

Ben Franklin School

PARENT/STUDENT HANDBOOK

***K – 8
2011-2012***

Christopher Cherny, Principal
Maquel Groom, Assistant Principal



HARRISBURG SCHOOL DISTRICT
BEN FRANKLIN SCHOOL

1205 North Sixth Street
Harrisburg, PA 17102
Phone 717-703-1202
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Dear Parents/Guardians and Students:

It is with great pleasure that we welcome our new and returning students and families to the Ben Franklin School Campus for the 2011-2012 school term. As you return please know that we are confident that our student, staff, family and community collaboration is sure to establish a record of academic excellence and student success at Ben Franklin.

Please read the entire contents of the Parent/Student Handbook with your child. This handbook will help you and your child understand the policies and procedures of the Harrisburg School District and the Ben Franklin School. Please sign and return the required signature pages on or before September 5th, 2011.

We are available if you have any questions, concerns or comments. We look forward to working with you and for you.

Sincerely,

Mr. Christopher Cherny, Principal
Mrs. Maquel Groom, Assistant Principal

STUDENT RESPONSIBILITIES

Students are expected to:

- Respect all students, staff, parents and visitors.
- Show respect of others' race and ethnicity, religion, gender, physical, mental and academic challenges and differences.
- Respect the individuality of others.
- Attend school daily and on time.
- Be prepared for class.
- Complete assignments within the timelines required.
- Seek assistance and support from staff.
- Refrain from aggressive and intimidating behaviors.
- Obey all bus safety rules.
- Move in the building in a quiet and orderly fashion.
- Accept the consequences of their behavior and actions
- Dress appropriately.
- Follow school and district rules to foster personal safety, as well as the safety of others.

PARENT/GUARDIAN RESPONSIBILITIES

Parents are expected to:

- Ensure that their child attends school regularly and on time.
- Conduct themselves in a cooperative and respectful manner toward all staff and students.
- Assume the responsibility for their child's behavior at school and in the school community.
- Maintain ongoing communication; and attend school conferences that relate to their child's achievement and effort.
- Insist that their child remains current with assignments, homework and projects.
- Assist their child in obtaining the resources and materials needed to complete assignments.
- Report and explain any absences and tardiness in writing.
- Inform administrators of any problems or conditions which may affect their child or other members of the school community.
- Update emergency information promptly.
- Ensure that their child reads at home daily.

SCHOOL RESPONSIBILITIES

School staff members are expected to:

- Provide a quality educational experience for all students.
- Plan and teach the school district's curricula to meet the needs of all students.
- Develop a good working relationship with students and parents.
- Communicate regularly with parents/ guardians.
- Maintain a safe learning environment.
- Respect the dignity of all students and parents/guardians.
- Promote effective discipline and student management.
- Enforce all school expectations, rules and student behavior plans consistently.
- Develop a good working relationship with staff.
- Encourage other staff, students, and parents/guardians to use school services, resource staff, support services, and community agencies.
- Endeavor to form partnerships with the community.

STUDENT CODE OF CONDUCT

Goal Statement:

One of the goals of the Harrisburg School District (HSD) is to empower all stakeholders to foster and support a safe, caring environment. Through positive experiences, students will grow into responsible citizens who respect themselves, others, and their community.

School Wide Positive Behavior Interventions Services (SWPBIS):

This school year the faculty and staff of the Ben Franklin Campus are excited to implement the SWPBIS framework. The goal of this support framework is to improve or promote student academic and behavior achievement. Students and teachers will have access to the most effective and accurate instructional and behavioral practices possible through data review and interventional planning. A SWPBIS framework supports all students in a positive manner developing a great desire to be in and successful at school.

