



**Folsom School**  
**2023-2024**  
**Student/Parent Handbook**

**Folsom School**  
**1357 Mays Landing Road**  
**Folsom, NJ 08037**  
**609-561-8666**  
**Website: [www.folsomschool.org](http://www.folsomschool.org)**

### **Administration**

**Mr. Kevin J. Fricke, Superintendent**  
**Mr. Christopher R. Veneziani, Assistant Superintendent/School Business Administrator**  
**Mrs. Michele L. Hetzel, Director of Curriculum, Instruction & Special Services**

### **School Board Members**

**Mr. Glenn Smith, President**  
**Mrs. Lisa O'Toole, Vice President**  
**Mrs. Daria DeStefano**  
**Mrs. Tiffani Dych**  
**Mrs. Marisa Scibilia**  
**Mr. John Thomas**  
**Mrs. Andrea Way**  
**Ms. Kasi Marie Gifford, Esq., School Solicitor**

### **Office Staff**

**Mr. Patrick Ward, Technology Coordinator**  
**Mr. Ronald Losse, Facilities Manager**  
**Mrs. Debbie DeCicco, Food Service Department Supervisor**  
**Mrs. Angela Sharp, Assistant to the Superintendent**  
**Mrs. Lori Abruzzese, Assistant to the School Business Administrator**  
**Ms. Jennifer McConaghy, Main Office/Attendance Secretary**  
**Ms. Denise Amorelli, Student Support Services Secretary**  
**Officer John DeRitis, School Resource Officer**  
**Officer Brian Martyn, School Resource Officer**

### **Affirmative Action**

**Mrs. Michele Hetzel (609) 561-8666 ext. 120**

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## **Mission Statement**

**“Engaging hearts and minds today for successful tomorrows!”**

**Our mission is to create a learning environment that honors family values and serves the unique academic, physical, social, and emotional needs of all students in a safe and caring environment.**

**We strive to foster our students’ creativity and self-determination to develop a lifelong love of learning. We encourage students to approach learning as problem-solvers, designers, and creators by providing access to the technologies, tools, and resources needed to achieve their goals.**

**Folsom staff members are committed to working with parents and community partners to enable students to understand the world around them and the talents within them so they can become fulfilled individuals and active, compassionate citizens.**

## **District Learning Goals for 2023-2024**

**Student Achievement - Meet the needs of all learners, with a focus on their social and emotional well being. Continue to create learning experiences that challenge our students to think critically and apply their learning to experiences that are meaningful and engaging.**

**School Climate - Create a positive learning environment where all students can focus on achievement. Recognize and reward learners for academic progress, strong character and respect towards others. Diversity and cultural awareness will be at the forefront of our effort to ensure equity throughout our school.**

**Community Pride - Maximize communication by providing meaningful feedback and input opportunities in order to strengthen family, school and community partnerships.**



# FOLSOM ELEMENTARY SCHOOL | 2023-2024 CALENDAR

JULY '23						
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					

4 District Closed - Independence Day

  

AUGUST '23						
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		

24 Orientation: Pre K , K & New Students  
 28 Orientation: New Staff  
 29 No Classes - Teacher In Service  
 30 No Classes - Teacher In Service  
 31 1<sup>st</sup> Day Students

3 Teachers      1 Students

  

SEPTEMBER '23						
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

4 No Classes - Labor Day

20 Teachers      20 Students

  

OCTOBER '23						
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				

6 No Classes - Teacher In Service  
 9 No Classes - Columbus Day

21 Teachers      20 Students

  

NOVEMBER '23						
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		

6-8 No Classes – Fall Break  
 9-10 No Classes - Teacher's Convention  
 22 12:45 Dismissal - Thanksgiving Break  
 23-24 No Classes –Thanksgiving Break  
 28-30 12:45 Dismissal/Conferences

15 Teachers      15 Students

  

DECEMBER '23						
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 No Classes - Teacher In Service  
 22 12:45 Dismissal - Winter Break  
 25-29 No Classes – Winter Break

16 Teachers      15 Students

  

JANUARY '24						
S	M	T	W	Th	F	S
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 No Classes - Winter Break  
 2 Classes Resume  
 15 No Classes - MLK Day

21 Teachers      21 Students

  

FEBRUARY '24						
S	M	T	W	Th	F	S
					1	2
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		

16 No Classes - Teacher In Service  
 19 No Classes - Presidents' Day

20 Teachers      19 Students

  

MARCH '24						
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						

14-15 12:45 Dismissal – Conferences  
 28 12:45 Dismissal – Spring Break  
 29 No Classes – Spring Break

20 Teachers      20 Students

  

APRIL '24						
S	M	T	W	Th	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1-5 No Classes – Spring Break  
 8 Classes Resume

17 Teachers      17 Students

  

MAY '24						
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						

24 12:45 Dismissal International Day  
 27 No Classes - Memorial Day

22 Teachers      22 Students

  

JUNE '24						
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						

11-13 12:45 Dismissal  
 14 12:45 Dismissal – Last Day of School  
 21 District Closed – Juneteenth

10 Teachers      10 Students

1<sup>st</sup> Snow Day – June 17<sup>th</sup>  
 2<sup>nd</sup> Snow Day – June 18<sup>th</sup>  
 3<sup>rd</sup> Snow Day – June 19<sup>th</sup>  
 4<sup>th</sup> Snow Day – TBD by the Superintendent

Board Approved: 2/28/2023

# ACADEMICS AND GRADING

## ACADEMIC CHEATING/PLAGIARISM

Students who plagiarize academic work in any way will receive an *automatic "0"* for that particular assignment, and may face further discipline per Code of Conduct.

## ADVANCED CLASSES (8TH GRADE ALGEBRA)

Students in our 7<sup>th</sup> grade Math sections are given a placement test. In addition to this assessment, MAP scores, trimester final grades and previous year NJSLA scores will be a part of the criteria to place your child in the proper 8<sup>th</sup> grade section. This criterion is put in place to ensure all students are on track to attain their highest achievement and learning success.

## GRADING SCALE

A= 93-100 - Superior

B=85-92 - Above Average

C=77-84 - Average

D=70-76 - Below Average

F=69 and Below - Failure

## HOMEWORK

Research has shown that parental involvement in a child's learning is a key factor in school achievement and that students who complete homework assignments have higher test results. To provide your child with the best possible education, homework assignments must be completed to the best of your child's ability. This is an important extension of the school day and will cultivate an appreciation and prowess for learning. These are the guidelines we follow at Folsom School and the expectations for ourselves and for our students.

### *TEACHERS ARE EXPECTED TO:*

- Prepare the students for assignments with instructions, materials, and explanation.
- Consider the capabilities of the students.

### *STUDENTS ARE EXPECTED TO:*

- Write down their assignments in the agenda book and make sure they understand all directions.
- Submit assignments to teachers on time.
- Check with the teachers promptly for assignments missed and turn them in as directed.
- Take pride in the quality of work passed on to the teachers.
- Follow the district acceptable use policy when completing work on the computers or school laptops.

### *PARENTS ARE EXPECTED TO:*

- Provide a study area free from distractions.
- Encourage children to do their best, be organized, and pass their work in on time.

