksgiving Recess

Days: Teachers – 18.5 / Students – 17

APRIL 2017

S	M	T	W	Th	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						

13 Student/Staff Half Day
14-21 Spring Break

Days: Teachers – 14 / Students – 14

DECEMBER 2016

S	M	T	W	Th	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

2 Last Day of 1st Trimester
23 Student/Staff Half Day
26-30 Winter Recess

Days: Teachers – 17 / Students – 17

MAY 2017

S	M	T	W	Th	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			

26 Teacher Inservice – Full Day
No school for students
29 Memorial Day

Days: Teachers – 22 / Students – 21

JANUARY 2017

S	M	T	W	Th	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				

13 Student Half Day
Teacher Inservice – Half Day (PM)
16 Martin Luther King Day

Days: Teachers – 21 / Students – 21

JUNE 2017

S	M	T	W	Th	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	

No Holidays

14-16 Student Half Days
16 Last Day of School / Last Day of 3rd Trimester

Days: Teachers – 12 / Students – 12

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

1st day: April 21 3rd day: April 19
2nd day: April 20 4th day: April 18

Additional days will be made up from June 19-30, as appropriate

- School Closed for Students/Teachers
 - Student Half Days
 - School Closed for Students Only
 - Testing Days
 - First/Last Day of School
 - Last Day of Trimester

DRAFT – 3/16/16

LAVATORY USAGE

Students may use the lavatory at any time. The children should first ask an adult for permission, but if the child is denied use of the lavatory, (and it is a true emergency) the student is then permitted to use the bathroom without permission from an adult. No child should ever have an “accident” at school. If lavatory usage becomes excessive, a meeting with the principal and school nurse will be scheduled in order to discuss potential medical concerns.

CHILD CUSTODY ISSUES (9240)

Current court orders, signed by a judge or alternate official, must be provided to the school in order to assure the proper management and release of students. Office personnel are required to follow official court documents only. Personal notes and requests that do not follow the court order on file will not be accepted. It is the responsibility of the parents to provide current court documents. If there is a discrepancy, the police may be contacted in order to provide guidance to the school officials making the decision.

DISTRICT WEBSITE

Parents and students may access updated information by logging onto the district website at www.franklintwpschools.org. Click the tabs (and links) to learn more about academics, activities, cafeteria menus, etc. Students may also access online resources and certain assignments by visiting the teacher website links. Pertinent district policies can be obtained through the district’s website.

SUBSTITUTE TEACHERS

Substitute teachers are employees of the Township of Franklin Schools. Student behavior for a substitute teacher should follow regular classroom rules and is subject to discipline.

ACADEMIC AREAS

Children will be instructed in the following academic areas: Reading, Grammar, Spelling, Writing, Math, Science, Social Studies, Health, Spanish, Physical Education, Art, Music, Computers, and Technology. (These areas are subject to change due to curricular revisions on the NJDOE, and local level.) Most children will have more than one teacher during the academic school day. During the 2016-2017 school year, most children will experience a “team teaching” approach where they will receive math instruction and ELA instruction from two separate teachers.

INTERIM PROGRESS REPORTS

(Policy 5420)At the mid-point of each marking period, all students will receive a written progress report from their teacher. This will allow parents to monitor their child’s progress within a specific marking period and alert them to any problem areas which need attention. **Interim progress will be available on/or about October 14th, January 27th, and April 28th.** Various formative

assessments such as unit assessments, the DRA2 (reading inventory), and iReady are administered during the course of the school year. Students should be encouraged to perform to the best of their ability in order for an accurate assessment of their academic progress can be determined.

