2026-2027 Student/Parent Handbook

Mary F. Janvier Elementary School

1532 Pennsylvania Avenue
Franklinville, NJ 08322

Home of the Jackrabbits



Ms. Alexis Cartagena, Principal
Ms. Rachelle Sepielli-Feret, School Counselor
Mrs. Jessica Swanfeld, School Nurse

Main Office Phone: (856)-629-0431

Township of Franklin Public School District
3228 Coles Mill Rd.
Franklinville, N.J. 08322
(856) 629-9500
www.franklintwpschools.org

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Important Phone Numbers and Extensions

Mary F. Janvier School

Phone: 856-629-0431

School Fax: 856-629-5540

Absence Line	(856) 629-0431 Press 5
Main Office	(856) 629-0431 Press 6
Transportation Department	(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
Board Office	(856) 629-9500 Ext. 1200
Superintendent's Secretary	(856) 629-9500 Ext. 1201
Child Study Team	(856) 629-9500 Ext. 1213

District Information

Township of Franklin Board of Education

Mrs. Alicia Fragoso, President
Mrs. Michele Cunningham, Vice President
Mr. Greg Smith
Mr. Benjamin Lloyd
Mrs. Barbara Ciancaglini
Mrs. Lacy Giberson-Brown
Mrs. Michelle Doyle
Mrs. Mary Petsch Wilson
Mrs. Stephanie Starr

Superintendent of Schools

Dr. Kristin Kellogg

School Business Administrator/Board Secretary

Ms. Trish Birmingham

School Principals

Ms. Alexis Cartagena - Mary F. Janvier Elementary School
Ms. Nicole Inverso - Main Road Elementary School
Mr. Theodore Peters - Caroline Reutter Elementary School

Supervisors

Mrs. Barbara Dobzanski - Special Education
Mrs. Jaime Doldan - Curriculum and Instruction
Mr. Zachary Slaven - Instructional Supervisor
Mr. Ryan Van Laeys - Technology Supervisor
Mr. Dave Zeck - Buildings and Grounds
- Transportation Supervisor

Township of Franklin Public School District
Mission and Vision Statements

Mission
In partnership with students, families, and the community, the mission of the Township of Franklin Public Schools is to foster the unique potential of each individual student by providing an inclusive, safe, and supportive learning environment.

Vision Statement
To be a child centered community that empowers students and equips them with the academic, social, and emotional foundation needed to become responsible citizens and lifelong learners.

2026-2027 Township of Franklin Public Schools Calendar

JULY 2026

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	1

AUGUST 2026

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30	31					

SEPTEMBER 2026

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OCTOBER 2026

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NOVEMBER 2026

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29	30					

DECEMBER 2026

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JANUARY 2027

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31						

FEBRUARY 2027

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28						

MARCH 2027

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APRIL 2027

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MAY 2027

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30	31					

JUNE 2027

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13	14	15	16	17	18	19
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27	28	29	30			

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

1st Day: Feb 12
2nd Day: April 2
3rd Day: April 1
4th Day: March 31
5th Day: March 30

Month	Date	Event
JULY 2026	2	District Closed- 4th of July (Observed)
	28-30	Administrative Retreat
AUG 2026	31	Teacher In-Service - No School for Students
Students: 0 // Teachers: 1		
SEPT 2026	1	Teacher In-Service - No School for Students
	2	1st Day of School
	4	Early Dismissal - Students & Staff Half Day
	7	Labor Day - School Closed/District Closed
Students: 20 // Teachers: 21		
Oct. 2026	12	Columbus Day- School Closed/District Closed
Students: 21 // Teachers: 21		
NOV 2026	4	Teacher In-Service - No School for Students
	5-6	NJEA Convention- School/District Closed
	6	Veterans Day- School Closed/District Closed (Observed)
	20	Conferences- Early Dismissal - Only Students Half Day
	23-24	Early Dismissal - Only Students Half Day
	25	Early Dismissal- Students and Staff Half Day
	26-27	Thanksgiving Recess - School/ District Closed
Students: 16 // Teachers: 17		
DEC 2026	23	Early Dismissal - Students and Staff Half Day
	24-31	Winter Recess - School/ District Closed
Students: 17 // Teachers: 17		
JAN 2027	1	Winter Recess - School/District Closed
	15	Teacher In-Service - No School for Students
	18	Martin Luther King Day - School/District Closed
Students: 18 // Teachers: 19		
FEB 2027	12-15	Presidents Day Weekend - School/District Closed
Students: 18 // Teachers: 18		
MAR 2027	25	Early Dismissal - Students and Staff Half Day
	26-31	Spring Break - School/District Closed
Students: 19 // Teachers: 19		
APR 2027	1-2	Spring Break - School/District Closed
	16	Teacher In- Service - No School for Students
Students: 19 // Teachers: 20		
MAY 2027	28	Teacher In-Service - No School for Students
	31	Memorial Day - School/District Closed
Students: 19 // Teachers: 20		
JUNE 2027	14-16	Early Dismissal - Only Students Half Day
	17	Last Day of School
Students: 13 // Teachers: 13		