## HONOR/MERIT ROLL (Grades 3-8)

Honor/Merit Roll will be posted following each report card period and will be based upon the following standards:

Honor Roll - All A's in Math, ELA, Science, Social Studies and Writing. (Writing is only graded in Grades 4 and 5)

Merit Roll - All A's and B's in Math, ELA, Science, Social Studies and Writing. (Writing is only graded in Grades 4 and 5)

## INTERIM REPORTS/REPORT CARDS

Parents and guardians are expected to check their child's grades on the Parent Portal regularly. All student Interims Reports and Report Cards are communicated through the Parent Portal. Due to the immediacy of Parent Portal, report cards and progress reports will only be issued to those who request them. To request copies of your child's report cards/progress reports or to get more information and assistance with Parent Portal please call the Main Office.

### INTERVENTION & REFERRAL SERVICES (I&RS)

I&RS is designed to assist students who are experiencing learning, behavioral, or health related difficulties. Also, I&RS assist the staff that have difficulties addressing student learning, behavioral, or health needs. The I&RS Team's purpose is to develop and implement action plans which will provide appropriate school and community interventions or referrals to school/community resources based on the collected data and desired outcomes for the student. Parents/Guardians are actively involved in this process.

### REALTIME PARENT PORTAL

As a parent or guardian you have access to current information regarding your student's schedule, attendance, and grades. In addition, this portal provides you with information from the Superintendent and your child's teacher to keep you up to date with school and classroom issues. If you have any questions or concerns regarding Realtime Parent Portal please contact the Main Office.

### RETENTION

Students who receive failing final grade averages in two or more major academic subjects will be retained in the same grade for the following school year. Summer school information, if appropriate, will be provided by the Main Office.

### TALENTED AND GIFTED PROGRAM (TAG)

All K through 8 students are assessed annually for possible identification as Talented and Gifted. Depending on the grade level of the student, multiple indicators may include standardized tests, classroom performance, teacher surveys, and specific screening tools. While students in grades K through 5 do not leave the classroom for separate instruction, the identification process ensures that the learning needs of highly capable students are met in the inclusive setting of the K-5 Enrichment Program.

## ATTENDANCE

Compulsory attendance at school is a longstanding state policy and has been upheld by the court of New Jersey and the U.S. Supreme Court as a matter of public concern and legislative regulations. Consequently, there is an impelling responsibility upon the parents and student for the student to attend school as scheduled. Therefore, the Folsom School District cannot condone or permit absences from school for minor reasons and will not issue credit if minimum pupil attendance requirements are not met.

Pupils are required to attend school regularly in accordance with the laws of the state. A pupil will be considered to have attended school if he/she has been present at least four and a half (4.5) hours during the school day.

A pupil not present in school because of his/her participation in an approved school activity will be considered to be in attendance.

An **Excused** absence is an absence for one or more of the following reasons:

1. The pupil's illness. (must be documented with a physician's note for Grades 5-8 and a parent/physician's note form Grades PK-4)
2. Family illness or death. (appropriate documentation needed)
3. Educational opportunities. (appropriate documentation needed)
4. Excused religious observances
5. The pupil's suspension from school.
6. The pupil's required attendance in court. (appropriate documentation needed)
7. Interviews with a prospective employer or with an admissions officer. (appropriate documentation needed)
8. Necessary and unavoidable medical or dental appointments. (appropriate documentation needed)

It is our understanding that the reasons listed above do occur during the year. However, these absences must be kept at a minimum. All notes must be turned in by the end of the month in which the absence occurred, or it will not be accepted for the absence.

AN UNEXCUSED ABSENCE IS A PUPIL'S ABSENCE FOR ANY REASON OTHER THAN THOSE LISTED ABOVE. FAMILY VACATIONS ARE ALSO UNEXCUSED ABSENCES.

UNEXCUSED ABSENCES Grades (5-8)

- When a student acquires more than 10 unexcused absences the student will be required to attend credit completion in order to satisfy the attendance requirement of the classes involved. If the student does not attend credit completion, they will be retained.
- When a student has acquired 20 unexcused absences, the student will be retained.
- When a student acquires a total of 35 unexcused and excused absences the student will be retained. Excused absences when the students receive homebound instruction will be excluded from the above total.

UNEXCUSED ABSENCES Grades (PK-4)

When a student acquires more than ten (10) unexcused absences, the student would be in jeopardy of not being promoted. Administration and the teacher will make the determination as to the appropriateness of the promotion. Note: Summer school is not a consideration.

STUDENT/PARENT RESPONSIBILITIES

- Students shall attend school daily unless the absence is excused.
- Parents shall ensure that their child attends school punctually and daily and be aware of all absences.

NOTICE TO SCHOOL OF A PUPIL'S ABSENCE

Parents shall call the school the morning of the pupil's absence, and the pupil shall submit a note to the Main Office upon their return.

PARENT/DOCTOR NOTES

Parent notes will not be accepted to excuse any absences for students in Grades 5-8. Excused absences will require a doctor's note, or other written documentation needed to prove the absence.

Doctors' notes will only be accepted for specific days of absences. No "blanket coverage" notes will be accepted. The school physician may be asked to review any questionable medical situations. Doctors' notes must be given directly to the Main Office. Altered notes will not be accepted. When verifying notes with a doctor's office, if it is discovered that the note has been forged or stolen, the day will become an unexcused absence. No subsequent notes will alter that unexcused status. Students will be referred to Administration.

TRUANCY

Truancy is a pupil's absence from all or part of the school day without the knowledge of the pupil's parent/guardian. A pupil who leaves school without permission when school is still in session will also be considered truant and consequences from the Code of Conduct will be applied.

DENTAL APPOINTMENTS

Dental/orthodontic appointments should be scheduled during after school hours whenever possible. When unable to do so, the student is expected to come to school, sign out for the appointment and then return to school, or sign in late with an excuse from the dentist. Full days will not be excused for dental reasons unless specified by the dentist's note.

FAMILY VACATIONS

Family vacations ARE NOT an excused absences. Families are encouraged to schedule their vacations to coincide with school holidays. This will eliminate the need for students to miss valuable class time. Students will not be given additional excused absences for family vacation. Students must be sure that their absences do not jeopardize their credit standing.

ABSENCES AND INSTRUCTION

The parent/guardian of students who anticipate an excused absence of three (3) or more school days should contact the Main Office to request such homework assignments.

HOMEBOUND INSTRUCTION

A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction. The parent/guardian must request home instruction in writing to the Superintendent. This request will be accompanied by a signed physician's note stating the illness/diagnosis and the anticipated length of absence, including a



specific beginning and ending date. The request for home instruction must be approved by the school physician. Homebound instruction will be considered an excused absence.

#### MAKE-UP WORK

Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any necessary assistance required. Pupils choosing to cut classes or be truant will not be permitted to make up work missed during that time. Pupils may complete assignments for time missed because of action initiated by the administration, i.e. suspension.

Note: For each school day a student is absent, he/she will be given equal time to make up missed assignments.

#### ABSENCES AND PARTICIPATION IN SCHOOL EVENTS

- If a student is absent from school the day of an athletic event, club meeting, or performance, the student cannot participate in that event unless the absence has been cleared in advance by Administration.
- A student must be in school in order to attend a practice or activity that day.

#### APPEALS

A pupil who has been denied promotion for excessive absences may appeal that action in accordance with the following procedures:

1. The pupil and parent shall file a written appeal to the Superintendent within five (5) school days of receiving notice of the action.
2. The I&RS Team shall decide the appeal and inform the pupil and parent in writing within seven (7) working days of the meeting.
3. The pupil and parent may appeal an adverse decision of the I&RS Team to the Superintendent within seven (7) calendar days of the I&RS Team's decision.
4. If the pupil and parent do not agree with the Superintendent, an appeal can be made within ten (10) calendar days to the Board of Education.

