

Franklin Park School

Family Handbook

2017 - 2018



“It’s not about being the best, it’s about being your best”

Anything is Possible!

Dear Parents and Guardians:

Welcome to Franklin Park School! This handbook is for you and your child and it gives you information about school policies and procedures. Please read this handbook alongside your child. He/she will be expected to know and follow our school rules and to be familiar with the procedures discussed so that our school atmosphere remains positive and productive.

Here at Franklin Park School we believe that providing our students with a supportive academic environment will help them develop self-confidence and a desire to strive for excellence in the 21st Century. We also believe in fostering an atmosphere of cooperation and teamwork. We encourage students to become good decision makers. They will learn the Pillars of Character, as well as FPS's overarching expectations: **Be Respectful, Be Responsible, Be Caring, and Be Safe.**

Finally, we expect that all students will adhere to the expectations established in their homerooms and specialty area classrooms. We also expect students to follow the district guidelines as cited within the district's Code of Conduct.

We look forward to working with you throughout the year and continue to welcome and encourage home-school partnerships and open communications.

For 2017-2018, we believe that it's not about being the best; it's about being *your* best! *Anything is possible!*

Respectfully Yours,

Nicole Sury
Principal

Purvi Shah
Vice Principal

Nikkii Tatum
Vice Principal

**A PROFILE OF STUDENTS WHO BELIEVE
“ANYTHING IS POSSIBLE”
AT FRANKLIN PARK SCHOOL**

STUDENTS who attend school regularly, and arrive on time;

STUDENTS who take responsibility for themselves in the way they act, talk and look;

STUDENTS who exhibit good study skills, work habits, and who can collaborate well with others;

STUDENTS who are motivated to take academic risks in the classroom;

STUDENTS who bring outside experiences into the classroom to enrich the learning activities;

STUDENTS who do their homework regularly, submit assignments on time and who are open to constructive criticism;

STUDENTS who have good manners...can say “please” and “thank you”...are friendly, courteous, and show respect to everyone at Franklin Park School;

STUDENTS who are honest with themselves and others;

STUDENTS who follow the school rules for acceptable behavior at Franklin Park School and model that behavior for others; and

STUDENTS who volunteer to do a little extra to make their class, Franklin Park School, and our community a better place.

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ARRIVAL PROCEDURES

Students who are not being bused should **not** arrive before 8:50 a.m. in the morning, unless they are in the AM C.A.R.E. program or are a part of a before-school activity such as Dance Troupe, a musical rehearsal, etc.



Buses and Vans

Please ensure that your child knows his/her bus letter. Each morning, buses and vans will park and unload our Pre-K- Grade 4 students on both the parking lot and main entrance sides of our building. Streets leading to the main building will be closed at this time to regular traffic. Students will remain on their buses until 8:50 am, at which time they will exit and move to their designated building entrances. As a safety precaution, all children should be reminded to walk on the portion of the sidewalk away from the curb. Additionally, 4th Grade Safety Patrol will assist in both arrival and dismissal.



Car Riders

Students arriving by car must be dropped off in front of the Early Childhood Development Center. Supervision is in place and children are escorted to the main building by staff and Safety Patrol.

Students arriving for AM C.A.R.E. must use the entrance near the gym and faculty dining room between 7:30 and 8:30am and a parent must escort and sign them in.



Walkers

Walkers should enter the building at the closest entrance.



ATTENDANCE

I. Student Absences

When a child is unable to attend school, please call the attendance office at **(732) 297-5666 ext. 228 as soon as it is known that your child will be absent** and leave the following information:

- Student's name
- Teacher's name
- Date of Absence
- Reason for absence

School achievement begins with regular attendance. Parents/ guardians must ensure that all school-aged children in their care are in school on time daily. Additionally, school personnel will communicate any attendance problems or concerns to parents/ guardians in a timely manner.