Approved 2/18/26

Welcome to Mary F. Janvier Elementary School!

Dear Families and Students,

Welcome to a new school year at Mary F. Janvier Elementary School! It is an honor to serve as your principal and to be part of such a caring and supportive school community.

At Janvier, we are committed to providing a safe, welcoming, and engaging learning environment where every child is encouraged to grow academically, socially, and emotionally. We believe that strong partnerships between school and home are essential to student success, and we look forward to working together throughout the year.

Our dedicated staff is committed to helping every student reach their full potential while fostering a culture of Respect, Responsibility, and Kindness. Together, we will celebrate achievements, embrace new challenges, and create meaningful learning experiences for all.

Thank you for trusting us with your child's education. I am excited for the wonderful year ahead and look forward to getting to know each of you!

With appreciation,

Alexis Cartagena
Principal
Mary F. Janvier Elementary School

Important District & School Information

District Website

www.franklintwpschools.org

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. 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.

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. Meeting times posted on the district website.

September 21, 2026
October 14, 2026
November 16, 2026
December 14, 2026
January 4, 2027 (Reorganization)
Remaining Dates to be Determined at the January 4, 2027 Meeting

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Daily Schedule

Please note the NEW school hours!

Mary F. Janvier School - **8:55 a.m. - 3:40 p.m.**

Pre-School/Pre-School Disabled – **A.M. Session: 8:55 - 11:40 P.M. Session: 12:55 - 3:40**

Student Arrival

Parents/guardians who drive their children to school are to enter the side parking lot off of Coles Mill Road and follow the signs to the Music Room Hall Entrance for morning student drop off. Student drop off begins at **8:55 a.m**. and occurs only at the Music Room Hall Entrance. Parents/guardians are to remain in their vehicle as school staff will guide children into the building. This entrance will remain open until **9:15 a.m.** Students arriving to school after **9:15 a.m.** are to be escorted to the school's front entrance by their parent/guardian and will be marked late. Parents are requested to make every effort to have their child arrive at school on time.

Student Dismissal

At the start of the school year, parents/guardians will be asked to confirm their child's dismissal plans for the school year. If the school does not receive a dismissal plan for your child, it will be assumed that the child is a bus rider. If students are going to be car riders for the entire school year it must be listed on the dismissal plan. Dismissal plans can be updated throughout the school year by contacting the main office.

If you are planning to pick-up your child from school at dismissal time, either on a particular day or temporarily, parents/guardians must send in a note and/or follow up with a phone call prior to 3:00 pm. If notice is not received by 3:00 pm, the student will be sent home according to the current dismissal plan. ***Please note: due to the change in***

school times, bus and car riders will now be dismissed simultaneously which is a change from previous years. Therefore, students' dismissal plans can not be changed after 3:00 p.m. unless it is an emergency. In the case of an emergency and/or after 3:00pm, parents/guardians must call the office directly and speak with the Principal or Teacher in charge. Regular end of the school day student pick-up begins at 3:40 p.m. Students picked up prior to 3:40 will be recorded as an Early Dismissal.