#### LATENESS/TARDY (GRADES 5-8)

It is important that students arrive at school on time. Students who are tardy must sign in at the Main Office and obtain a pass to class. Tardy students will be subject to the following disciplinary action:

- 4<sup>th</sup> offense - Administrative Warning Letter
- 5<sup>th</sup> to 20<sup>th</sup> offense - Minimum 1 Administrative Detention
- 21<sup>st</sup> offense + - Minimum 1 In-School Suspension, up to a maximum of Out-of-School suspension for "excessive lateness" and parent conference.

#### EARLY DISMISSAL

Requests to sign out early will be granted for confirmed medical and dental appointments. In case of illness, a student must report to the Nurse's Office and may be sent home by the nurse after a parent is contacted. Students may not sign themselves out of school. If a student is being signed out, the following procedure will be followed:

1. The parent/guardian responsible will report to the Front Desk and ask for the student. Students will not be released to anyone except the legal parent or guardian unless prior arrangements have been made in advance.
2. Parent/Guardian must present a valid photo Identification Card (ID).
3. The student will report to the Front Desk and officially sign out. Students who do not officially sign out will be marked as truant.
4. Students are responsible for all missed work.
5. Students must be present 4.5 hours to receive credit for the day.

## CODE OF CONDUCT/DISCIPLINE

The consequences of disciplinary action stated in the following chart will be imposed. In the daily operation of a school, it is impossible to list every potential infraction, which may occur. Therefore, in situations where these circumstances exist, a determination by an administrator other than that listed below may be imposed.

Please note that any major infraction during the school year, particularly in the Fourth marking period, may lead to the loss of end of the year activities that may include, but are not limited to: end of year picnics, school trips, award ceremonies, school dances and graduation.

IT IS THE STUDENT'S RESPONSIBILITY TO BECOME FAMILIAR WITH ALL INFORMATION IN THE STUDENT HANDBOOK. Each student is expected to conduct himself/herself in an orderly fashion and act with due regard for the educational process of the school.

The best discipline is self-discipline, and students are encouraged to think and act wisely and realize the consequences of all actions. When students fail to discipline themselves, they shall be turned over to the designated administrator, personnel or civil authority.

Teachers are primarily responsible for classroom management and discipline in their assigned classes and duties. All staff members share responsibility for supervising the behavior of students. All students must follow any reasonable request or directive by any staff member during the school day or at any school sponsored activity.

### **SEARCH AND SEIZURE**

School authorities have the legal responsibility to maintain order and decorum in the schools, and to protect students from harming themselves or others. An administrator may find it necessary to search students and remove from their possession items, which may be potentially harmful, or may implicate them in an investigation. School lockers and desks remain the property of the school district even when used by students. Lockers and desks are subject to administrative inspection in the interest of school safety, sanitation, discipline, and enforcement of school regulations and to search by law enforcement officials.

## **TYPES OF DISCIPLINE**

**The following are TYPES OF DISCIPLINE that may be enacted:**

1. **TEACHER DETENTION**: Teachers may issue detention after school or during lunch/recess. Parents/guardians will be notified in advance of their child being issued a detention.
2. **ADMINISTRATIVE DETENTION**: This form of detention is issued by administration to students involved in a serious offense. These detentions can be in several forms such as lunch/recess, 1 hour after school and 3-hours after school. Students must report for detention on the day assigned and will be expected to bring work or reading material to the detention. Parents/guardians will be notified in advance of their child being issued a detention.
3. **IN-SCHOOL SUSPENSION (ISS)**: In-school suspension is a serious disciplinary consequence. Students should report to the Main Office with schoolwork for the day during homeroom. Students are not to participate in after school activities and sports the day of an ISS. Parents/guardians will be notified in advance of their child being issued ISS.
4. **BUS SUSPENSION**: Any violation of the school bus rules may result in a bus suspension. Students will not be able to ride the bus during the designated time. Parents/guardians are responsible for transporting the Student to and from school during the time of bus suspension. If parents/guardians cannot provide transportation to and from school, this day is not an excused absence.
5. **OUT-OF-SCHOOL SUSPENSION (OSS)**: This is the most serious disciplinary action, which may be imposed by Administration. The Student may not be permitted to return to school until a parent conference is conducted. Students are not to participate in after school activities or return to school for after-hours events the day of suspension. When a student is suspended from school, he/she may not be in the building or on any school district grounds at any time during the length of the suspension. Students who come on school grounds during a suspension will be subject to further disciplinary action, possible arrest and charged with trespassing.
6. **ADMINISTRATIVE REVIEW**: Further discipline deemed necessary and issued by the Superintendent at his/her discretion. All instances of students facing charges by law enforcement will be reviewed for further disciplinary action.
7. **PROBATION AND/OR BEHAVIORAL CONTRACTS**: Students may be placed on probation and/or a behavior contract if: (a) they have an accumulation of minor violations and/or (b) commit a serious offense.

Probation/behavior contracts will outline strict standards that the student is expected to follow. During the period of time that a student is placed on probation/behavior contract, it is understood that he or she must meet all outlined standards. Failure to meet the standards established by probation/behavior contract will result in further, more severe disciplinary procedures, including but not limited to loss of privileges (school activities, trips, school dances, assemblies, and/or awards/graduation ceremonies) and/or consideration for alternative placement.

8. **ADMINISTRATIVE RESTRICTED LIST:** A student may be placed on the Administrative Restricted List at any time during the marking period by the Administration if the infraction of school rules or regulations is severe enough. All students on the Administrative Restricted List may be prohibited from participating in all extracurricular activities. This includes all athletic events, dances, plays, assemblies, award ceremonies and any class trips. Students on the Administrative Restricted List are not to be loitering within the vicinity where any school activity is taking place.

\*First suspension - 5 days

\*Second suspension - 10 days

\*Third & subsequent suspensions - 23 day

NOTE: (1.) Eighth graders placed on the Administrative Restricted List during the fourth marking period may at the discretion of the administration lose their privilege to participate in graduation ceremonies. (2.) The number of restriction days is cumulative with each offense.

All offenses committed in school or on school grounds that violate local, state, or federal laws will be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety, and welfare of students, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to police.

Students who consistently require disciplinary intervention by administration are subject to progressive discipline and could lose privileges, including but not limited to: activities, sports, after-school events, trips, assemblies, etc.

### STUDENT CODE OF CONDUCT

**Academic Cheating/Plagiarism:** Any student caught cheating on any assignment or test will receive discipline, in addition to losing credit for the assignment(s).

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<p><b>1st Offense: Administrative Warning and Parent Contact</b></p> <p><b>2nd Offense: Minimum of 1 Administrative Detention</b></p> <p><b>3rd Offense: Minimum of 2 Administrative Detentions</b></p>

**Assault:** As deemed by administration.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion (which may result in a complaint with law enforcement).  ***Assault on a staff member will result in an Administrative Review.***	Administrative Discretion (which may result in a complaint with law enforcement).  ***Assault on a staff member will result in an Administrative Review.***

**Cafeteria Misconduct:** Misconduct in the cafeteria area includes, but is not limited to, throwing food or trash, being late to the cafeteria, cutting in line, leaving the cafeteria without permission.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Minimum of 1 Administrative Detention	Minimum of 1 Administrative Detention

**Communication and Electronic Devices:** The use of privately-owned technology by a student in the educational setting during the school day must be approved by the school teaching staff member responsible for supervising and/or providing the student’s instructional program. Each teaching staff member may approve a student’s use of privately-owned technology based on the assignment(s) to the student. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

\*Students may not be in possession of cameras, camera phones, video games and large headphones while on campus. If so, items may be confiscated and held by Administration for 30 days or until a parent picks them up.