It is important to remember that parents/guardians must submit a note or medical documentation explaining each student absence. When a student is absent for more than 3 consecutive school days, they are required to submit a medical excuse from their physician. Such notes must be submitted *within five (5) days* of the student's return to school.

Under New Jersey law and regulation, individual Boards of Education determine categories of absences, which the District will consider "excused". *Franklin Township Board of Education Policy 5113* on absences is available on the district website. Any absence that does not fall into one of the categories listed in the policy is considered "unexcused."

Notes must also be submitted for absences for family travel or vacations; performance of household or babysitting duties; and other daytime activities unrelated to the school program, however they are "unexcused" absences.



Parental permission is not considered an excused absence.

If a parent/guardian is planning an extended leave from school for more than 10 consecutive days, the parent/guardian must come to Franklin Park School to complete an Extended Leave Form. Upon return, the parent/guardian must reregister the student at the Board of Education building located at 1755 Amwell Rd., Somerset NJ.

When a student accumulates four (4), eight (8), and ten (10) days of unexcused absences, parents/guardians will be notified. It is hoped that through communicating and working together, the parent/ guardian, student and the school will be able to develop and implement effective strategies that will result in improved student attendance and academic achievement

It should be noted that students who accumulate ten (10) unexcused absences or who show a pattern of truancy will be referred to the Truant Officer. Additional unexcused absences or truancy will result in referral to the Franklin Township Municipal Court.

Students must be present for a minimum of four hours to be considered present for a full day of school.

II. Student Tardiness

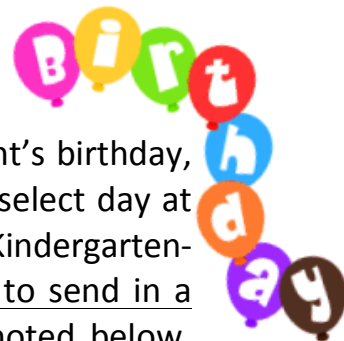
A student is considered tardy if arrival is after 9:05 A.M.

A student who arrives late to school must report to the Attendance Office where his/her time of arrival will be recorded and a late pass will be issued. Excessive tardiness will be addressed by the principal.

III. Early Student Dismissal

A student dismissed early must be signed out in the Attendance Office prior to 2:55pm.

- Personal illness as determined by the nurse or administration
- Emergencies that require a need for a parent or guardian to personally sign a child out of school. Only authorized individuals on student's contact emergency list will be permitted to pick up child
- Personal reasons when the administration or office has been notified and the child is signed out by the parent or guardian



BIRTHDAY RECOGNITION

Franklin Park School Staff are always happy to celebrate a student's birthday, and have therefore designated the last fifteen (15) minutes of a select day at the end of each month for the purpose of allowing grades Kindergarten-Grade 4 students' birthdays to be recognized. If you would like to send in a special healthy snack on the designated Friday of the month, noted below, please contact your child's teacher by Monday of that week.

*Pre-K students will celebrate their birthdays on the day of their birthday.

September 29th	All September Birthdays
October 27th	All October Birthdays
November 24th	All November Birthdays
December 22nd	All December Birthdays
January 26th	All January Birthdays
February 23rd	All February Birthdays
March 30th	All March Birthdays
April 27th	All April Birthdays
May 25th	All May Birthdays
June 22nd	All June, July and August Birthdays

For all grade levels, Pre-K to Grade 4, birthday snacks should be simple. Please refrain from sending in a whole birthday cake as this creates a more time-consuming snack period than our schedules allow. A simple, healthy, snack is easy to distribute and will be appreciated by all.

As you may know, New Jersey enacted a new School Nutrition Policy to promote healthy food alternatives to students in public schools. In addition to changes to the cafeteria menu, the new policy affects foods that are served during parties and birthday celebrations. **Soda is completely prohibited, as is all candy and all items that contain sugar as the primary ingredient. If you are sending a treat to celebrate your child's birthday, muffins, fruit or snack bags are acceptable, i.e. Goldfish, pretzels, chex mix. Please DO NOT send in goody bags.**

Kindly, check with your child's teacher or the school nurse about any potential food allergies that may be in your child's class. **Lastly, please remember this is a special snack time treat and not a class party. Therefore we cannot accommodate parents accompanying the snack to the classroom to serve the snack, take photographs, organize games, etc.**

Please be advised that invitations for private birthday parties are not permitted to be distributed through the school. Teachers cannot be asked to send home private invitations via backpack, whether there is one for every student or not.