PARENT TEACHER CONFERENCES

Parent-teacher conferences provide an opportunity for the teacher and parent to develop a mutual understanding and exchange valuable information that will aid the child's progress. The parent conferences schedules are below:

Monday, November 7th - Parent-Teacher Conferences (Afternoon)
Tuesday, November 8th - Parent Teacher Conferences (Afternoon/Evening)
Wednesday, November 9th, Parent Teacher Conferences (Morning)
Thursday, March 16th, Parent teacher Conferences (Evening)

REPORT PERIODS

Student Report Cards are issued three times a year for students in all schools. Report period information is as follows:

<u>Begin</u>	<u>End</u>	<u>Issue Date</u>
September 6	December 7	December 14
December 8	March 13	March 16
March 14	June 16	Last Day of School

STANDARDS-BASED REPORT CARDS/EVALUATION

The fundamental purpose for using standards is to identify and prioritize content standards to appropriately identify student learning in the classroom. Educators are expected to teach to the NJ 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 NJ State Standards for each grade level, for the complete list of standards visit the district website at 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 has exceeded, and consistently exceeds performance on 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 student is doing based on the standards.

BUS RULES

School bus service is maintained to provide transportation to and from school for all students. It is our aim to provide efficient service and to insure the health and safety of all passengers. To accomplish this goal, please recognize your bus driver as responsible for students' personal health and welfare. Directions must be followed. The driver must concentrate on driving the bus. Therefore, the following must be observed in regard to bus transportation:

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. After School Detention(s) and/or Recess/Lunch Detention
 4. Three Days removal from the bus (parents are responsible for their child's transportation)
 5. Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 6. Ten Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 7. Twenty-Five Days removal from the bus (parents are responsible for their child's transportation) and parent conference
 8. 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 progression of light to harsher punishments.
 - 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.

TRANSPORTATION REQUESTS (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 or secretary.
 - 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 (8600)

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

1. If possible, it is recommended that an adult accompany each child at pick-up and drop-off. **Students are to be at bus stop 10 minutes prior to pick-up time. (not in home) Please make every effort to refraining from having child wait inside the home for the bus.**
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. Administrators may use the images to determine appropriate discipline for inappropriate student behavior.

FIRE DRILLS (8420)

At the sound of the fire alarm, students should proceed through the nearest exit silently and in single file. All windows and doors of all rooms should be closed. All lights should be turned off. If the alarm should sound while students are passing in the corridors, they should fall into single file on each side of the corridor and file out the nearest exit. If the fire alarm should sound while students are in the cafeteria or gymnasium, they should proceed orderly through the nearest exits. When students are outside, they should move away from the parking areas and paved areas onto the grass, leaving all driveways clear and follow the directions of the faculty or staff. Students are to remain orderly and attentive so that they may hear any possible directives and announcements. No one is to enter the building without administrative permission (PA announcement).

EMERGENCY EVACUATION (8420)

Students and staff will be directed over the public address system to gather up all belongings and quickly evacuate the building using the same evacuation procedures as utilized in a fire drill. STUDENTS SHOULD NOT GO TO ANY OTHER AREAS TO SECURE BELONGINGS. STUDENTS SHOULD ONLY TAKE THE ITEMS THAT ARE WITH THEM AT THE TIME THE EVACUATION IS ORDERED. CELL PHONES ARE NOT PERMITTED TO BE USED DURING AN EMERGENCY EVACUATION.

Students are to remain orderly and attentive so that they may hear any possible directives and announcements. If the students are not orderly, attentive, and quiet, the discipline code will be enforced. No one is to enter the building without administrative permission (PA announcement).

In the event that the school needs to relocate to an alternative facility, the school will enact its reunification plan. Information regarding the reunification of students with their parent/guardian will attempt to be disseminated through the School Messenger System and District Website. Parents/Guardians are asked to bring a photo ID when retrieving their child.

EMERGENCY LOCKDOWN / LOCKOUT

Students and staff will be notified of an emergency lockdown/lockout over the public address system. Staff and students will quickly move into lockdown/lockout mode.

Students are to remain orderly and attentive so that they may hear any possible directives and announcements. If the students are not orderly, attentive, and quiet, the discipline code will be enforced. No one is to enter the building without administrative permission (PA announcement).

In case of emergency situation, parents, please do not come to schools. The district will keep parents informed

VIDEO SURVEILLANCE (7441)

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.

VISITORS

All visitors must report to the main office for a visitor's pass in order to be present in the building. Except in cases of emergency, parents/guardians are encouraged to make an appointment in advance. Student visitors are not permitted. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation is required.