\*Unauthorized photographing of students/staff on school property, buses and bus stops is strictly forbidden.

\*At times a teacher could request that students bring particular items to school for instructional purposes. Should this occur, the teacher will notify parents/guardians with a written communication confirming the purpose for the specific item being brought to school. The item is to remain in the student’s book bag until the teacher requests the item for the lesson.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	<p><b>1<sup>st</sup> Offense:</b> Administrative Warning (notify parent/guardian)</p> <p><b>2<sup>nd</sup> Offense:</b> Minimum of 1 Administrative Detentions (notify parent/guardian)</p> <p><b>3<sup>rd</sup> Offense:</b> Minimum of 2 Administrative Detentions (notify parent/guardian)</p> <p><b>4<sup>th</sup> Offense:</b> Administrative Discretion (notify parent/guardian)</p>	<p><b>1<sup>st</sup> Offense:</b> Administrative Warning (notify parent/guardian)</p> <p><b>2<sup>nd</sup> Offense:</b> Minimum of 2 Administrative Detentions (notify parent/guardian)</p> <p><b>3<sup>rd</sup> Offense:</b> In-School Suspension (notify parent/guardian)</p> <p><b>4<sup>th</sup> Offense:</b> Administrative Discretion (notify parent/guardian)</p>

**Computer/Electronic Device Misuse:** Computer access is granted to individual Students for their sole use only. Violations may result in a loss of access as well as other disciplinary or legal action. The following are not permitted:  
 sharing of accounts, ID's, or passwords, adding any unauthorized software, sending or displaying of offensive messages or pictures, using obscene language, harassing, insulting, or attacking others, damaging computers, computer systems, or computer networks, violating copyright laws, using another's password, trespassing in another's account, subdirectories, work, or files, employing the network for commercial purposes, playing games, taking video or pictures without consent from school administration, changing desktop, sending messages, trespassing in another's subdirectory or work files, intentionally wasting limited resources such as paper, violating copyright laws.

Account trespassing, harassing, insulting or attacking others, will result in an immediate loss of computer privileges. Intentionally damaging computers, systems or networks will result in an out-of-school suspension and restitution for damage.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	The disciplinary action may range from loss of privilege to out of school suspension and will be determined on a case-by-case basis.	The disciplinary action may range from loss of privilege to out of school suspension and will be determined on a case-by-case basis.

**Conduct Impeding an Investigation:** Any student hindering an investigation is subject to disciplinary action at the discretion of the administrator, i.e. lying, covering the truth, withholding information.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	1. Minimum of 1 Administrative Detentions  2. Minimum of 2 Administrative Detentions  3. Minimum of 1 day In-School Suspension and parent conference.	1. Minimum of 2 Administrative Detentions  2. Minimum of 1 day In-School Suspension  3. Maximum 10 days out-of-school suspension and parent conference.

**Dating Violence at School:** see Policy #5519

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	The disciplinary action may range from detention to out of school suspension and will be determined on a case-by-case basis.  *Dating violence may result in notification to law enforcement.

**Disrespect, Defiance of Authority and/or Continued Willful Disobedience:** Definition of "Defiance" and "Disrespect": Respect means to show esteem, consideration and politeness to another individual. It is a personal quality, which is earned. Disrespect in school is construed as follows:

- \* Talking back to any adult.
- \* Physically turning your head or making improper physical gestures while being talked to.
- \* Slowly moving along when given a reasonable directive.
- \* Refusal to follow reasonable directions when asked or told to do so by an adult.
- \* Muttering or mumbling under your breath.
- \* Refusal to tell the truth when being questioned.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	The disciplinary action may range from detention to out of school suspension and will be determined on a case-by-case basis.	The disciplinary action may range from detention to out of school suspension and will be determined on a case-by-case basis.

**Dress Code:** Any student in violation of the school's dress code will be required to change and receive the corresponding discipline. *Please refer to the Dress Code on pages 29 of this handbook for more detail.* The entire policy can be found on the District website.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis.  ** Repeat offenders will receive progressive discipline.	Discipline may range from warning (change of clothes) to Administrative Detention and will be determined on a case by case basis.  ** Repeat offenders will receive progressive discipline.

**Failure to Comply with Search and Seizure:** All students, as well as their belongings, lockers, and vehicles, are subject to simple search performed by administration in the interests of school safety, security, and wellbeing. Any student refusing to comply with search and seizure procedures will be issued discipline as an admission of guilt. Once the search process begins, the student may not leave the secured area until the entire process is complete. If the student leaves the secured area, they will be issued discipline for not complying with search and seizure procedures.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Discipline may range from detention to out of school suspension.  Complaints may be referred to law enforcement.	Discipline may range from detention to out of school suspension.  Complaints may be referred to law enforcement.

**False Alarms**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Up to a 10 day out of school suspension, which may result in an Administrative Review resulting in additional discipline. A complaint may also be signed with the law enforcement.	Up to a 10 day out of school suspension, which may result in an Administrative Review resulting in additional discipline. A complaint may also be signed with the law enforcement.



**Fighting: As deemed by administration.**

Grades Pk-2	Grades 3-4	Grades 5-8
<p><b>Administrative Discretion</b></p>	<p><b>1<sup>st</sup> Offense:</b> Minimum of 2 day out-of-school suspension, which may result in a complaint filed with law enforcement, and a behavior contract.</p> <p><b>2<sup>nd</sup> Offense:</b> Minimum of 4 day out-of-school suspension, which may result in a complaint filed with law enforcement, and an administrative review.</p> <p><b>3<sup>rd</sup> Offense:</b> Administrative Discretion</p> <p><b>**The school's administration reserves the right to revise individual student schedules to deter conflicts, as well as impact the student's placement into an alternative placement.</b></p>	<p><b>1<sup>st</sup> Offense:</b> Minimum of 4 day out-of-school suspension, which may result in a complaint filed with law enforcement, and a behavior contract.</p> <p><b>2<sup>nd</sup> Offense:</b> Minimum of 10 day out-of-school suspension, which may result in a complaint filed with law enforcement, and an administrative review.</p> <p><b>3<sup>rd</sup> Offense:</b> Administrative Discretion</p> <p><b>**The school's administration reserves the right to revise individual student schedules to deter conflicts, as well as impact the student's placement into an alternative placement.</b></p>

**Fireworks**

Grades Pk-2	Grades 3-4	Grades 5-8
<p><b>Administrative Discretion</b></p>	<p><b>Out-of-School Suspension at the discretion of administration and complaint may be filed with law enforcement.</b></p>	<p><b>Out-of-School Suspension at the discretion of administration and complaint may be filed with law enforcement.</b></p>

**Forgery and/or Unauthorized Use/Possession of School Forms**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	<b>1<sup>st</sup> Offense: Minimum of 1 Administrative Detention</b>  <b>2<sup>nd</sup> Offense: Minimum of Multiple Administrative Detentions</b>	<b>1<sup>st</sup> Offense: Minimum of 1 Administrative Detention</b>  <b>2<sup>nd</sup> Offense: Minimum 1 day In-School Suspension</b>

**Gum Chewing/Candy/Other foods**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<b>1<sup>st</sup> Offense: Minimum of Administrative Detention</b>  <b>2<sup>nd</sup> Offense: Administrative Discretion</b>

**Harassment/Intimidation/Bullying (Policy # 5512):** “Harassment, intimidation, and bullying” is any gesture, written, verbal, or physical act or any electronic communication, that takes place on school property, at any school-sponsored function, or on a school bus. The severity of the disciplinary action will be based upon the circumstances of the infraction.