Levels Of Disciplinary Infractions And Consequences

LEVEL 1 AND II VIOLATIONS	LEVEL III AND IV VIOLATIONS
<p>Level I and II violations include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Disruptive behavior in or around school ▪ Hallway disturbances: loitering, running, no hall pass, tripping, etc. ▪ Eating candy, chewing gum and drinking beverages ▪ Cheating, forgery or plagiarism ▪ Disrespect for others ▪ Abusive language and profanity ▪ Failure to complete assignments or follow directions ▪ Littering inside/outside of school ▪ Inappropriate attire ▪ Bullying and harassment ▪ Throwing objects ▪ Gambling ▪ Truancy or tardiness ▪ Disrespect toward staff <p>Consequences for Level I and II violations can include:</p> <ul style="list-style-type: none"> ▪ Disciplinary referral to office ▪ Call to home ▪ Time-out ▪ Detentions ▪ Exclusion from extra-curricular activities, including trips, sports, etc. ▪ Out-of-school suspensions 	<p>Level III and IV violations include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ Chronic disruptive behavior (repeated Level I and II violations) ▪ Fighting ▪ Bullying and harassment* ▪ Possession of pornographic material ▪ Defiant/threatening behavior toward staff ▪ Possessing, using or selling alcohol and drugs ▪ Tampering with the fire alarm ▪ Theft ▪ Leading/participating in a riot (behavior of one or more students with the intention of causing disruption of the school environment). ▪ Extortion ▪ Destruction of school property ▪ Terroristic/threats or acts ▪ Setting or attempting to set a fire ▪ Assaults ▪ Weapons including toys and look-alike weapons (see the next section on ACT 26)** <p>Consequences for Level III and IV violations can include:</p> <ul style="list-style-type: none"> ▪ Level I and II consequences ▪ Mandatory out-of-school suspensions ▪ Placement in an alternative school ▪ Recommendation for expulsion ▪ Intervention of law enforcement authorities <p><i>*Use of Internet applications (i.e. social networks like MySpace or Facebook) to bully or harass others will be treated as a serious violation and handled accordingly.</i></p> <p><i>** Possession of toy guns is a disciplinary infraction and could potentially be treated as a Level III or IV violation.</i></p>

Reinstatement from Suspensions

- A legal parent/guardian must reinstate a student upon return from an out-of-school suspension.
 - All reinstatements must be scheduled (absolutely no unscheduled reinstatements will occur).
 - If a student has not been appropriately reinstated at the end of the suspension period, the student's absences will be coded "Unexcused".
 - Students who attend school without a formal reinstatement can be subject to trespassing statutes.
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IMPORTANT NOTIFICATION ABOUT SCHOOL SAFETY

Act 26 of Pennsylvania's Safe Schools Act, states that if a student is found with any weapon in his/her possession in school; at a school event; on the way to or from school, including bus transportation, the student is subject to criminal arrest and expulsion from school.

ACT 26 defines the term "weapon" to include, but not limited to, any knife, cutting instrument, cutting tool, nanchaku, firearm, shotgun, rifle, BB or pellet gun, projectiles (bullets) and other tools, instruments or implement, capable of inflicting serious bodily injury." This provision applies to any student in possession of a weapon whether or not the student used the weapon or intended to use the weapon.

The Safe Schools Act of Pennsylvania also expressly prohibits violations pertaining to drugs and alcohol, harassment, racial and ethnic intimidation and bullying. Violations of this kind will also result in disciplinary action, which can include expulsion and criminal arrest.

If a student feels he/she is the victim of any of these violations, we urge you to contact the school principal immediately. Be assured that any reports of this nature will be investigated thoroughly.

POLICIES AND PROCEDURES

Policy 221. DISTRICT-WIDE UNIFORM DRESS CODE - PUPILS

1. Purpose- To establish a Uniform Dress Code, studies show that dressing for success has a direct correlation to improved student achievement and helps students develop a sense of school pride by their appearance.
2. Definitions- Student appearance/attire while attending school.
3. Authority- It shall be a violation of this policy for any student not to adhere to the District-Wide Uniform Dress Code while attending school.
4. Delegation of Responsibility- The principal shall ensure that this policy shall be conspicuously posted in each building in an area accessible to pupils and staff. The district expects staff members who observe or become aware of non-adherence to the District-Wide Dress Code Policy to take immediate, appropriate steps to notify the parent(s) and/or guardian(s).