A drop off box will be placed at the school's entrance. Parents wishing to simply drop off an item for a student or to the school are asked to leave the item (with the child's name on it) for retrieval by main office personnel. This box will be utilized to assist in maintaining the safety and security of the school building.

PETS

Sorry, but pets and other animals are not permitted in school due to student allergies and liability concerns.

SELLING OF GOODS AND “TRADING”

At no time are students permitted to sell goods or “trade” with other students. Students may be subject to disciplinary consequences at the discretion of the Principal.

CHANGE OF ADDRESS/PHONE NUMBER

If a student is moving from one address to another within the school district, the parent/guardian must report the change to the Administrative Office in the form of a letter. Furthermore, a proof of residency will be required.

If a student is going to transfer to another school district, the parent must first schedule an appointment with the school’s main office. Once the appointment has been made, parents/guardians are expected to gather all the “new school” information and bring it with them to their scheduled appointment. A transfer card will then be prepared, processed, recorded and approved in the school office and given to the student’s parent/guardian. Once the release of records form has been signed, the transfer process will take place. Transcripts (cumulative/permanent records) will be forwarded later to the student’s new school provided the student has fulfilled all responsibilities, returned all textbooks, material, and/or equipment, and paid any outstanding fines.

Parents who change their telephone number at any time are requested to notify the school ASAP so that this change is registered in our office. Only by such notification are we able to keep our records up-to-date and notify parents in the case of an emergency.

LOST AND FOUND

All valuable articles and/or clothing found at school are taken to the school’s cafeteria. 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. Unclaimed items will be donated to a local cause/foundation twice annually.

CARE OF SCHOOL PROPERTY (7610)

Students are to maintain respect for school property at all times. Each student is responsible for his/her own books. He/she will have to pay for any of his/her books, which are damaged, lost or stolen. All books are to be covered. Damage or destruction of school property is covered under the Discipline Code. The full cost of a replacement textbook will be charged when textbooks are lost or not useable because they are damaged beyond repair. In a case where a student owes an obligation/fine to the school, including the year-end obligations such as lost books, locks, etc., report cards will be withheld until the obligation has been satisfied. No student with an outstanding obligation will be allowed to attend a school trip.

BOOK FEES

Book fees will be in accordance with the following scale:

<u>CONDITION</u>	<u>PAYMENT</u>
New	Full price
Good	3/4 of new price
Fair	1/2 of new price
Poor	1/4 of new price

Payment will be based upon this rating.

PHILOSOPHY

We believe that extra-curricular activities contribute to school loyalty and happiness in school life, develop personality, establish habits of good citizenship and increase the powers of self-direction. Student activities at Main Road School provide opportunities for students to engage in special interests in addition to curricular experiences. Student activities help to develop student abilities necessary for leadership as well as those necessary for group participation. Students who have special talents in fields such as music, art or athletics are given an opportunity to improve their skills to an extent not usually afforded in the classroom.

While student activities are important for the all-around development of the student, regular classroom work must take precedence. The needs and interest of students, availability of faculty advisors and other factors determine the program of activities developed in our school.

Parents are requested to promptly pick up their child from after school extra-curricular. Any student participating in an extra-curricular activity who is not picked up by 4:15 PM may be asked to no longer participate in after school extra-curricular programs.

All students who participate in extra-curricular activities must have good academic, discipline, and attendance standing to remain enrolled in their selected program(s). Extra-curricular Advisors, respective teachers, and administration reserve the right to exclude a student from a program or school activity/trip due to poor academics, behavior, or attendance.

SOCIAL ACTIVITIES

(Policy 5850) In keeping with the philosophy of Main Road School, the administration and staff strive to develop a program of positive social activities planned in such a manner as not to interfere with the academic program. Minimum financial responsibility is placed upon the student, and care is exercised so that no student is excluded for financial reasons.

Any student absent from school, in violation of the district's attendance policy, assigned restricted study or suspended from school externally is not permitted to attend any after school activities. Absent students may be allowed to attend with a physician's note and advanced administrative approval.

DANCES

A Dance is held for 4th grade students to provide a pleasant social experience. General guidelines are listed below covering responsibilities and conduct.