NEW…Parent Pick-Up Procedure: Parents/guardians are to arrive by 3:30 p.m. to complete the student sign-out process. Parents/guardians must park and report to the Music Room door. Staff will direct parents/guardians where to complete the student sign out process. The sign out will consist of school staff verifying adult identification and then students will be released to their parent/guardian or authorized individuals. Students will then be dismissed by 3:40 pm.

Early Dismissal Schedule

Students will be dismissed at **1:50 p.m.** on scheduled early dismissal days during the course of the school year. Lunch is served on early dismissal days. Parents are encouraged to send their children to school with a light snack or lunch.

PreSchool/Preschool Disabled – A.M. & P.M. sessions will follow the regular A.M. schedule on planned early dismissal days.

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." Lunch is served on delayed school opening days. The school hours under a delayed opening will be as follows:

Mary F. Janvier School – **10:55 a.m. – 3:40 p.m.**

When an unscheduled delayed opening occurs, AM PreSchool/Preschool Disabled will be canceled.

Emergency Closings

In the event it becomes necessary to close school due to inclement weather or other causes, announcements will be made through the District's Emergency Contact System. An announcement will also be posted on our website, 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:

1st day – **February 12**
2nd day – **April 2**
3rd day – **April 1**
4th day – **March 31**
5th day - **March 30**

Additional days will be made up from **June 18-30**, 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. The student will be returned to the school and a parent will need to immediately pick up their child. First offense, the parent will be given a written warning of the infraction. An additional occurrence will require a meeting with the Principal the following day regarding next steps. Future infractions may result in the loss of transportation privileges.

Attendance

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. 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.

A student shall be recorded as absent when not in attendance for a scheduled or rescheduled school day, unless the student is excused for religious observances which 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

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.

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. **It is extremely important that the parent/guardian call the school to report absences.** If the absences continue to go unexplained, the school district may pursue truancy charges and involve the local police.

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.

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 https://nj.gov/education/holidays.shtml.

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 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.

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 students properly in attendance, and denotes school time loss by the tardy or early-released student. Student pick-up begins at 3:40 pm regularly. Students picked up prior to 3:40 pm will be recorded as an 'Early Dismissal'. Whether tardy or early dismissed, parents/guardians are required to call the school to report that the student will be late or leaving early.

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 student will be released from school without:

1. A note from the parent/guardian containing the student'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.

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.

Classroom

Parent Portal

RealTime is the student information system used by the school district. Parents/guardians will have access to their child's school information including teacher's name, grades and assignments, schedule, and attendance records.

Please note that almost all important notices and documents regarding your child's academic progress will be uploaded to the portal and paper copies will not be sent home unless otherwise requested. We will notify you when important uploads occur but using the portal will allow immediate access to your child's information. If you have not received your specific login credentials by the end of August or if you need assistance accessing the portal, please contact Jennifer Graff at jgraff@franklintwpschools.org.

Trimester Grading Period Dates

Student Report period information is as follows:

Begin Date	End Date	Report Cards Issued
September **4**	December **3**	December **10**
December **11**	March **19**	March **25**
March **22**	June **17**	**Last Day of School**

Grade Reporting/Standards-Based Grading

Student learning progress will be communicated electronically at the conclusion and midpoint of each Trimester. Paper – based report cards will be provided upon parent / guardian request. Student growth is reported using a standards-based system. All children receive electronic report cards available through the Parent Portal system. Interim progress reports will be available through the Parent Portal system on or about **mid October 2026**, **mid January 2027**, and **early May 2027**.

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 additional 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.

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 progressing based on the standards. Additional information regarding Standards Based Grading can be found at this link.

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.

Parent/Teacher Communication

Communication with teachers is welcomed and encouraged. The most efficient way to communicate with your child's teacher is by email and / or through your child's electronic communication platform (Class Dojo), 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 voice mail, email, and electronic communication platform messages. Additionally, a parent/guardian may send a written message via the Take Home Folder.

Parent Information Program

Parents are kept informed of school and classroom news through the automated messaging system, school/classroom newsletters, monthly calendars, teacher electronic communication platform, and teacher websites. The school website at www.franklintwpschools.org can be utilized, as well. The District maintains vigilance in the monitoring of all situations that may require immediate parent/guardian notification.

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 the School Principal.