BUS POLICIES

The large volume of students who ride buses necessitates strict adherence to the following policies:

- All bused children will be sent home on their assigned buses unless the school has been notified in writing that the parent/ guardian will pick the child up at school.
- Students may not change their bus assignment or their bus stop without explicit permission from Transportation.
- Children who are in the C.A.R.E. Program must be picked up and signed out by a parent or guardian each day from C.A.R.E.
- Buses will be identified by a LETTER, which students will be expected to learn and know.
- All students will be assigned a seat on his/her bus. Good conduct is expected. Discipline issues will be handled through a bus referral/parent reporting system.

All questions should be directed to Betty Lou Lewis, Transportation Safety Coordinator at 732.828.6620 blclewis@franklinboe.org.

For the first two weeks of school, each Pre -K and Kindergarten students should wear the school-provided name tag, mailed to students prior to the first day of school, labeled with his/ her name , grade and bus letter.

CAFETERIA/RECESS



Your child may buy lunch or milk, or bring lunch from home. Parents/guardians of children buying lunch are encouraged to purchase lunch in advance. A check made payable to “FPS Food Services” can be sent to the school in an envelope with your child. Indicate your child’s name, teacher’s name and student PIN/ID on the envelope. Free or reduced price meals are available to those who qualify and applications are sent home early in the school year. Applications are also available in the main office. **We are requesting that ALL families complete and return the Free/Reduced Lunch paperwork, as it aids the district in receiving state funding.**

Franklin Park School implements a Recess-First Program, in which students participate in structured play for 20 minutes, followed by lunch for 20 minutes. For the 2017-2018 academic year, the following schedule is in place:

Grade Level	Recess Begins	Lunch Begins
Kindergarten	12:10 pm	12:30 pm
Grade 1	12:30 pm	12:50 pm
Grade 2	11:30 am	11:50 am
Grade 3	11:50 am	12:10 pm
Grade 4	11:10 am	11:30 am



I. Recess

When weather permits, students will go outside for recess and are expected to follow these rules:

- Students should be dressed appropriately for the weather.
- Food and drink are not permitted outside.
- Students will follow the structured play schedule/calendar provided to their homeroom teacher in September.
- Good sportsmanship is required at all times.
- Equipment is provided by the playground aids. Please do not send equipment from home.

- Games involving physical contact are not permitted. Rough play is not acceptable.
- Students must keep within the boundaries of the playground.
- Students will line up when the whistle is blown and return playground equipment to its proper place.
- Students will follow the directions of the adults supervising the playground.



II. Lunch Time

While in the cafeteria, children are assigned to tables by class and are expected to behave in a calm, quiet and orderly fashion. The following guidelines have been established in order to provide a safe and pleasant atmosphere:

- An adult in charge will send students to the lunch line.
- All jackets, coats, etc. are to be left at the student's cafeteria seat when the students are called to the lunch line.
- Since cutting in line is not acceptable behavior, anyone found cutting will be sent to the back of the line.
- Students must stay in their assigned seats. Permission is necessary to dispose of garbage or to use the bathroom.
- Tables must be kept clean. Trash must be picked up around the table and discarded properly.
- School rules, such as **walking at all times, using proper language and manners, and respecting others**, are enforced in the cafeteria.
- Students who occasionally forget their lunch money may charge.