1. Chaperones are in complete charge and all situations are under their authority.
2. Disruptive behavior will be dealt with in accordance with the guidelines established in the Disciplinary Code. Social privileges may be revoked at the discretion of the Principal.
3. Once a student enters a dance, he/she may not leave until it is over, or until his/her parent/guardian comes to take him/her home.
4. Transportation to and from dances is the responsibility of the parents/guardians. The school does not provide buses.
5. Any student may be refused admittance at the discretion of the administration or chaperones.
6. **No guests, other than one guardian, are permitted at school the dance.**

CONCERTS

Our music department presents chorus and band concerts in the Winter and Spring. The concerts enable students to demonstrate their musical abilities and talents. Such events are scheduled as evening performances typically at Delsea High School's main theatre. Parents/guardians and family members are welcome to attend.

Appropriate concert etiquette is requested at all events. Cell phones should be powered off, and visitors should only enter and exit the theatre in-between songs.

FOR ALL EVENING ACTIVITIES--ALL STUDENTS MUST BE ACCOMPANIED BY A PARENT OR GUARDIAN THROUGHOUT THE EVENT.

FIELD TRIPS (2340)

Any student who is not in good academic standing, demonstrates chronic or serious misbehavior, or accumulates 12 or more unexcused absences may not be eligible to attend a field trip. Ineligible students will stay back from the trip and participate in an alternate activity during the regular school day.

AFTER SCHOOL CLUBS

We offer a variety of after school clubs. Your child is not always guaranteed a spot, so do not hesitate to put in for several. Franklin Twp. Schools do not offer transportation for these students that participate in the after school programs. So please make sure to include at least two back up people that would be allowed to pick your child up if you are not available. Please note that a student can be dismissed from clubs at any time if: their attendance and grades become a problem, students go home on bus when they were supposed to stay for clubs, and if a parent is late to pick up their child 2 or more times.

INTERNET ACCESS AND CONSENT (2361)

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and parents must understand that the Board and System Administrators have no control over content. While most of the content available on the Internet is appropriate and valuable some objectionable material exists. The Board will provide pupil access to the Internet resources only in supervised environments and has taken steps to lock out objectionable areas, but potential dangers still remain. The Board does not condone the use of such materials and does not permit the usage of such materials in the school environment. Some information may contain defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, racially offensive or otherwise illegal material. In addition, information that is shared between home and school computers may contain the risk of contaminated or corrupted information. Pupils who knowingly bring such materials into the school environment will be disciplined in accordance with school policy and such activities may result in the termination of such pupils' accounts on the computer network and their independent use of computers while at school. Specific conditions and services on the computer network and the Internet change from time to time. The Board makes no guarantees with respect to services and specifically resumes no responsibility for:

1. The content of any information or advice received by a pupil from a source outside of the school district or any cost that are incurred
2. Any cost, liability or damage caused by pupil use of the computer network or Internet
3. Any consequence of service interruptions or changes whether or not they were under the control of district staff
4. The privacy of electronic mail the Board shall not be held liable for the use of the computer network and the Internet.

All users will abide by the following terms:

1. Use of the computer network and Internet shall be for educational purposes only.
2. Use of the computer network and Internet shall be for legal purposes only.
3. The computer network and Internet shall not be used to transmit threatening, obscene or harassing material in any form.
4. Pupils will not disrupt the computer network or the Internet services by any unauthorized personal action.
5. Pupils will not attempt to gain access or access any computer sites or files for which they do not have authorization.
6. Pupils will not copy any information in any form to which individuals or organizations hold copyright without specific written permission.

7. Pupils will not engage in game playing on computer networks except when authorized for educational purposes.
8. Pupils will print materials for educational purposes only and only to authorize printers.
9. Pupils will not engage in other activities that do not advance the educational purposes for which computer networks and computers are provided.