Third - Parent, teacher, and School Principal meet with the superintendent.

Parent-Teacher Association (PTA)

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.

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.

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 30, 2026**
Harvest – **November 25, 2026**
Winter – **December 23, 2026**
Spring – **March 25, 2027**

The PTA will coordinate the above listed events and the number of parent volunteers who may attend these activities per classroom will vary based on space and need. 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. Food Products that are brought into the school by outside visitors, must comply with the administratively approved school party menu.

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 1st. 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.

Student Behavior / Code of Conduct

Student Recognition Programs

Mary F. Janvier Elementary School's PBSIS (Positive Behavior Support in Schools) initiative is proud to provide our children with numerous opportunities to recognize their effort in making good choices towards demonstrating our school's core values of being Respectful, Responsible, and Kind. 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 academic and social - emotional growth. School-wide student character building and character recognition activities include:

- Student of the Month
- Awarding of "Jett Bucks"
- "Jett Buck" Prizes
- Playground Buddy Bench
- In-class and Small Group Character Strong Lessons
- Cafeteria All-Stars
- Lunchroom Champions

- Perfect Attendance

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

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 established guidelines that are in compliance with New Jersey Department of Education Code. 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.

Restorative practices will be implemented in conjunction with disciplinary actions.

Disciplinary Action Definitions

A Parent conference/detention(s);
B Two (2) days suspension;
C Three (3) to five (4) days suspension;
D Four (4) 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	A,F
Possession of tobacco or tobacco products	A	A,F
Continued classroom, playground or lunchroom disruption/disrespect	A	A,H
Possession / displaying of obscene materials	A or B	A,B,F
Profane language, verbal or written	A	A,H

General misconduct	A or B	A,H
Simple assault	A or B	B,C,H
Fighting	A or B	C,D,E,F
Threat of bodily injury	A or B	C,H
Defiance, insubordination	A	A,H
Disrespect towards a school employee	A	A,H
Violating the rights of others	A or B	A,B
Jeopardizing the safety of others	A or B	B,C,D,E,F,H
Disrespectful racial / sexual comments	A or B	B,C,H
Failure to follow directions	A	A
Display / Use of Electronic Device w/o permission	A	A
Inappropriate use of an electronic device	A	A
Leaving school without permission	A,F	A,F,E
Lighting matches, lighter, etc.	A	A,B
Possession of a weapon facsimile	A,F	A,B,F
Profanity or obscene language directed toward an employee	A	A,H
Smoking on school property	A,F	A,F
Theft	A,F	A,F
Possession of fireworks	A,F	A,F,H
Possession of a weapon or dangerous instrument other than a firearm	B,F	C,D,F,H
Deliberate damage to property	A	A,B,C,D,H,F
Robbery	A,F	A,F,H
Extortion	A	A,F,H
Sex offense	A or B,F,H	C,D,E,F,G,H
Substance abuse possession	A,F	A,F,H
Substance abuse use	A,F	A,F,H
Substance abuse distribution	A,F	A,F,H
Attempted arson	A or B,F	B,C,D,E,F,G,H
Infraction/Offense	Disciplinary Action First Offense	Disciplinary Action Second and Subsequent Offense
Aggravated assault	A or B	B,C,D,E,F,G,H
Assault upon an adult	A or B	B,C,D,E,F,G,H
Threatening bodily harm to another with a weapon or dangerous instrument	A or B	B,C,D,E,F,H
Assault with weapon or dangerous instrument (not firearm)	B or C,F,H	B,C,D,E,F,G,H
Assault with injury / Sexual contact	B or C,F,H	B,C,D,E,F,G,H
Possession of a firearm	B,F	C,D,E,F,G,H
Arson	B,F	C,D,E,F,G,H
Assault with a firearm	D or E,F,G,H	D,E,F,G,H

Harassment, Intimidation and Bullying / H.I.B. (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 The school principal and school anti-bullying specialist (school counselor) are to be promptly notified when instances of H.I.B. are suspected.

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.