C. A. R. E. EXTENDED DAY PROGRAM

In an attempt to meet the demands of working parents, the Culture-Arts-Recreation-Enrichment (C.A.R.E.) Program has been created by the Franklin Township Board of Education, as a fee-based extended day care program. A balance of play, relaxation, nutritional foods, and learning activities are offered both before and after school by a staff of experienced teachers, specialists, aides, and site managers. The morning program begins at 7:30 a.m., while the afternoon session concludes at 6:00 p.m., Monday through Friday.

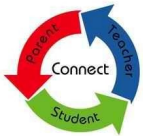
There is no a.m. C.A.R.E. in the event of a delayed opening.

In the event of an early school closing, C.A.R.E. will be held, with the understanding that parents will pick up their children as swiftly as possible.



CHANGE OF ADDRESS/TELEPHONE

It is extremely important that the school office have a current address and telephone number for every student. Please notify the school immediately as well as the Parent Information Office at the Board of Education building of any changes made during the school year.



CONFERENCES

A parent-teacher conference is scheduled during the week of December 4th. It is a wonderful opportunity to learn about the progress of your child. If you wish to confer with your child's teacher at any other time, please contact him/her at school to arrange for an appointment.



DIVISION OF CHILD PROTECTION AND PERMANENCY

By law (N.J.S.A. 9:6 8 .10) and (18A: 36-25) and Department of Education regulations (N.J.A.C. 6A: 16-11), any person having reasonable cause to believe that a child has been abused or neglected by a parent or caretaker is required to immediately notify DCP&P at 1-877-652-2873 (1-877-NJ-ABUSE).

EMERGENCY FORMS



Emergency forms will be sent home with our Back to School mailings. Parents/Guardians should review, make corrections/change as necessary and return with your child on the first day of school. It is vital that we have these on file. Please be sure that all information on the form is accurate and alternate contacts are available to act on your behalf in the case of an emergency. **Please notify the school immediately of any changes that occur throughout the year.**

Note: Any court orders/custody orders must be on file at the main office.

EMERGENCY CLOSINGS/SNOW DAYS

School closings or delayed openings that are due to inclement weather will be publicly announced via radio stations WNJO (FM 94.5), WMGQ (FM 98.3), WPST (FM 97.5), WKXW (FM 101.5), WBUD AM 1260, WHWH (AM 1350), WCTC (AM 1450), WOR (AM 710).

Emergency closings are also announced through the district's emergency telephone line: (732) 873-2400, ext. 555. Updated changes are also on our website at www.franklinboe.org and school channel 14.

In the event of a **delayed opening**, school hours will be:

Pre-K (4 year olds) - Grade 4 10:35am – 3:20pm

Pre-K (3 year olds) 11:25am – 2:15pm

ENRICHMENT AND GIFTED AND TALENTED

The Franklin Township Enrichment Program provides opportunities for students who possess or demonstrate high levels of ability in one or more content areas. The Enrichment Program in Franklin Township is based on Joseph Renzulli's Schoolwide Enrichment Model, which provides enrichment for all students through a tiered system that consists of three types of activities. An integral part of the model includes project based learning activities that focus on developing 21st century skills with a strong emphasis on problem solving, creativity and critical thinking.

For 2017-2018, Library/Media Center Enrichment will be provided to all students, grades 1-4, one time per cycle. Students will learn research and presentation skills by working on scaffolded projects.

For 2017-2018, Science Enrichment will be provided to all students, grades 2-4, one time per cycle. In grade 2, Science Enrichment will be a push-in class with the science specialist and homeroom teacher. In grades 3 and 4, Science Enrichment, will be taught by the math-science teacher.

The Science Specialist will pull out small groups during this time for Gifted Science Enrichment which will focus on engineering, technology, and applications of Science, helping students to become independent researchers. Grades 3 & 4 students will be identified to participate in Gifted Science Enrichment program through a multiple measures criteria.



GRADING AND REPORTING

Students in Kindergarten through Grade 4 receive quarterly, standards-based report cards. Although you will have the opportunity to speak with your child's teacher during their conference, the following is meant to be a guideline of how your child's performance will be evaluated:

Exceeding Standards (E): Your child consistently meets grade level standards with independence and has the innate ability to consistently and independently go beyond grade level standards.