VIOLATIONS OF INTERNET ACCESS AND CONSENT

Individuals violating this policy shall be subjected to the consequences as indicated in Regulation 2361 and other appropriate discipline which includes but not limited to:

1. Use of computer network/computers only under direct supervision
2. Suspension or revocation of network privileges
3. Suspension or revocation of computer privileges
4. Suspension from school
5. Expulsion from school
6. Legal action and prosecution by the authorities

Please refer to the 1-1 Chrome Book Initiative website for specific student technology-related information and procedures at www.franklintwpschools.org

ELECTRONIC DEVICES (5516)

(Policy 5516) Radios, headphones, beepers, cellular phones, iPods, laser pointers, video games or other electronic devices are **not** to be used during school hours, unless permission is granted by a teacher or staff member. Students must have all electronic devices turned off and put in their book bag as they enter the building each day. All electronic devices must remain off and secured throughout the school day, and during after-school activities. Students with visible electronic devices in their possession will be subject to the Discipline Code. No videotaping of students or district employees is allowed without permission. The school is not responsible when these items are lost or stolen.

Furthermore, e-books or tablets (such as Kindles, Nooks, and iPads) can be used for educational purposes **only with the permission of a teacher or staff member**. If a student uses an electronic device without teacher consent, the infraction is subject to the disciplinary code (as in the case of any other electronic device). Furthermore, students may not utilize electronic devices in non-instructional areas unless they have obtained prior approval from the principal or his designee. Students in violation of school procedures may be prohibited from using electronic devices. Infractions will include detention(s) / suspension of privileges

TOYS AND PERSONAL ITEMS

No toys, trading cards, stuffed animals, etc. should be brought to school. The school is not responsible when these items are lost or stolen.

STUDENT ABSENCES/EARLY RELEASE/TARDY FROM SCHOOL (5200)

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.

A written note from the parent/guardian for the absence is required upon the student's return to school. The note must contain the pupil's name, date, reason for absence and the signature of the parent/guardian. In such cases, students are encouraged to make up the work missed.

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 pupil.

In the case of lateness, students are required to bring a note written by the parent/ guardian on the day of tardiness. The note should indicate the reason for tardiness. Parents/Guardians and the student must share the responsibility of being on time. (Policy 5200)

Every Five (5) Unexcused Tardies will constitute One (1) Unexcused Absence.

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 written 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 parent.

The district recognizes and will grant permission for four (4) reasons which create a legitimate need for 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:

- A. A note from the parent/guardian containing the pupil's name, date, reason for early dismissal and the signature of the parent/guardian.**
- B. A parent/guardian or other authorized person signing a release form in the office.**
An absence of five (5) consecutive days or more shall require a doctor's certificate immediately upon return to school.

REPORTING STUDENTS ABSENT/LATE

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 respective school voice mail box 24 hours a day as follows: **MAIN ROAD SCHOOL 629-9500, Ext. 2500**. 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 the 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.** However, in the event this procedure is not followed by the parent/guardian, assigned school personnel shall contact the home. If contact cannot be made, the attendance officer shall be sent to the home. If the absence continues unexplained, the local police will be notified.

Students with 12 or more unexcused absences will lose all "extra" privileges and extra-curricular activities, including their class field trip. Doctor's notes must be dated within 10 days of the date the child returns to school. DCP&P may also be contacted with the concern that the child may be suffering from parental neglect. A parent or student may request to meet with the principal in order to petition for leniency with the attendance rules.

Parents will be notified periodically, in writing, of their child's absence and tardy totals. Parents and student are also encouraged to regularly view their absence and tardy totals through the Real Time system. **Students with 12 or more unexcused absences will lose all "extra" privileges and extra-curricular activities, including their class field trip.** DCP&P and local law enforcement may also be contacted with the concern that the child may be suffering from parental neglect. The principal may request meetings with parents in order to review a child's attendance records. In cases where parents do not contact the main office back in a timely manner to set up a meeting, a child may be withheld from extra-curricular activities until a meeting has occurred. A parent or student may request to meet with the principal in order to petition for leniency with the attendance rules. A list of New Jersey Department of Education authorized religious holidays can be accessed at <http://www.state.nj.us/education/genfo/holidays1415.htm>.

MAKE-UP WORK

Pupils absent for any reason must make up assignments, class work, 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. Additional requests will be honored when the work from the initial request is completed and submitted.

