

TOWNSHIP OF FRANKLIN BOARD OF EDUCATION

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School Business Administrator/Board Secretary
Mrs. Elizabeth (Bette) A. DiPietro

TELEPHONE DIRECTORY

Mary F. Janvier School 856-629-0431
Lake School 856-697-0941
Caroline L. Reuter School 856-694-0223
Main Road School 856-697-0220

Child Study Team.....856-629-9500, Ext. 215
Curriculum Office..... 856-629-9500, Ext. 225
School Business Administrator/
Board Secretary's Office..... 856-629-9500, Ext. 204
Superintendent's Office..... 856-629-9500, Ext. 201

OFFICE OF THE SUPERINTENDENT TOWNSHIP OF FRANKLIN PUBLIC SCHOOLS Franklinville, New Jersey 08322

Dear Parents,

The Board of Education has authorized this handbook for the parents of students attending Township of Franklin Schools. It contains information which we feel will be helpful to you. Parents and teachers have a mutual responsibility to guide the growth of children toward maturity. Our professional staff is always willing to discuss concerns about your children and the school programs with you.

We shall strive to help the children of the Township of Franklin develop to their fullest abilities. We appreciate your cooperation and support. We encourage you to visit our website at www.franklintwpschools.org.

Sincerely,

Michael G. Kozak
Superintendent

SCHOOL CALENDAR - SCHOOLS CLOSED FOR SPECIFIC REASON

Sept.	Thursday, September 4, School opens officially for students
Oct.	Monday, October 13, Columbus Day (schools closed)
Nov.	Wednesday, November 5 through Monday November 10, Teacher Inservice Day/NJEA Convention/Veterans Day (schools closed) Tuesday, November 25, Evening Parent Conferences: M.F. Janvier—5-8 p.m.; C.L. Reutter & Main Road—4:15 p.m.-7:15 p.m. Wednesday, November 26, Parent Conferences: 7:45 a.m.-12:35 p.m. Thursday & Friday, November 27 & 28, Thanksgiving Recess (schools closed)
Dec.	Monday, December 24 through Friday, January 2, Winter Break (schools closed)
Jan.	Monday, January 19, Martin Luther King Day (schools closed)
Feb.	Wednesday, February 11, Evening Parent Conferences: M.F. Janvier—5-8 p.m.; C.L. Reutter & Main Road—4:15 p.m.-7:15 p.m. Thursday, February 12, Teacher Inservice Day (schools closed) Friday & Monday, February 13 & 16, Presidents' Holidays (schools closed)
April	Thursday, April 9 through Monday, April 13, Spring Break (schools closed)
May	Monday, May 25, Memorial Day (schools closed)
June	Monday, June 15, One Session Day Tuesday, June 16, One Session Day, Last Day

Should emergency closing become necessary, days shall be made up by opening school on June 17-30.

DAILY SCHEDULE

Mary F. Janvier School - 8:40 a.m. - 3:25 p.m.	Lake School - 8:25 a.m. - 3:10 p.m.
Kindergarten - A.M. - 8:40 a.m. - 11:30 a.m.	PS/PSD - A.M. 8:25 a.m. - 11:15 a.m.
Kindergarten - P.M. - 12:41 p.m. - 3:25 p.m.	P.M. 12:30 p.m. - 3:10 p.m.
Caroline L. Reutter - 7:45 a.m. - 2:30 p.m.	Main Road - 7:45 a.m. - 2:30 p.m.

Students not arriving to school by the designated time above shall be marked tardy. Parents are requested to make every effort to have their child arrive at school on time.

DELAYED SCHOOL OPENING

A situation may arise when it would be necessary to delay the opening of school for students. Should 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 "delayed opening".

The school hours under a delayed opening declaration will be as follows:

Main Road School and Caroline L. Reutter School

9:45 a.m. - 2:30 p.m.

Mary F. Janvier School and Lake School

same as regularly scheduled day

Please note that a delayed opening **does not affect** the school hours of students at the **Mary F. Janvier School**. Students will attend school as on any regularly scheduled school day. However, Main Road School and Caroline L. Reutter School students' school day will begin approximately two hours later than normal, but will end at the regular time, 2:30 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 -12:30 p.m.	C. L. Reutter-12:30 p.m.	Mary F. Janvier-1:20 p.m.
Kindergarten A.M. - 9:00 a.m. -11:30 a.m.	Kindergarten P.M. -12:00 p.m. - 2:30 p.m.	
PS/PSD A.M. - 8:45 a.m. - 11:15 a.m.	PS/PSD P.M. 11:45 a.m. - 2:15 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

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). An announcement will be posted on our website, www.franklintwp.schools.org. A recording will be left on our district phone line, 629-9500.