Meeting Standards Independently (MI): Your child consistently meets grade level standards with independence.

Meeting Standards with Guidance (MG): Your child meets grade level standards with occasional prompting and guidance.

Progressing towards Standards (P): Your child is progressing toward grade level standards with direct and frequent support.

Not Meeting Standards (N): Your child is not meeting grade level standards even with modifications and direct support.



SCHOOL COUNSELORS

Two full time student school counselors are available during the school year. A child's parent or teacher may make a counseling referral at any time during the school year. Written parental approval must be obtained prior to the initiation of regular counseling contacts, i.e. Lunch Bunch. They can be contacted by phone or email at the following: Terri Hrapsky, (K, 1, 2 downstairs) thrapsky@franklinboe.org ext: 226 and Jennifer Chernoski, (2 upstairs, 3 and 4) jchernoski@franklinboe.org ext: 223.



HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

All students are expected to follow the district's harassment, intimidation and bullying policies. These policies can be found at the Board of Education's website: www.franklinboe.org. **Franklin Park School's Anti-Bullying Specialist**

is Mrs. Jennifer Chernoski. She can be reached at (732)297-5666, ext. 223 or jchernoski@franklinboe.org . In addition Ms. Nicole Sury, Principal, should be contacted with any bullying concerns on our campus.



HOMEWORK

Meaningful, interesting homework assignments that reinforce student learning and promote parental collaboration are an important part of a student's learning experience. Typically, **students may receive 10 minutes of homework per day per grade level**. For example, a first grade student may receive up to 10 minutes of homework each night, while a third grade student may receive up to 30 minutes of homework each night. These time allocations are in addition to nightly reading as all students are required to read on a daily basis and record that activity onto their reading log.

Parents can help by setting aside a specific time and quiet workspace for homework or school related activities. Students are responsible for any class work and homework missed due to absences.

**Parents are encouraged to reach out to their child's teacher should a student be struggling to complete their work in these time frames.*



LOST AND FOUND

A Lost and Found area for most items (lunch boxes, clothing, etc.) is located in the cafeteria. Eyeglasses, money, or other valuables that have been lost will be held in the main office.



MEDIA CENTER

Students use the media center for instructional purposes with their class. Books may be checked out for up to a two week period. Students are held financially responsible for lost or damaged books.



MEDICATION

Please follow the Board of Education policy if your child requires medication of any kind. Medication is defined as any prescription drug or prescribed over-the-counter drug. All medication must be delivered to the school nurse

in its **original labeled container** and must be accompanied by a note from the physician stating the name of the medication, the dosage and time of administration, its purpose, and how long it is to be administered.

- The parent must submit a written request that the medication be administered. Forms are available in the nurse's office.
- All medication will be secured and dispensed by the school nurse (or parent).



NURSE /HEALTH SERVICE

Emergency care in the school is limited to first aid for accidents or illness that occur in school or on the way to school. In case of an accident or sudden illness in school, parents/guardians or alternate contacts are notified of the health emergency so that the child may be taken home or to a physician. The school cannot provide transportation. In extreme emergencies, the local First Aid Squad will be called.

The district requires that all new prekindergarten and kindergarten children have a physical. In addition, all new students to the district (PreK-4) entering from out of state must also have a physical. We encourage you to have your family doctor perform the physical examination since he/she is familiar with your child's health history. A note from your family physician stating that this exam has been conducted and a listing of any significant findings is required. The school nurse will contact you if findings from any of the screenings need follow-up attention.

Positive Behavior Support in Schools (PBSIS)

School-wide Positive Behavior Support is an evidence-based approach to building a positive school climate that builds a continuum of supports for students to promote positive social behaviors. At Franklin Park School we call this, "***Bee Your Best at FPS,***" which aligns with our school's new overarching expectations and values:

Be Respectful, Be Responsible, Be Caring, and Be Safe.