HOMEWORK

All children are expected to complete homework. Children who do not complete homework will stay in for recess, or after school, until the assignments are complete. This is not a punishment, but instead an opportunity to complete the school work which was not completed when originally requested. Regardless of whether it is a missed homework assignment or schoolwork that was missed due to absenteeism, all schoolwork must be completed for assessment purposes and for promotion to the next grade level.

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 1st. The decision of the Principal regarding the teacher assignment shall be final. Students have been placed into their academic assignments according to a multiple measures rubric and teacher's recommendation.

HOME INSTRUCTION (2412)

To provide uninterrupted education for students unable to attend their regular classes because of illness or disability, away from school instruction will be provided subject to the following conditions:

- The period of absence must be expected to be longer than two weeks.
- Medical certification is provided as to the necessity for the student's absence and the student's fitness to benefit from the instruction.

PROMOTION/RETENTION (5410)

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

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

School attendance shall be a factor in the determination of a pupil's promotion or retention. A student may be retained at grade level, in accordance to Policy 5410, when he/she has been deemed chronically absent, whatever the reason for the absence, except for the observance of a religious holiday and absences due to student's suspension will not count towards the total.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

SPECIAL EDUCATION

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, psychologists, social workers, learning disability specialists and consultant psychiatrists, all of whom work with the district's professional staff in helping students overcome severe learning problems. Parents may access referral information through the Supervisor of Special Services or the district's website- www.franklintwpschools.org.

FAMILY LIFE EDUCATION PROGRAM (2242)

A Family Life Education Curriculum is presented in grade 4. The curriculum guide and all instructional materials are available for review upon the written request of parents and guardians to the school principal. The child of any parent or guardian who presents to the school principal a signed statement that any part of the instruction in family life education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalty shall be incurred.

PROJECT THINK (2464)

The district operates a program for students in grades 3 and 4 who are identified as "gifted and talented" according to Board approved district criteria and procedures. All students are assessed for their eligibility in the program. Information regarding an overview of the program and the criteria for the selection is available upon written request from the principal. Parents who feel their child was overlooked for the program should send a letter of appeal to the school principal.

PHYSICAL EDUCATION PROGRAM

The school system has developed a complete program of physical education in accordance with state regulations. All students are required to wear appropriate footwear, (sneakers) and participate in this program unless excused for valid medical reasons. A written Doctor's note must be provided for any exclusion from physical education. Proper footwear must be worn for the teacher to conduct assessment in instruction.

BASIC SKILLS INSTRUCTION

This program offers remedial services in Language Arts Literacy and Mathematics. Students are identified for remedial and/or supplemental instruction by district assessments, teacher recommendation, report card grades, and performance level. Small group instruction focuses on individual needs of the children.

INTERVENTION AND REFERRAL SERVICES (2417)

This group, guidance counselor, the school nurse, and teachers, provides 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 counselor.

INTEGRATED PEST MANAGEMENT (IPM) (7422)

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.

SECTION 504 / ADA Compliance

The School Curriculum Coordinator, Mrs. Jaime Doldan, is the district's ADA Coordinator and Public Agency Compliance Officer. She is responsible for ensuring adherence to the law. Alleged grievances relating to compliance or ADA should be presented promptly to Mrs. Doldan. Any questions or concerns should be addressed to this supervisor at 3228 Coles Mill Road, Franklinville, NJ 08322-3029. Phone 626-9500, Ext. 1218.

AFFIRMATIVE ACTION/TITLE IX

1. (policy 1140)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 parent status or national origin. The Board assures equality in all educational programs and services.
2. A copy of the district's affirmative action plan and grievance procedure is available for review from a school Principal or Superintendent upon request. Also available for review is the district's equity objectives and plans.
3. Alleged grievances of discrimination should be presented promptly to the affirmative action officer. Any questions or concerns regarding affirmative action should be addressed to 3228 Coles Mill Road, Franklinville, NJ 08322. Phone: 629-9500, extension 1221.
4. Anyone interested in participating in the planning, implementation and evaluation of the District's equity programs should contact the Superintendent.