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

When schools are closed in the Township of Franklin, no transportation will be furnished to any other schools.

In the interest of safety, it occasionally becomes necessary to dismiss The Township of Franklin Public Schools prior to the dismissal time due to inclement weather or other causes. Parents/Guardians will be notified via the District's Emergency Contact System.

We share parents' concern over young children going home at a time 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 may wish to make arrangements with a friend or neighbor to care for their child.

Please notify your child's school if you change your emergency numbers used for the Emergency Contact System.

SCHOOL CALENDAR/SCHEDULE

SPECIAL EDUCATION

The Child Study Team provides the district children 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 a consultant psychiatrist, 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 web site - www.franklintwpschools.org.

FAMILY LIFE WAIVER REQUEST

A Family Life Education Curriculum is presented in grades 4-6. The curriculum guide and all instructional materials are available for review upon the 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.

GIFTED AND TALENTED

The district operates a program for students 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 selection is available upon request from the principal. Parents who feel their child was overlooked for the program should send a letter of appeal to the building principal.

PHYSICAL EDUCATION

The school system 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.

BASIC SKILLS INSTRUCTION

This program offers remedial services in Language Arts Literacy and Mathematics. Students are identified for remedial instruction by district testing, teacher recommendation, report card grades and performance level. Small group instruction focuses on individual needs of the children. In Grades 1-6, instruction is supplemented by a computer assisted instructional program.

INTERVENTION & REFERRAL SERVICES

This group, consisting of the building principal, child study team member and at least two 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 building principal.

PROMOTION/RETENTION

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. A meeting involving parents/guardians, teachers and principals will take place before a final decision is rendered. The final decision shall rest with the principal.

REPORT PERIODS

Student Progress Reports are issued four times a year for students in all schools. Report period information is as follows:

<u>M.P.</u>	<u>Begin</u>	<u>End</u>	<u>Issue Date</u>	<u>No. of Days</u>
1	Sept. 4	Nov. 12	Nov. 25	45
2	Nov. 13	Jan. 30	Feb. 11	45
3	Feb. 2	April 8	April 20	45
4	April 14	June 16	June 16	45

PARENT 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 are scheduled below:

November 25 (evening)/November 26 (7:45 a.m.-12:35 p.m.) • February 13 (evening)

INTERIM PROGRESS REPORTS AND TEST DATES

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 reports will be issued on or about October 9, December 20, March 10 and May 15.

Parents of students at Caroline L. Reutter School and Main Road School can access their child's grades throughout the school year via the District Web Site. Parents who do not have access to the internet will be provided copies of their child's progress at any time upon request.

Various standardized tests are administered during the course of the school year. Students should be encouraged to perform to the best of their ability in order that accurate assessment of their progress can be determined. The tests are scheduled as follows:

OLSAT (Grade 2) - March 31-April 1 • Terra Nova (Grade 2) - April 20-24 • NJASK (Grade 3) - May 4-7 • NJASK (Grade 4) - May 4-8

• NJASK (Grades 5 & 6) May 11-14

DRUG/ALCOHOL POLICY

The Board has adopted policy and procedures (File Code 5141.5) 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 request to the building principal.

MEDICAL EXAMINATIONS

Although each student must have a medical examination upon entry to school, it is important that parents obtain medical examinations of the student at least one time during each subsequent developmental stage (pre-adolescence - grades 4-6 and adolescence - grades 7-12).

504 AND PUBLIC AGENCY COMPLIANCE OFFICER/ADA COORDINATOR

Mrs. Elizabeth (Bette) DiPietro is the district's 504 Compliance Officer, 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 promptly to Mrs. DiPietro. Any questions or concerns should be addressed to her at 3228 Coles Mill Road, Franklinville, N.J. 08322-3029. Phone 629-9500, Ext. 204.

INJURY OR ILLNESS

1. First aid treatment is administered.
2. In case of emergency or illness, the parent (or person responsible for the child's welfare) is notified immediately. If it is impossible to contact the parent or person responsible, medical aid will be secured from the school doctor, family physician or nearest medical center.
3. In case of illness, the nurse will notify the parents and request that they call for the student or arrange for transportation.

NOTIFICATION OF ASBESTOS ACTIVITY

In accordance with Federal Hazard Emergency Response Act, be advised that for the year September 1, 2007 to August 31, 2008, preventive measures, response actions, and operations and maintenance activities have been completed for district schools. Six month periodic surveillances have been completed.