5. Guidelines

Boys shall wear:

- Tan, Navy, Gray or Black pants belted at the waist
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15-October 15
- Solid-color polo, uniform-style or button-down shirts (short or long sleeves permitted)
- Solid-color cardigan sweater

Girls shall wear:

- Tan, Navy, Gray or Black pants belted at the waist
- Tan, Navy, Gray or Black knee to ankle length skirts
- Tan, Navy, Gray or Black knee-length shorts, belted at the waist, may be worn from April 15-October 15
- Solid-color polo, uniform-style or button-down shirts (short or long sleeves permitted)
- Solid-color cardigan sweater

Unacceptable Attire for All Students:

- Polo shirts with stripes, emblems, or designs
- Printed or multi-colored undershirts
- White t-shirts
- Clothing made from any knit material, e.g. Spandex, Lycra, or knit blends, specifically leggings
- Length of skirts, dresses, and shorts that are shorter than fingertip length (April 15 – October 15)
- Denim material of any color
- Outerwear, including jackets, vests, fleece, and sweatshirts
- Hats, do-rags, scarves, and hair nets
- Bare shoulders and midriffs
- Pants sagging below the waist

Students may be required, however, to wear certain types of clothing while participating in physical education classes, or in extracurricular activities. Dress requirements for religious reasons may be made through the school office. If a staff member believes that his/her intervention has not resolved the matter, or if the non-adherence to policy continues, he/she shall report the incident to the school principal for further investigation.

7. Confidentiality- The privacy of the student and the witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with the Family Education Privacy Rights Act (“FERPA”) and any discovery or disclosure obligations.

Attendance

Regular attendance in school is essential for a quality education. Students are expected to be in school daily and be on time. Some important information for parents regarding attendance is listed below.

Absences fall into two categories – Excused and Unlawful/Unexcused:

- Excused Absences/Tardies/Early Dismissals include illness, death of a family member, medical or dental appointments, court attendance, religious holidays or instruction, authorized school activities.
- Unlawful Absences/Tardies/Early Dismissals include missing school due to oversleeping, missing a bus, parental neglect, or any other reason not listed in the excused absences. Unexcused tardy or unexcused early dismissal minutes will be calculated and add up to an unlawful absence.
- All absences will be treated as unlawful until the school receives a **written** excuse explaining the reason(s) for the absence. If documentation is not provided within 3 days, the absence will be permanently marked as unexcused.
- Absences due to illness that are 3 or more consecutive days require an absence note from a **doctor**.
- Students with excessive absences (10 days) will be required to return to school with a doctor's note for each additional absence. A meeting will be scheduled to discuss the reason for the child's truancy and develop a Truancy Elimination Plan (TEP). If the plan is not followed through to improve attendance, a citation that could result in a \$300 fine will be filed, and a referral made to Dauphin County Children and Youth.

School Hours

The following is a description of school hours including times for breakfast. Please note that the school hours for middle-level students (grades 7 and 8) are changed for the current school year. Students in grades 7 and 8 who take school transportation will be picked up earlier to ensure they are at school by the appropriate time.

Grade Levels	School Hours	Breakfast
K, 1, 2, 3, 4, 5 and 6	8:20 am – 2:50pm	8:00am
*All Math & Science Students	7:20am-2:13pm	7:45am

Tardy to School or Class

All students must arrive at the school at the designated start time. Students in grades K-6 are considered tardy at 8:20 AM. Students in grades 7 and 8 are considered tardy at 8:00 AM. *Please Note: Excessive tardiness to school will result in a truancy referral*

Procedures for Tardy Students

Tardy/Late students must go to the office for a late pass. **Students arriving over thirty minutes late must be accompanied by an adult to the main office.**

Breakfast

Breakfast will be served in the cafeteria from 7:45 AM to 8:00 AM for all Math and Science Academy students as well as 7th and 8th grade students in Ben Franklin. All other Ben Franklin students in grades Kindergarten through 6th grade will be served breakfast in the classroom from 8:00 AM to 8:20 AM. Breakfast cannot be extended beyond the times scheduled; therefore, it is crucial for students to arrive on time to get breakfast.