RIGHT TO KNOW / MEDICAL ALERTS

Board Policy 7433-Safety includes information about the use and storage of hazardous substances. Parent/Guardians are advised as follows:

1. Notice of any construction or other activities involving hazardous substances will be posted on the bulletin board of their children's school;
2. Hazardous substances may be stored at the school at various times throughout the year;
3. Hazardous substances fact sheets for any of the hazardous substances being used or stored are available at the school.

CONTAGIOUS DISEASES (5320)

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

Chicken Pox-6 days or until all lesions are in scab stage.

Conjunctivitis-24-72 hours or until the discharge has ceased or doctor's certificate is presented.

Measles-5 days after onset of rash.

Mononucleosis-doctor's certificate required.

Mumps-minimum of 9 days or until swelling subsides.

Pediculosis (head lice)-lice and eggs 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 after 24 hours of treatment.

Whooping Cough-doctor's certificate required.

Children who have an elevated temperature should always be kept home and away from other children for 24 hours. Other children in the family may attend school. A physician's note is required for a student to return to school who has been absent for five or more consecutive days due to illness/injury.

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.

Before any medication shall be administered, the board requires that pertinent information be provided by a physician and the parent(s). A medication consent form is available from the school nurse. The nurse will handle any necessary inquiries regarding the information provided, secure the medication, and dispense the dosage to the student. All medicine should be brought to and from school by a parent. **Children should never bring medicine to and from school.** (This includes prescription medicine as well as over-the-counter medicine.)

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 nurse of the school your child is attending. Parents of children with food allergies are not guaranteed attendance at classroom parties and field trips since a certified school nurse will be present at all times.

DRUG/ALCOHOL POLICY

The Board has adopted policy and procedures (Policy 5530) 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 is available for review upon written request to the school principal. P.14

DRESS CODE

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, the following:

Shirts, blouses, dresses, etc., with bare backs or that display a bare midriff; or 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 worn in the building, sunglasses. For student safety, all footwear should cover the entire foot and all laced shoes must be tied securely. Shoes that contain roller skates 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 be also result in further disciplinary action.

CODE OF STUDENT CONDUCT

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 recess or after school detention and/or loss of classroom privileges at the discretion of his/her teacher. Students who demonstrate ongoing misbehavior and/or are suspended from school within thirty (30) days of a field trip/activity will lose their privileges to attend such field trip/activity. 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.

DISCIPLINE CHART

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The School Principal and/or Superintendent may modify the disciplinary actions specified in the chart of discipline on a case by case basis. The behaviors include, but are not limited to:

Disciplinary Action Guide	
Code	Disciplinary Action
A	Parent Conference, and /or Detention
B	Two days suspension
C	Three to five days suspension
D	Five days suspension
E	Suspension 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 school days upon pupil's return to school from suspension

Chart of Discipline		
Infraction	Disciplinary Action First Offense	Disciplinary Action Second and Subsequent Offenses
Possession of matches, lighter, etc.	A	B
Possession of tobacco or tobacco products	A	B
Continued classroom, playground or lunchroom disruption/disrespect	A	B
General Misconduct	A or B	B
Disrespect towards a school employee	A or B	B or C
Disrespect towards another pupil	A or B	B or C
Violating the rights of others	A or B	B
Jeopardizing the Safety of Others	A or B	C

Disrespectful comments that include racial or sexual content	A or B, and/or F	C, and/or F
Failure to Follow Directions	A or B	B
Cutting Class/Leaving without Permission	A or B	B
Display of an Electronic Device without permission	A	A and I
Operation of an Electronic Device without permission	A and/or I	A or B and I
Inappropriate Use of an Electronic Device	A or B and/or I	A or B and I
Possession of obscene materials	A	B
Distribution/Display of obscene materials	B and/or F/I	C and/or F/I
Profane language (verbal or written)	A	B
Simple assault	A or B	C
Fighting	A or B and/or F	C and/or F
Incitement to Fight	A or B	B
Threat of bodily injury	A or B and/or F	C and/or F
Defiance, insubordination	B	C
Leaving school without permission	B	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, F	C, F
Theft	B, F	C, F
Possession of fireworks	C, F	D, H, F
Possession of a weapon or dangerous instrument other than a firearm	C, F	D, H, F
Deliberate damage to property	C and F	D, F, H
Robbery	D, H, F	E, F, H
Extortion	D, H, F	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	G, F, H	F, G, H