The results of the reinspections and documentation of asbestos-related activities are on file with the management plan in the school's administration office. Everyone is welcome to view these anytime during normal school hours (Monday - Friday, 8:00 a.m. to 3:00 p.m.). Any questions regarding asbestos in our buildings should be addressed to the Buildings and Grounds Supervisor, at 629-9500, Ext. 209.

RIGHT TO KNOW

Board Policy 3516 - Safety includes Information about the use and storage of hazardous substances. Parents/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

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

Conjunctivitis - 24-72 hours or until the discharge has ceased or doctors certificate is presented.

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

Measles - 5 days after onset of rash.

Mononucleosis - doctors certificate required.

Mumps - minimum of 9 days or until swelling subsides.

Pediculosis (head lice) - lice and eggs must be removed before returning.

Poliomyelitis - doctor's certificate required to return.

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 hrs. of treatment.

Whooping Cough - doctor's certificate required.

Children who have an elevated temperature should always be kept at home and away from other children for 24 hours. Other children in the family may attend school.

MEDICATION (POLICY 5141.21)

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.

ATTENDANCE/TARDINESS/EARLY RELEASE

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. This note should indicate the reason for tardiness. Parents/guardians and the student must share the responsibility of being on time.

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 six (6) days or more shall require a doctor's certificate immediately upon return to school.

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 respective school voice mail box 24 hours a day as follows: **MARY F. JANVIER SCHOOL and LAKE SCHOOL 629-9500, Ext. 203 • MAIN ROAD SCHOOL 629-9500, Ext. 251 • CAROLINE L. REUTER SCHOOL 629-9500, Ext 250**

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.

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(ren)'s classroom teachers. Such request should be made in writing.

ASSIGNMENT TO TEACHERS

Generally, parent requests on behalf of their child for specific teacher assignments will not be considered. However, it is recognized that occasionally extenuating circumstances may exist that, when brought to the attention of the principal, may influence his/her decision regarding the child's teacher assignment.

Parents who request specific teacher assignments for their child must submit the reasons for such request in writing to the respective building principal prior to June 1 of the previous school year. The decision of the principal regarding teacher assignment shall be final.

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.

TEXTBOOKS

Textbooks are loaned to students for their use during the school year and are to be kept clean, covered and handled carefully. The student's name is to be written on the inside front cover of the book. If the book is lost or severely damaged, a replacement cost will be assessed.

HOME INSTRUCTION

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.

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; 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; tanktops/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 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.

ATTENDANCE

INSTRUCTION

DRESS CODE

AFFIRMATIVE ACTION/TITLE IX

1. The Township of Franklin Board of Education is an equal opportunity employer and does not discriminate in employment because of sex, race, color, creed, religion, handicap, domicile, marital or 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 Building Principal or Superintendent upon request. Also available for review is the district's equity objectives and plans.
3. Mr. Robert Weigelt is the Title IX Coordinator and Mrs Jean Gordon is the Affirmative Action Officer. They are responsible for:
 - ensuring adherence to the laws prohibiting discrimination
 - monitoring the plan as approved by the Board
4. 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, N.J. 08322. Phone: 629-9500 extension 225.
5. Anyone interested in participating in the planning, implementation and evaluation of the District's equity programs should contact the Affirmative Action Officer.

HARASSMENT, INTIMIDATION AND BULLYING

Sexual harassment is a violation of state and federal laws. The Board of Education has adopted Policy 4111.1/4211.1 to address this topic. Copies are available upon request to the Principal.

The Board of Education has adopted Policy 5131.9 prohibiting acts of harassment, intimidation and bullying. You can view this policy by visiting our website, www.franklintwpschools.org.

CAFETERIA

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 at least three items from five. 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 Caroline L. Reutter School, Main Road School and Mary F. Janvier School.

CHANGE OF ADDRESS

Parents who change their address and/or telephone number at any time are requested to notify the school so that this change is registered in our office. Only by such notification are we able to keep our records up to date.

STUDENT TRANSFER

The parent of a student transferring to another school should notify the principal in the elementary school 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 when requested.

PARENT-TEACHER ASSOCIATIONS

Parents are strongly urged to join and support the Parent-Teacher Associations. Such organizations can be helpful in keeping parents aware of the progress and development of our school program and in helping to make our schools increasingly effective educational institutions. Contact local PTA's for meeting dates.

SIXTH GRADE STUDENT ACTIVITIES

A sixth grade luncheon and student recognition program will be held in each respective school building at a date and time to be determined. Parents/guardians will be invited to attend the student recognition program. A class field trip to Baltimore or Washington, D.C. will be provided for students at Board expense (transportation, admission fees). The trip will take place on a date and time as recommended by the Building Principal and approved by the Superintendent.