Grades Pk-2	Grades 3-4	Grades 5-8
The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to law enforcement.	The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to law enforcement.	The severity of the disciplinary action may range from detention to suspension or expulsion. In addition, complaints may be referred to law enforcement.

**Illegal Absence from Class:** Any illegal absence will result in a “0” in that class. Work cannot be made up. The Administration firmly believes in the importance of attending all regularly scheduled classes during the school day to receive credit for that course.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<b>1<sup>st</sup> Offense: Minimum 1 Administrative Detention</b>  <b>2<sup>nd</sup> Offense: Minimum 3 Administrative Detentions</b>  <b>3<sup>rd</sup> Offense: Minimum 1 day In-School Suspension</b>

**Inappropriate Comments/Gestures/Drawings**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Minimum of 1 Administrative Detention to a maximum of 10 days out-of-school suspension, which may result in an administrative review.	Minimum of 1 day In-School Suspension to a maximum of 10 days out-of-school suspension, which may result in an administrative review.

**Inappropriate Display of Affection**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	<b>1<sup>st</sup> Offense: Administrative Warning</b>  <b>2<sup>nd</sup> Offense: Minimum 2 Administrative Detentions</b>  <b>3<sup>rd</sup> Offense: Minimum 1 day In-School Suspension</b>	<b>1<sup>st</sup> Offense: Administrative Warning</b>  <b>2<sup>nd</sup> Offense: Minimum 2 Administrative Detentions</b>  <b>3<sup>rd</sup> Offense: Minimum 1 day In-School Suspension</b>  <b>Complaint may be filed with law enforcement.</b>

**Leaving Class Without Permission or Removal from class**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>	<b>Minimum of 1 Administrative Detention.</b>	<b>Minimum of 2 Administrative Detentions.</b>

**Misconduct on School Bus and/or Failure to Wear Seat Belt**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>	<b>1<sup>st</sup> Offense: Bus warning letter</b> <b>2<sup>nd</sup> Offense: Minimum of 1 Administrative Detention</b> <b>3<sup>rd</sup> Offense: Minimum of 2 Administrative Detentions</b> <b>4<sup>th</sup> Offense: Bus suspension</b>	<b>1<sup>st</sup> Offense: Bus warning letter</b> <b>2<sup>nd</sup> Offense: Minimum of 1 Administrative Detention</b> <b>3<sup>rd</sup> Offense: Minimum of 1 day In-School Suspension</b> <b>4<sup>th</sup> Offense: Bus suspension</b>

**Misconduct/Disruptive Behavior**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>	<b>Minimum of 1 Administrative Detention.</b>	<b>Minimum of 1 Administrative Detention.</b>

**Misuse Of A Hall Pass**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>	<b>Administrative Discretion</b>	<b>1<sup>st</sup> Offense: Minimum 1 Administrative Detention</b> <b>2<sup>nd</sup> Offense: Minimum 3 Administrative Detentions</b> <b>3<sup>rd</sup> Offense: Minimum 1 day In-School Suspension</b>

**Off Campus Discipline:** School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	Administrative Discretion

**Personal Toys:** Toys including stuffed animals, shoes with wheels, toy guns, etc. are prohibited in school.

At times a teacher could request that students bring particular items to school for instructional purposes. Should this occur, the teacher will notify parents/guardians with a written communication confirming the purpose for the specific item being brought to school. The item is to remain in the student's book bag until the teacher requests the item for the lesson.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	<p><b>1<sup>st</sup> Offense: Administrative Warning (notify parent/guardian)</b></p> <p><b>2<sup>nd</sup> Offense: Minimum of 1 Administrative Detentions (notify parent/guardian)</b></p> <p><b>3<sup>rd</sup> Offense: Minimum of 2 Administrative Detentions (notify parent/guardian)</b></p> <p><b>4<sup>th</sup> Offense: Administrative Discretion (notify parent/guardian)</b></p>	<p><b>1<sup>st</sup> Offense: Administrative Warning (notify parent/guardian)</b></p> <p><b>2<sup>nd</sup> Offense: Minimum of 2 Administrative Detentions (notify parent/guardian)</b></p> <p><b>3<sup>rd</sup> Offense: 1 day In-School Suspension (notify parent/guardian)</b></p> <p><b>4<sup>th</sup> Offense: Administrative Discretion (notify parent/guardian)</b></p>

**Potentially Dangerous Behavior:** Including, but not limited to pushing, shoving, throwing objects and any other behavior deemed by administration.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Discipline may range from administrative detention to suspension and will be determined on a case by case basis.	Discipline may range from administrative detention to suspension and will be determined on a case by case basis.

**Potentially Dangerous Objects:** Including, but not limited to knives, sling shots, exacto-knives, water guns, matches, lighters, snappers/poppers, caps, mace and any other object deemed by administration.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	Discipline may range from administrative detention to suspension and will be determined on a case by case basis.  Complaint may be filed with law enforcement.  Parent Conference.

**Profanity** (verbal or written)

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Discipline may range from administrative detention to suspension and will be determined on a case by case basis.	Discipline may range from administrative detention to suspension and will be determined on a case by case basis.

**Racial or Ethnic Slurs:** The use of racial or ethnic slurs is unacceptable. A HIB investigation may be initiated.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Minimum 3 Administrative Detentions	Minimum 1 day In-School Suspension

**Removal/Leaving In-School Suspension**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<p>Minimum of 1 day out-of-school suspension.</p> <p>In-School suspension will be made up in its entirety.</p> <p>Note: Additional consequences according to the discipline code of conduct may apply.</p>

**Sexual Harassment/Sexting:** if any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. Sexual Harassment can be, but is not limited to, the following examples: Physical examples: forcibly grabbing or kissing someone; touching someone in an inappropriate way; making sexual gestures; licking lips or making suggestive body movements; staring at someone's body; "panting" someone. Verbal examples: Commenting about someone's body; talking about someone's sexual orientation in a way that makes the person uncomfortable; Electronic communication, or "sexting" would also be considered sexual harassment.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<p>Minimum of 2 days out-of-school suspension.</p> <p>Complaint may be filed with law enforcement.</p>

**Smoking and Use/Possession of Tobacco Products:** Smoking and tobacco products (including snuff, chewing tobacco, and electronic smoking devices) are prohibited on all school grounds, buses, buildings, and during any school sponsored function. Students are not permitted to be in possession of cigarettes, tobacco products, matches or lighters while on school property.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	<p>Minimum of, but not limited to, 4 days out-of-school suspension and parent conference.</p> <p>Items will be confiscated and discarded.</p> <p>Complaints may be filed with law enforcement and the Department of Health.</p>

**Substance Abuse Policy and Procedures (Policy 5530):** The use, possession, and/or distribution of alcoholic beverages, controlled dangerous substances, anabolic steroids, inhalants, supplements, unauthorized prescription drugs, or over-the-counter medications are strictly prohibited.