Dismissal

Dismissal is 2:50 PM on regular school days and 12:30 PM on early dismissal days (please refer to district calendar for early dismissal dates). Students must be picked-up on-time. The school may need to contact the appropriate authorities to assist with students left after school hours.

Afternoon Car Dismissal

- No cars will enter the school's main parking lot from 2:00 P.M. until dismissal is complete.
- Parents must park in the supplemental parking lot and enter the building through the courtyard to sign children out. (See Supplemental Parking)
- Drivers who park on 6th Street or surrounding streets are asked to observe permitted parking lanes and forbidden parking lanes. Violators may be cited by Harrisburg Police.

Early Dismissals

Parents/guardians are urged to make dental, medical, and other appointments after school hours. In the event that the appointment must be made during the school day, parent/guardian must report to the main office to sign their child out for early release. The parent/guardian must present picture identification when requesting an early release for a student. Students will be called from class at that time to report to the main office. Students will not be permitted to wait in the office or in the lobby for the parent/guardian to arrive.

Early dismissals will not be allowed between 2:15 PM and 2:50 PM.

Early Dismissals will only be permitted for the following reasons:

1. An appointment with a doctor, medical or dental (appointment card is needed)
2. A sudden family emergency
3. Other circumstances must be approved by the principal in advance of the early dismissal

Students will not be permitted to sign themselves out or leave the school campus. Only authorized adults who present picture identification may sign out students.

Student Drop-Off

Students should not be dropped off before breakfast begins. Staff members are engaged in planning and will not be responsible for students who are dropped off early.

Morning Car Drop-Off

- Cars enter the school parking lot and proceed to the end of the staff parking lot.
- Drive around the triangular parking island and pull up in a single line next to the curb on the side of the building.
- Students must promptly exit on the passenger side of the car onto the sidewalk.
- School staff is present to assist with safety.
- **Cars must stay in line.** No vehicle should pull around or pass another vehicle.
- Exit the school parking lot through the same driveway. Cars may not enter the bus lane. School busses have the right of way and must not be blocked.
- Adhere to a maximum five mile per hour speed limit while driving on the school grounds.
- Drivers who park on 6th Street may be cited by Harrisburg Police.

Transportation

Students can be removed from the bus if they are not adhering to bus and/or safety rules.

Students must ride their assigned bus to and from school. Students who ride an unassigned bus may lose their privileges including trips and extra-curricular activities.

Emergency School Closing/ Delayed Opening

Inclement weather conditions may cause a delayed opening or cancellation of school. In cases of severe weather or during other school emergencies, announcements, delays, or closings will be made through the media.

Please Note: During a two-hour delay, breakfast will NOT be served.

Make-Up Work

It is the students' responsibility to ask for missed assignments after an absence. If work is not made up, it will be converted to a zero for that day. Students have five (5) days after an absence to make up missed work.

Parents/guardians should notify the school office to obtain assignments if their child will be absent for several days. Please allow teachers 24 hours to prepare the work.

Personal and School Property

The Harrisburg School District assumes no responsibility for the loss of or damage to students' personal property. Books, gym bags, and similar items should be kept in your students' assigned locker and/or storage area in the classroom. Expensive articles or large sums of money should be checked at the school office when brought to school. Only Parents/guardians will be permitted to pick-up unauthorized equipment. Respect for school property and others is expected at all times.

Supplemental Parking

Parking is very limited in the school parking lot. Parents who do not find a parking spot in the lot are asked to park in the supplemental parking lot located in the rear, next to the Jackson Lick pool house. (See Appendix A)

Telephone Use

The school phones are for business purposes and are available to students only in emergency situations. Any incoming calls requesting to speak directly to a student will be denied.