1-1 Chrome Book Initiative Code of Conduct Related Infractions

Infraction	First Offense	Second Offense	Third Offense
Accidental Damage to a Chrome Book or Accessory	Warning / Written Reflection	Detention / Loss of Chrome Book for Ten Days	Detention / Loss of Chrome Book for Thirty Days
Misuse of a Chrome Book or Accessory	Written Reflection / Loss of Chrome Book for Five Days	Detention / Loss of Chrome Book for Thirty Days	Detention / Loss of Chrome Book for One Trimester
Uncharged or Chrome Books Left at Home (per trimester)	Warning	Detention / Loss of Chrome Book for Five Days	Detention / Loss of Chrome Book for Thirty Days
Lost / Destroyed Chrome Book or Accessory	Warning / Written Reflection / Loss of Chrome Book of Five Days / Restitution	Detention / Restitution / Written Reflection / Loss of Chrome Book for Thirty Days	Two Day Out of School Suspension / Restitution / Loss of Chrome Book for One Trimester
Intentional Damage to a Chrome Book or Accessory	Three to Five Day Out of School Suspension / Referral to Local Law Enforcement Agency / Loss of Chrome Book / Restitution		

Administration reserves the right to modify the consequences of chrome book related infractions as necessary.

Further information pertaining to the code of conduct and the appeals procedure can be found on our district's website at www.franklintwpschools.org.

HARASSMENT/INTIMIDATION/BULLYING

Harassment is a violation of state and federal laws. The Board of Education has adopted Policy 5751 to address this topic. Copies are available online or upon written request to the Principal.

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. The school principal and school anti-bullying specialist are to be promptly notified when instances of H.I.B. are suspected.

The District Anti-Bullying Co-Coordinators are Mrs. Barbara Dobzanski, Supervisor and Mr. Theodore Peters, Principal.

PARENT INVOLVEMENT

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 assist with school-wide events. 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. 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. Similarly, parents may choose to join "Parents for Positive Change", a parent group which supports the programs of special needs students within the district. Meeting dates are published on the District's website and on the school's monthly calendar. Parents interested in participating in school events are encouraged to view the website at: <http://www.franklintwpschools.org/index.php/parentsstudents/ptopta/>

SEASONAL CELEBRATIONS

(Policy 5850) Main Road 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 PTO. These celebrations are:

Halloween/Harvest - October 28, 2016

Winter – December 23, 2016

Spring- April 13, 2016

Last Day of School – June 16, 2017 (*Date may change due to emergency closing days)

PTO head room parents coordinate the above listed events and up to six 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 restricted 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 at 856-697-0220 X2109, to purchase a cafeteria provided treat to be given to the class during lunch. (Birthday treats cost a total of approximately \$10-\$20 for a classroom of 25 students, depending on the treat selected.) 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 that day. **Please notify the main office 24 hrs. prior to a lunch**

visitation or visitation will not be granted. Cafeteria staff will gladly take a birthday photo of your child but parents/guests photographing others in the Cafeteria is unfortunately not permitted.

CAFETERIA

(Policy 8500) The Township of Franklin Public School cafeteria offers a balanced lunch at a minimum 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. All students eat in the cafeteria whether lunches are brought or purchased. Breakfast is also available at the main Road School. Parents may monitor their child's lunchroom purchases through the Realtime Parent Portal on the district's website. School Lunch Calendars for breakfast and lunch are posted on the district's website at www.franklintwpschools.org.

SCHOOL CAFETERIA PRICES

Description	Price
Student Breakfast	\$1.25
Student Reduced Breakfast	\$0.30
Student Lunch	\$2.75
Student Reduced Lunch	\$0.40
Second Protein Portion with purchase of a menu pattern lunch	\$1.85
A la carte entrée	\$2.25
A la carte milk	\$0.50
Snacks (assorted varieties)	Ranging from (\$0.40 - \$1.00)