ELECTRONIC ENTERTAINMENT DEVICES

Electronic entertainment devices, such as Gameboys, Nintendo Dual Screens, PSPs, iPods, etc. are prohibited from use in the school building and on school grounds. Also, text messaging devices, such as Nintendo Dual Screens etc. are prohibited from use on the school bus.

CELLULAR PHONE

Cellular phones are not to be on or used during the school day, except as may be necessary during an emergency.

BICYCLES

Any student riding a bicycle to school must have a permission slip signed by the parent/guardian and must wear a bicycle safety helmet according to state law. Upon arrival at school, the bike will be parked appropriately in the designated area and the student will report directly into school.

TRANSPORTATION REQUESTS

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 Building Principal.
 - b. Building 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 Building Principal or designee accordingly.
 - d. It is understood that:
 1. Routes and stops will not be altered to accommodate requests.
 2. Vehicles will not be overloaded to accommodate requests.
 3. Baby-sitting on a regular basis is not considered an emergency situation.

Written requests to handle baby-sitting 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 the caregiver application form available at each school and/or on line.

TRANSPORTATION GUIDELINES FORM

1. Parents are urged to be home by school dismissal time. Bus drivers and school personnel are not responsible for children once they exit the bus at the designated bus stop — regardless of whether or not anyone is home. Parents are encouraged to instruct their children what to do if no one is at home at dismissal time.
2. Pets and large projects are not permitted to be transported on the school bus. The parents must make alternate arrangements if

DISCIPLINE GUIDELINES

In every instance of student discipline, as it pertains to the impact upon other students and the entire school environment, the infraction shall be handled by the principal in accordance with the guidelines established below. Should an infraction not be identified within the guidelines and require disciplinary action, the principal shall take appropriate action consistent with the identified discipline infractions and their respective disciplinary action. Any student suspended from school within thirty (30) school days of a field trip shall be excluded from the field trip (regulation 6153). The discipline guidelines can also be viewed on our website www.franklintwpschools.org under Board Policies.

Disciplinary Action

- A Parent Conference/recess privileges revoked
- B 2 days' suspension
- C 3 to 5 days' suspension
- D 5 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 Remove 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 student return to school from suspension.

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
Possession of obscene materials	A	B
Profane language (verbal or written)	A	B
Simple assault	A or B	C
Fighting	A or B	C
Threat of bodily Injury	A or B	C
Defiance, Insubordination	A or B	C
Leaving school without permission	B	C
Lighting matches, lighter, etc.	B	C
Possession of a weapon facsimile	B	C
Profanity or obscene language directed toward an employee	B	C
Smoking on school property	B	C
Theft	B	C
Possession of fireworks	C	D, H
Possession of a weapon or dangerous instrument other than a firearm	C	D, H
Deliberate damage to property	C	D, H
Robbery	D, H	E, F, H
Extortion	D, H	E, F, H
Sex offense	D, F, H	E, F, H
Substance abuse possession	D, F, H	E, F, H
Substance abuse use	D, F, H	E, F, H
Substance abuse distribution	E, F, H	F, G, H
Attempted arson	E, F, H	F, G, H
Aggravated assault	E, F, H	F, G, H
Assault upon an adult	E, F, H	F, G, H
Threatening bodily harm to another with a weapon or dangerous instrument	E, F, H	F, G, H
Assault with weapon or dangerous instrument (not firearm)	F, G, H	F, G, H
Possession of a firearm	F, G, H	F, G, H
Arson	F, G, H	F, G, H
Assault with a firearm	G, F, H	F, G, H

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 school days of the conference with the Superintendent, otherwise it will be dismissed. The Board shall decide whether or not to hear the complaint.

BOARD OF EDUCATION MEETINGS

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

<u>Date</u>	<u>Location</u>	<u>Time</u>
September 17, 2008	Administration Building.....	7:00 P.M.
October 15, 2008	Administration Building.....	7:00 P.M.
November 19, 2008	Administration Building.....	7:00 P.M.
December 17, 2008.....	Administration Building.....	7:00 P.M.
January 21, 2009	Administration Building.....	7:00 P.M.
February 18, 2009	Administration Building.....	7:00 P.M.
March 25, 2009 (4th Wed.) (Budget Hearing).....	Administration Building.....	7:00 P.M.
April 29, 2009 (last Wed.) (Reorganization)	Administration Building.....	7:00 P.M.