Failure to follow through on recommendations of an evaluation for alcohol or other drug abuse and/or related behaviors.

Possession of counterfeit drugs, over the counter medications, supplements and/or prescription drugs not registered with the school nurse: Students who violate the substance abuse rules will be disciplined as follows:

- Minimum of 4 days out-of-school suspension
- Mandatory parent/guardian conference.
- Subsequent offenses will result in further disciplinary action.

Distribution of controlled dangerous substances, alcohol, prescription drugs, over-the-counter medications, and/or counterfeit drugs: Students who violate the substance abuse rules will be disciplined as follows:

- Initial 10 day out-of-school suspension
- Law enforcement will be notified and complaint may be signed.
- Mandatory parent/guardian conference.
- Student must meet with Counselor.
- Possible administrative review.

Possession of drug paraphernalia:

- Up to 10 days out-of-school suspension.
- Law enforcement will be notified and complaint may be signed.



- Mandatory parent/guardian conference.
- Student must meet with Counselor.
- Possible administrative review.

**Possession of controlled dangerous substance and/or alcohol:**

- 10 days out-of-school suspension.
- Law enforcement will be notified and complaint may be signed.
- Mandatory parent/guardian conference.
- Student must meet with Counselor.
- Possible administrative review.

**Under the influence of controlled dangerous substances and/or alcohol (Positive Drug/Alcohol screening results:**

- 10 days out-of-school suspension.
- Law enforcement will be notified and complaint may be signed.
- Mandatory parent/guardian conference.
- Student must meet with Counselor.
- Possible administrative review.

**Tardy to School/Late sign-in & Early Sign out**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	4 <sup>th</sup> offense - Administrative Warning Letter  5 <sup>th</sup> to 20 <sup>h</sup> offense - Minimum 1 Administrative Detention  21 <sup>st</sup> offense + - Minimum 1 day In-School Suspension, up to a maximum of out-of school suspension for “excessive lateness” and parent conference.

**Terroristic Threats:** A threat to commit a crime of violence or to cause bodily injury to another person and terrorization as the result of the proscribed conduct.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Initial 10 day out-of-school suspension.  Arrest and complaint will be filed with law enforcement.	Initial 10 day out-of-school suspension.  Arrest and complaint will be filed with law enforcement.  Administrative review

**Theft:** Illegally possessing school property or the property of others.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Minimum of Administrative Detention through an out-of-school suspension (Administrative Discretion)	Minimum of 1 day In-School Suspension through a 10 day out-of-school suspension (Administrative Discretion)  Possible Complaint with law enforcement.

**Tuancy/Leaving School Without Permission:** Unlawful absence from school. Students who leave school without permission are considered truant.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	Minimum of 1 day In-School Suspension  Each truant day counts as an unexcused absence.

**Unauthorized or Off-Limit Area:** Includes wandering, visiting classrooms without permission, etc.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Administrative Discretion	Minimum of 1 Administrative Detention

**Unauthorized Sales:** Items include, but are not limited to candy, gum, and any other goods.

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion (Sale items will be confiscated)	Administrative Discretion (Sale items will be confiscated)	Administrative Discretion (Sale items will be confiscated)

**Unserved Teacher or Administrative Detention**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Detention assignment will be doubled.	1 <sup>st</sup> Offense: Minimum of 2 Administrative Detentions.  2 <sup>nd</sup> Offense: Minimum of 1 day In-School Suspension  3 <sup>rd</sup> Offense: Minimum of 1 day out of school suspension.

**Use of Unacceptable Conduct, Language and/or Gestures Directed to Staff Members**

Grades Pk-2	Grades 3-4	Grades 5-8
Administrative Discretion	Minimum of 2 days out-of-school suspension.	Minimum of 4 days out-of-school suspension.

**Vandalism/Graffiti**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>  <b>Parents are financially responsible for damages.</b>	<b>1<sup>st</sup> Offense: Minimum of 1 Administrative Detention.</b>  <b>2<sup>nd</sup> Offense: Minimum of 2 Administrative Detentions.</b>  <b>3<sup>rd</sup> Offense: Administrative Discretion</b>  <b>Parents are financially responsible for damages.</b>  <b>Possible complaint with law enforcement.</b>	<b>Minimum of 1 day In-School Suspension through a maximum of 10 days out-of-school suspension. (Administrative discretion)</b>  <b>Parents are financially responsible for damages.</b>  <b>Possible complaint with law enforcement.</b>

**Violence and/or Threats Directed Toward a Staff Member**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Parents are financially responsible for damages.</b>	<b>Minimum 10 day out-of-school suspension</b>  <b>Possible Administrative Review.</b>  <b>Staff member may sign a complaint with law enforcement.</b>	<b>Minimum 10 day out-of-school suspension</b>  <b>Possible Administrative Review.</b>  <b>Staff member may sign a complaint with law enforcement.</b>

**Weapons/Other Deadly Objects Objects (Including knives, sling shots, exacto- knives, water guns, matches, lighters, snappers/poppers, caps or other dangerous objects)**

<b>Grades Pk-2</b>	<b>Grades 3-4</b>	<b>Grades 5-8</b>
<b>Administrative Discretion</b>	<b>Administrative Discretion</b>	<b>Initial 10 day out-of-school suspension.</b>  <b>Arrest and complaint will be filed.</b>  <b>Administrative review</b>

# **DRESS AND GROOMING**

The faculty and administration of the Folsom School District believes that personal appearance begins with tasteful dress and common sense. Appropriate dress is instrumental in creating a feeling of pride among the students of Folsom. This results in better behavior, greater school spirit, and higher academic achievement.

Students are expected to adhere to the dress code for school and school sponsored activities, such as concerts, plays, talent shows, dances, etc. The dress code also remains in effect for students attending a school-sponsored trip, unless the trip's sponsor has requested and received specific modifications from the administration due to the nature of the outing.

Any form of attire or style of grooming that is immodest, deemed unsafe or which adversely affects classroom atmosphere, or which creates a behavioral problem, will be considered unacceptable. Students are welcome to express their individuality and/or ethnic pride through clothing, provided that it meets the following guidelines developed by faculty and administration.

Students will **NOT** wear:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs (one-inch leeway).
2. Clothing (i.e. skirts, dresses, and shorts) that end higher than mid-thigh.
3. Strapless tops or tank tops that have less than a three-finger span at shoulder.
4. All outerwear such as jackets, coats, etc., are prohibited to be worn indoors, except when entering or leaving the building.
5. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach. All shoes must have a backing.
6. Pajama tops and/or bottoms, sleep-bottoms, and/or slippers.
7. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's physician. Blue-light tinted glasses are permitted during computer use.
8. Hats, sweatbands, bandanas and other headgear; unless it falls within a religious exemption. Students are not permitted to carry these items either. If seen, these items may be confiscated and held for thirty days by the administration. Hooded sweatshirts/clothing are permitted; however, students are not permitted to wear the hood in school.
9. Undergarments worn as outer garments.
10. Spiked jewelry, wallet chains or other accessories deemed dangerous to others by the administration.
11. Garments with graphics that suggest obscene or offensive material, which detracts from the educational process, and is therefore inappropriate. Examples include but are not limited to:
  - a. Drawings and/or slogans that promote the use of drugs, alcohol, and/or tobacco.
  - b. Profanity and/or sexual references/innuendo.
  - c. Drawings and/or slogans advocating violence.
  - d. Crude drawings and/or phrases/ double meanings.
  - e. Promotion of racial and ethnic violence
12. Ripped jeans where the rip is above mid-thigh or large enough to be considered indecent.
13. Costumes, capes/flags or face/body paint of any kind unless permission given by administration.
14. Garments, attire, or style of grooming that disrupts the educational process as determined by administration.