Electronic Devices

While we are aware that some parents have given cell phones to their students to facilitate communication in case of emergencies, Harrisburg School Board Policy 237 prohibits the use of personal electronic devices during the school day. Cell phones must be turned off and put away (not visible). Visible electronic devices will be confiscated and not school office.

Fire, Emergency & Evacuation Drills and Procedures

Fire, severe weather, security, and evacuation drills will be conducted throughout the school year. In the vent of a school or district-wide emergency the School Messenger telephonic and web based alert system will make contact with all parents/guardians to inform them of the situation and appropriate response procedures.

Appointments with Teachers

Appointments for conferences will be scheduled one day in advance and should take place during non-instructional teaching time. Phone calls to teachers will be directed to their voice mail during the school day.

Classroom Visits

Parents/guardians are welcome and urged to visit their child's school. We ask that parents/guardians contact the child's teacher to schedule a visit. The teacher will arrange his/her schedule to speak with the parents/guardians and will advise them of the best time to observe.

- When parents/guardians enter the school, they are required to sign in at the office immediately, and obtain a visitor's pass that will enable them to report to the designated area.
- Visitors must sign out and return the pass to the main office before leaving.
- In the interest of protecting our students and staff, any visitor who does not follow the proper sign-in procedures will be treated as a trespasser.

Prescriptions & Medications

Any and all student medications are to be registered or delivered to the school nurse by an adult. Students are not to keep medications on their person or take medication of any type, other than through the nurse.

Birthdays

While we appreciate parents' want to celebrate a child's birthday in school, we request that no food (including cupcakes), snacks, gifts, or balloons are brought to the school. The school is making this request for three primary reasons: snacks are often non-nutritious foods, there are increasing numbers of students with food allergies, and

instruction will not be interrupted. A good way to celebrate your child's birthday is to make arrangements to volunteer in the classroom and assist with the instructional program.

Emergency Card/Information

It is important that the school have up to date information such as addresses and phone numbers for each child. The school must be able to reach someone in cases of an emergency. **Parents must report any changes in contact information to the office immediately. Reporting changes also allows the district to keep your contact information current in the School Messenger telephonic system assuring contact in the event of a school or district-wide emergency.**

Obligations

Students who owe money for books and other school property will not be permitted to participate in trips and extra-curricular activities such as sports.

Field Trips/Extra-Curricular Activities

It is a privilege to attend field trips. Therefore, if a student has a record of unexcused absence, tardiness, disruptive behavior, missing assignments and/or is in danger of failing, he/she may not be permitted to attend the field trips. This policy also applies to extra curricular activities, including sports.

Educational Trips and Tours

Educational trips will be considered for approval if the principal determines that the trip will be educationally significant to the student. In order for the principal to make such a determination, the parent or guardian shall complete an Educational Trip Request form **at least ten school days** prior to the trip. Educational trip forms are available in the main office. The principal will review the request and will not approve the request for any of the following reasons:

1. The principal feels that the trip is not adequately educational to warrant and absence from school
2. Student's prior attendance record is not adequate to approve days out of school
3. The principal determines that the trip would be detrimental to the student's progress or success in school
4. The trip takes place during the final two weeks of a school quarter or during PSSA testing, unless an unusual circumstance exists
5. Requests exceed a total of five school days in one school year

It is the student's responsibility to get assignments from his/her teachers prior to departure. Teachers will need at least one week's notice prior to departure. It is also the student's responsibility to present a copy of the approved educational field trip form (signed by the principal) to his/her teacher before work will be given.