School Safety & Security

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.**

Threat Assessment Team

As per N.J.S.A. 18A:17-43.4 our school has established a threat assessment team. The purpose of the threat assessment team is to provide school teachers, administrators, and other staff with assistance in identifying students with behaviors of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies, to manage the risk of harm for students who pose a potential safety risk. The threat assessment team's purpose is also to prevent targeted violence in the school and to ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Video Surveillance (Policy 5516)

The Township of Franklin Board of Education has authorized the use of surveillance cameras in school and on school grounds and on school buses 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.

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.

Affirmative Action/Title IX/Comprehensive Equity Plan (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 parental status or national origin. The Board ensures 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. Ms. Jaime Doldan is the Affirmative Action Officer.

Sexual harassment is a violation of state and federal laws. The Board of Education has adopted Policy 5751 to address this topic. Ms. Jaime Doldan is the Title IX Coordinator.

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. Ms. Jamie Doldan is the Plan Coordinator.

Alleged grievances should be presented promptly to the appropriate Officer.

Anyone interested in participating in the planning, implementation and evaluation of the District's equity programs should contact the Affirmative Action Officer.

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.

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.

Pets

Pets are not permitted in school.

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.

Technology

ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES (Policy 2361)

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow students to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board of Education supports access by students to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board of Education directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.
Chromebooks are loaned to students for their use during the school year and are to be kept clean and handled carefully. If the chromebook is lost or severely damaged, a replacement cost will be assessed.

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 internet enabled devices (i.e. cellular phones, smart watches, Meta glasses) and ECRDs, is prohibited. Devices are not to be on or used during the school day. Students may be subject to disciplinary consequences at the discretion of the Principal.

Beginning with the 2026–2027 school year, all New Jersey public school districts are required to implement a "bell-to-bell" policy that prohibits students from using personal internet-enabled devices during the school day. This includes smartphones, tablets, smartwatches, and similar devices.

Key points of the law include:

- Personal devices may not be used for non-academic purposes during the school day.
- Policies must apply to students in Kindergarten through Grade 12.
- Districts may establish different expectations based on students' ages and grade levels.
- Exceptions must be provided for students with IEPs, 504 plans, health plans, and other legally required accommodations.
- District policies must address emergency situations and perceived threats to student safety.
- Schools must determine how devices will be stored during the school day, such as in lockers, locked pouches, classroom storage areas, or other approved locations.
- Districts may adopt policies that are more restrictive than the state guidelines.

The purpose of the law is to reduce distractions, improve student engagement, support mental health, and create a more positive learning environment.

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 Services

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 – https://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 a group of staff members who provide assistance in the development of educational strategies for students experiencing attendance and/or behavioral difficulties. Parents may access information regarding this program through the school's Main Office, school counselor, or their child's teacher.

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

Ms. 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 Ms. 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. Ms. 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.

Home Instruction (Policies 2412, 2481)

In an effort to provide uninterrupted education, homebound 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).

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.

Transportation

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 (prior to 3:00) or Ext. 1206 (after 3:00).

1. A parent or the child's caregiver is to be at the child's bus stop. If a designated person is not present at the bus stop, the child will not be permitted to exit the bus. The student will be returned to the school and a parent will need to immediately pick up their child. First offense the parent will be given a written warning of the infraction. An additional occurrence will require a meeting with the Principal the following day regarding next steps. Future infractions may result in the loss of transportation privileges.
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.

Food Service

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. Additionally, School Lunch Calendars for breakfast and lunch are sent home and posted monthly along with process, at www.franklintwpschools.org

Birthday Celebrations

If parents/guardians would like to provide a birthday treat for their child's class, they can by contacting our cafeteria Food Services Director, Lisa Dabkowski at 856-629-0431, then press 3. The purchased treat will be given to the class during lunch. Cafeteria personnel will ensure that all children in the class have dietary requirements met. Outside food products provided by parents/guardians that are intended for their child's class are only permissible for scheduled school-wide seasonal celebrations and the food products must comply with the administratively approved school party menu.

Other Relevant Information

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.

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.

Student / Parent Obligations (Policy 5513)

Student financial obligations may be incurred for lost / damaged library books, classroom materials, chromebooks, 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.

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. David Zeck, Facilities Supervisor at 856-629-9500 X1210.

Notes