\*\*\*\*\*Students who violate the dress code will be referred to administration for appropriate action. This may include the student changing his/her dress, or being sent home from school. If you have any doubt as to whether or not a specific article of clothing may be a violation of the dress code, do not wear it until you are certain it is acceptable. Not all circumstances are necessarily covered by this dress code and all final decisions will be at the discretion of the administration. Teachers who question the appropriateness of a student's attire should send that student to an administrator for clarification. \*\*\*\*\*

# GENERAL PROCEDURES

## ABBREVIATED DAY/DELAYED OPENING

Dismissal on an abbreviated day will be at 12:45 PM. Normal dismissal procedures will be followed. Report time for a delayed opening will be 10:15 AM. Normal arrival procedures will be followed.

## AFFIRMATIVE ACTION

The Folsom School District provides equal educational opportunities for all students regardless of race, color, religion, disability, national origin or ancestry, and/or sexual orientation. The Affirmative Action Officer is Mrs. Michele Hetzel. She may be reached at (609) 561-8666 Ext. 120.

## ARRIVAL & DISMISSAL

Each school day begins at 8:30 a.m. with daily attendance, morning announcements, and breakfast for any student who purchases or is eligible for the meals program.

Bus dismissal begins at 3:09 p.m. Students who are picked-up are dismissed at 3:15 p.m.

For the safety of our students, no student is allowed to walk to or from Folsom School. Bus drivers will return children in grades PK-4 to the school if a parent, guardian, or older sibling is not present at the bus stop in the afternoon (Board Policy 8600).

## BUILDING CARE

You are expected to take care of our school building as you would your home. Thoughtless destruction, vandalism and marking of the walls, floors, furniture, restrooms, etc. reflect upon you, your school, and your community. In order to maintain clean, sanitary desks, halls, and water fountains, students are not permitted to chew gum at any time.

## BULLETIN BOARDS

There are some bulletin boards placed throughout the building. Notices for meetings, social events, and the like are placed on these boards. If you want to post an announcement, take it to the Main Office and, if approved, it will be posted.

Under no conditions are placards or notices to be pasted, scotch-taped, or thumb tacked to the walls. Only announcements authorized by the Office will be permitted to be displayed in any part of the building including the halls.

## BUS TRANSPORTATION

Bus transportation is a privilege. To insure the safety of students traveling to and from school, the following bus conduct rules have been established:

- Remain seated **AT ALL TIMES** while the bus is moving and until you reach your destination. Each student will receive a seat assignment. Only the administration or bus driver may change this assignment. Keep books, coats and all other objects out of the aisles.
- Walk towards a waiting bus without pushing. Board the bus in an **ORDERLY** manner.
- Keep all body parts inside the bus and never out the window.
- Loud talking, yelling, inappropriate language and playing of music by students on the bus is distracting to the driver and is prohibited. Radios, docking stations, or speakers are also prohibited.
- Smoking on the bus or bus stop will result in disciplinary action. Matches and lighters are prohibited.
- Transportation is provided for **ALL** students. **NO STUDENT** is to walk or ride a bicycle to school.
- No throwing, acquiring, or dropping of any objects in the bus or out of the windows at any time.
- No eating of food or drinking of beverages on the bus. No gum chewing.
- Skateboards may not be brought on the school bus to school. Drivers will not transport students with skateboards.
- Students may **NOT** under any circumstances ride any bus other than their assigned bus to or from school. Parent permission will not be accepted for students riding another bus and if a student does, discipline consequences will follow.
- Students are required by law to wear seat belts if they ride a bus equipped with this safety equipment. Failure to “buckle up” is in violation of NJSA 39:3B-11 and will result in disciplinary action.

A student who receives a bus write-up will be referred to administration for further disciplinary action. Consequences issued will be in line with the Code of Conduct. Continuous offenses may result in bus exclusion.

### CAFETERIA

Monthly menus are distributed prior to the beginning of each month.

- Students should go to his/her table quickly and quietly.
- Once a decision is made for seating, students are not to get up and walk around the cafeteria without permission from the supervising staff.
- Tables will be sent to the food lines when each one becomes quiet and orderly.
- Students should follow the traffic patterns set by the teachers.
- No throwing food or other objects. Discipline is determined at the Discretion of the Administrator but could result in an OUT OF SCHOOL SUSPENSION!
- No loud shouting or screaming.
- No personal contact including pushing, fighting or horseplay of any type.
- No running in the cafeteria.
- No gum chewing in the cafeteria.
- No student will leave the cafeteria without permission from the supervising staff member.
- Staff members will dismiss students when table and floor areas are clear.
- There will be assigned seating when necessary.

All students are expected to follow the school rules in the cafeteria and respect the teacher/staff members on duty during the student's scheduled lunch. Fast Food, Restaurant foods, pizza, coffee, etc. are not permitted to be brought in to students. No parent should bring in any of the above for a student at any time during the day. Any student who does not comply with the above rules will be subject to school discipline.

### CELEBRATORY FLOWERS/BALLOONS

These items are NOT ALLOWED to be in school for any reason.

### CHILD STUDY TEAM (CST)

The Child Study Team (CST) is a group of professionals employed by the Folsom Board of Education to provide a variety of learning related services. These services include:

- Consultation with parents, teachers, and other staff working with students struggling in the classroom
- Evaluating students referred for special education services to determine if students are eligible
- Prescriptive services to teachers and parents in regard to students who are experiencing school- related difficulties.

### CONFERENCES

All parents are requested to call the school for an appointment if they wish to have a conference with a teacher, administrator, or School Counselor/CST. The School Counselor/CST will assist in facilitating this process.

### EMERGENCY CLOSING

When the school is closed for inclement weather or other emergencies, the Realtime system will notify you via telephone. You may also refer to the Folsom School District website (<http://www.folsomschool.org>) and official Folsom School social media pages. Do not call the school!

### FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal law protects the privacy of student educational records for parents and students who have reached the age of 18 years. The Folsom School District complies with the Family Educational Rights and Privacy Act (FERPA), which address rights to privacy and access to student educational records. If you have any questions, please call the Main Office.

### FIRE/EMERGENCY/SECURITY DRILLS

Fire and security drills are conducted at least twice a month during the school day. Students are to follow the directions for evacuation given by the teacher and written on the poster on the wall near the door. Students are to leave and re-enter the building in an orderly manner. No talking or other inappropriate behavior will be tolerated during a drill. Parents/Guardians will receive notification of completion of a drill via our Realtime System.

### GRADUATION

School appropriate attire must be worn to the graduation ceremony. Excessive absences may preclude a student from participating in the graduation ceremony.

GUM: Gum chewing is prohibited in the school building, on school grounds, and on the school bus.

### HARASSMENT, INTIMIDATION OR BULLYING

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, written, verbal or physical act or any electronic communication, as defined by 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 characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
- 2) By any other distinguishing characteristic; and that
- 3) 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, that 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 groups 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.
- 7) "Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Harassment, intimidation, bullying, fighting, or hate crimes of any kind will not be tolerated in school or on school property. The severity of the disciplinary action will be based upon the circumstances of the infraction. Consequences and appropriate remedial action for pupils who commit these acts may range from positive interventions up to and including suspensions or expulsion. The appropriate consequences will be consistent with the case law, Federal and State Statutes, and district/school policies and regulations. In addition, complaints may be referred to the police.