816. HARRISBURG SCHOOL DISTRICT ACCEPTABLE USE AND INTERNET SAFETY POLICY

Overview:

Technology resources are available via the Internet and the local/wide area network at the Harrisburg School District. We believe these resources offer vast, diverse, and unique opportunities to both students and staff. Our goal in providing this service to students and staff is to provide educational excellence in the district by facilitation resource sharing, innovation, and communication. Students and staff are responsible for appropriate behavior on computer networks. With access to these technology resources comes the availability of material that may not be considered of educational value in the context of the school setting. Despite the availability of filters and blocking software, students and staff may nevertheless gain access to electronic information that may not be reliable or appropriate. In such cases, general school rules for behavior and communications apply.

Students and staff are expected to use the Internet and HSD hardware as educational resources. The Harrisburg School District is not responsible for any information that may be lost, damaged, or unavailable when using the network or for any information that is retrieved via the Internet. The Harrisburg School District will not be responsible for any unauthorized charges or fees resulting from access to the Internet. The following procedures and guidelines are used to help ensure appropriate use of technology resources,

including the Internet, at the Harrisburg School District. All HSD resources must be used appropriately. This Acceptable Use and Internet Safety Policy (ISP) addresses the following requirements set by the Federal Communications Commission (FCC):

1. Access by minors to inappropriate matter on the Internet and World Wide Web.
2. The safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication.
3. Unauthorized access, including so-called “hacking” and other unlawful activities by minors online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Measures designed to restrict minors’ access to materials harmful to minors.
6. Monitoring the online activities of minors.

The policy of Internet safety must include a technology protection measure that protects against Internet access by both adults and minors to visual depictions that are (1) obscene, or (2) child pornography, or, with respect to use of the computers by minors, (3) harmful to minors.

Staff and Student Expectations in Use of Technology Resources:

1. Staff members and students shall not access inappropriate material on the Internet and World Wide Web, including but not limited to pornography, obscenity, or child pornography.
2. Staff members and students shall use technology resources primarily for educational purposes.
3. Staff members and students shall not engage in unauthorized access of computers, including “hacking”.
4. Staff members and students shall not engage in unlawful activities.
5. Staff members shall not disclose, use, or disseminate any personal identification information of students.
6. Staff members will monitor student use of technology resources.
7. Staff members shall not disclose their network passwords to students.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Any use of the network for commercial or for-profit purposes, product advertisement, political lobbying, or illegal activity is prohibited.

Enforcement of Policy:

Harrisburg School District uses a technology protection measure that blocks or filters access to some World Wide Web sites that are not in accordance with the policy of Harrisburg School District. This measure protects against access by adults and minors to visual depictions that are obscene, child pornography or – with respect to use of computers with Internet access by minors – harmful to minors. Filtering may be disabled for adults engaged in bona fide research or other lawful purposes. To ensure enforcement of the policy, Harrisburg School District will monitor use of technology resources through direct supervision, monitoring Internet use history, or various software and hardware tools.

Violation of this Policy:

Violation of Harrisburg School District’s Acceptable Use and Internet Safety Policy in any way may result in suspension or the loss of the privilege to access the Internet and World Wide Web or other technology resources provided by the school. Other disciplinary action may be taken in accordance with existing HSD policy. When necessary, the Harrisburg School District may call in law enforcement agencies.

Please detach and return the following page with the appropriate signatures, by September 5, 2011. Please keep all other pages at home for your reference.
HARRISBURG SCHOOL DISTRICT ACCEPTABLE USE AND INTERNET SAFETY POLICY

Please detach and return this page with the appropriate signatures, by September 5, 2011. Please keep all other pages at home for your reference.

By signing below, you indicate that you have read the entire Student/Parent Handbook and Internet Acceptable Use Policy.

Student User Agreement:

I understand and will abide by the procedures and Acceptable Use and Internet Safety Policy (ISP) for independent access to the electronic resources of the Harrisburg School District. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, HSD disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the Harrisburg School District electronic resources and in consideration for having access to the information contained on it, I hereby release and agree to hold harmless Harrisburg School District from any and all claims or damages of any nature arising from my access, use, or inability to access or use the computers or network system.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Homeroom #: _____

Parent or Guardian Consent for Independent Use:

As the parent or guardian of the student signing above, I have read the Acceptable Use and Internet Safety Policy (ISP) and guidelines for independent use established by the Harrisburg School District. I grant permission for my son or daughter to access networked computer services such as electronic mail, the Internet, and World Wide Web. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computers, or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet and World Wide Web use – setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information or media.

Parent or Guardian Name (please print) _____

Parent or Guardian Signature _____ *Date* _____

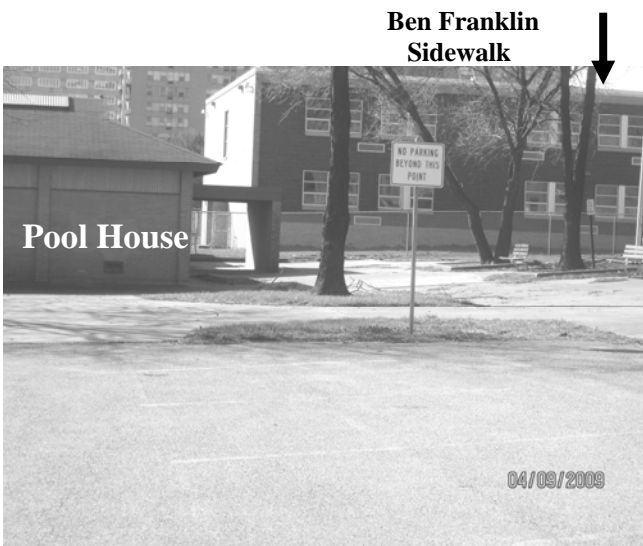
Appendix A – Supplemental Parking



Drive north on 6th Street.
 Pass the first apartment building next to the school.
 Turn right at the yellow fire hydrant.



Drive between the Jackson-Lick apartment buildings.
 Turn right at the bottom of the hill.



Park in the lot next to the Jackson-Lick pool house.
 The sidewalk leads to the front of Ben Franklin School.
 Enter school through the courtyard.
 Sign children out in the cafeteria.

Appendix B - 2011-2012 Dates to Remember

August

29 First Day for Students

September

4 Labor Day – School Closed

12 Early Dismissal

23 Teacher In-Service – School Closed

October

10 Teacher In-Service – School Closed

19 Early Dismissal

November

9 Early Dismissal for parent conferences

10 School closed for parent conferences

11 Veteran’s Day – School Closed

24-28 Thanksgiving Holiday - School Closed

December

14 Early Dismissal

23-30 Winter Break - School Closed

January

2 New Year’s Holiday - School Closed

16 Martin Luther King Holiday - School Closed

18 Early Dismissal

February

2 Early Dismissal for parent conferences

3 School closed for parent conferences

8 Early Dismissal

20 President’s Day – School Closed

March

2 Snow make-up day

12-22 PSSA Testing for Math and Reading

28 Early Dismissal

April

4-5 Snow Make-up Days

4-9 Spring Break - School Closed (if no snow make-up days needed)

May

16 Early Dismissal

28 Memorial Day - School Closed

June

7 Last Day for Students

BEN FRANKLIN SCHOOL EXCUSE FORMS

STUDENT NAME: _____ **TEACHER:** _____ **RM#:** _____

Was absent on _____
(date)

Will be absent in the future on _____
(date)

Was tardy _____
(date)

Will be picked up early _____
(date)

Reason: _____

Parent/Guardian Signature: _____



STUDENT NAME: _____ **TEACHER:** _____ **RM#:** _____

Was absent on _____
(date)

Will be absent in the future on _____
(date)

Was tardy _____
(date)

Will be picked up early _____
(date)

Reason: _____

Parent/Guardian Signature: _____



STUDENT NAME: _____ **TEACHER:** _____ **RM#:** _____

Was absent on _____
(date)

Will be absent in the future on _____
(date)

Was tardy _____
(date)

Will be picked up early _____
(date)

Reason: _____

Parent/Guardian Signature: _____