\*\*\*The entire policy (#5512) can be found on the Folsom School District's website.\*\*\*

### HEALTH SERVICES/MEDICATIONS

School health services are conducted for the following purposes:

1. Care of emergencies, sickness or injury in school.
2. Prevention and control of communicable disease.
3. Determination of health needs for students.
4. Follow-up and interpretation of health needs for parents.
5. Height, weight, and scoliosis screenings. Please notify the school health office if you **DO NOT** want these screenings done in school.
6. Scoliosis screenings – state mandated screening for curvature of the back as per state guidelines.
7. Vision and hearing screenings.

We strongly encourage you to take your child to your primary physician for a yearly physical exam. You can also use that physical exam for your child's participation in after school athletic activities or for working papers. Your child will NOT be permitted to participate in athletic activities unless you provide proof of a physical exam from the office of your primary care physician.

Any student who requires medication during school hours must:

1. Have medicine delivered to the school nurse in its original, labeled container accompanied by a doctor's note.
2. A note with parental signature permitting the school nurse to administer the medication.
3. The medical consent form shall be completed by the physician and parent/guardian.



Students who use inhalers for treatment of asthma may carry and self-administer their medication if they have their physician's permission. Forms for this privilege can be obtained in the health office and must be filled out by both parents/guardians and the physician. These will be kept on record in the nurse's office. Physicians/parent notes for medication distribution MUST be updated yearly. Medical notes CANNOT be carried from year to year.

DO NOT send medication to school with your child! Students are not permitted to have medication in their possession (including Aspirin, Tylenol, Motrin, cough drops, cough syrup, etc. If a student is found carrying any type of medication in school, disciplinary action will be taken per the Code of Conduct.

#### INTERNET ACCEPTABLE USE POLICY

The Folsom Board of Education has adopted a policy on the use of the Internet. The purpose of the system is to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of resources and information. Folsom School maintains technology protection levels with respect to computers and Internet access that block content considered obscene, or harmful to minors. Internet use will occur under the direct supervision of a staff member.

As outlined in Board Policy #7523 on student rights and responsibilities, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting, or attacking others
- Violating copyright laws
- Using another student's account
- Intentionally wasting limited resources
- Using obscene language
- Damaging computers, computer systems, or computer network
- Trespassing in folders, work, or files assigned to other students/staff members.

Violations may result in loss of access as well as other disciplinary or legal action. Additional disciplinary action may be determined at the building level in line with existing practice regarding inappropriate language or behavior.

#### LOCKERS

A locker with a combination lock is assigned to middle school students at the beginning of the year. To safeguard property, the student should only use his/her assigned locker. He/she should keep the locker properly locked at all times. Lockers may be inspected at any time when reasonable grounds for an inspection exist (Policy #5770).

#### LOST AND FOUND

Students who have lost articles should check the lost and found in the cafeteria/gym hallway. Students who find articles should turn them into the office for safekeeping until the proper owner has been identified. After two weeks, unclaimed articles will be donated to charity or discarded.

#### PERSONAL PROPERTY

Students are advised not to bring personal property to school. Any personal property that is lost or stolen must be reported to the office immediately. Administration and staff are not responsible for any lost or stolen items.

#### POSITIVE BEHAVIOR SUPPORTS IN SCHOOL

Folsom School implements our Positive Behavior Supports in School (PBSIS) to educate students on the expectations and motivate students to follow those expectations. Our Motto is SOAR: safe choices, on task, act responsibly, respect self and others.

#### PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. – 1232h, requires the Folsom School District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political Affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
7. Religious practices, affiliations, or beliefs of the student or parents
8. Income, other than as required by law to determine program eligibility

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

Should any surveys and/or activities be scheduled during the school year, the Folsom School District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as the opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State Law.

### RESTROOMS

Students are permitted to use the restrooms during designated times established by each teacher. Use of restrooms during class time requires permission from the teacher. Students must have a lavatory pass, sign out before leaving, and sign in when returning to the class. Grades 5-8 will utilize the MyHomework Digital Hall Pass System.

### SCHOOL CLUBS, ORGANIZATIONS, ACTIVITIES

Students at the middle school level have the opportunity to participate in various extra-curricular activities, all of which are noted below. All activities require that a student be in good academic standing meaning a grade of 75 or better in all subjects preceding the activity, not absent ten (10) or more unexcused days, and maintain a good discipline record.

Academic Support	Choir	Student Council
American Sign Language	Cross Country	Talent Show
Art	Drama	Technology
Band	Falcon Club	Volleyball
Basketball	Safety Patrol	Yearbook
Cheerleading	Softball	

### SCHOOL COUNSELOR

The School Counselor exists to help students and parents cope with the many adjustments, which are normally found in the student population. Students who seem to have a problem of social, emotional or academic nature are free to avail themselves of the services of the counselor. The School Counselor sponsors groups to address student needs. Students should obtain a pass from one of their teachers before reporting to the School Counselor. If parents/guardians do not wish for their child to participate in the activities of the program, please send a letter to the Superintendent.

### SCHOOL DANCES

- All dances will begin at 7:00 pm and end promptly at 9:00 pm (unless otherwise advertised). The doors will close at 7:30 pm and no students will be admitted after that time. Once the students are in the building, they may not leave until the conclusion of the dance. Arrangements should be made to pick up your child at 9:00 pm. A child picked up excessively late (after 9:15 pm) will not be permitted to attend the next school sponsored dance.
- The school Dress Code is strictly enforced.
- Students are required to act appropriately. Inappropriate dancing is prohibited. Parents may be called to pick up their child for inappropriate behavior and/or violations of the School Code of Conduct.
- Restricted students are not permitted to attend any extracurricular activity unless determined by the administration.
- Students must be counted present the entire day in order to attend the dance.
- Only students who have completed a permission slip and been given approval can attend the school dance. In some cases, students are allowed to invite a guest who attends Hammonton Middle School. These will be approved via permission slip.

### SCHOOL ISSUED PROPERTY

Books and materials for each course, Chromebooks, chargers, etc. are assigned to the student with the understanding that good care will be taken of them. There will be a charge for these items and any other school issued property that is lost or damaged. The amount of the fine will vary according to the amount of damage and the value of the item.

### SELLING ARTICLES IN SCHOOL

Students are not permitted to sell items in school to other students and teachers for outside organizations, for community sports leagues, or for personal gain.

### **TELEPHONES**

In case of an emergency, or under the direct supervision of a teacher or administration, students may use school phones located in the main office. Phones located in the classrooms, nurse's office, gym offices, child study team office, and other office locations are not to be used by students.

### **TEXTBOOK, FINES, AND RECORDS**

Every student is responsible for the textbooks issued to him or her. In the event a book is lost or damaged, charges will be assessed to the student. The Superintendent or his/her designee will determine the cost based on the condition and the price of the book. Replacement books, grades, report cards and student records will be withheld until payment for lost or damaged textbooks, library books, instructional materials and other debts are paid.

### **VISITORS**

All visitors are to report to the desk located in the lobby area or the main office. Visitors must sign in and obtain a "visitor's badge" before going to another location in the building. No one is to go directly to a classroom without first checking in and obtaining permission from the administration.