What it means to "Bee Your Best at FPS!"

Respectful*Responsible*Caring*Safe

Classroom



- ★ Follow directions.
- ★ Listen when others are speaking.
- ★ Raise your hand.
- ★ Keep your hands, feet and objects to yourself.
- ★ Cooperate with everyone.

Bathroom



- ★ Respect privacy and wait your turn.
- ★ Keep area clean and graffiti free.
- ★ Wash your hands.
- ★ Throw your trash in the garbage can.
- ★ Return to class quietly and quickly.

Hallway



- ★ Walk silently at all times.
- ★ Face forward, keep to the right, and keep moving.
- ★ Go directly to your destination.
- ★ Keep your hands, feet and objects to yourself.
- ★ Enter the classroom quietly.

Playground



- ★ Walk in and out of the building.
- ★ Follow adult directions.
- ★ Share friends, time and sports equipment.
- ★ Keep your hands, feet and objects to yourself.
- ★ Use kind words.

Cafeteria



- ★ Stay in your seat and ask permission to leave your seat or cafeteria.
- ★ Use an indoor voice.
- ★ Listen and follow directions.
- ★ Wait your turn in line.
- ★ Check your area and clean it up.



PERSONAL PROPERTY

Franklin Park School cannot assume responsibility for lost or damaged items. Students **should not bring** valuable personal possessions to school or distracting toys, games, electronic devices, etc. Common sense and consideration are the best guides in determining what is appropriate.



PTO ACTIVITIES

The PTO is a valuable and important part of the school's functioning. In addition, the PTO has been highly involved in improving our school. **Parents/guardians are strongly encouraged to become PTO members and to support the organization by attending meetings and PTO sponsored events. Volunteers are always welcome.**

The 2017-2018 PTO Co-Presidents are Mrs. Kimberly Stephens & Ms. Montese Anderson. Their email addresses are:
kimberlystephenspto@gmail.com and trenalanderson23@gmail.com.



SAFETY DRILLS

Emergency Drills are conducted twice each month. Detailed routes are posted inside the door of each classroom. Students are reminded to follow safety rules established in the building. There is no talking during safety drills.

Off-Site Evacuation Drills are conducted, at a minimum, one time during the school year. Students are escorted to a designated off-site location. All procedures are explained and practiced with students. Students are reminded to follow safety rules established in the building. There is no talking during an evacuation drill.



SAFETY PATROL

In addition to certified staff being positioned throughout the campus, during arrival and dismissal, fourth grade students will have the opportunity to apply and be selected for the Franklin Park safety patrol. Approximately 80 students serve in this role during the Fall and Spring of the school year.



STRUCTURED PLAY

In order to provide students with a more structured environment during recess, various developmentally appropriate play activities will be scheduled on a rotating basis. Activities are supervised and may include: soccer, basketball, four square and/or blacktop games, track and field and playground. Students will be apprised of this schedule in advance.



TELEPHONES

Students are not permitted to use cell phones during the school day. If a parent has given their child permission to carry a cell phone, it should be off and stored in their backpacks during the instructional day. In the case of an emergency, a child can be called from a classroom to speak to a parent.



TEXTBOOKS

Students are responsible for returning the textbooks issued to them. In the event of a loss or damage, they will be financially responsible.



VISITORS

Franklin Park School welcomes parents, community members, professional guests, and other visitors. **All visitors must report to the security desk.** Anyone who has signed in at the security desk will be issued a visitor's pass.

For **parent visitation** to a classroom, the school policy calls for:

- A one day notice to teacher
- 30 minute time limit
- Visitation by the parent to their child's classroom only
- A member of the administrative team to accompany the parent

FPS Regular School Hours

Pre-Kindergarten (4 year olds) – Grade 4

Student Arrival/First Bell	8:50
Late Bell	9:05
Dismissal Warning	3:05
Dismissal	3:10

Pre-Kindergarten (4 year olds)

Student Arrival	9:55
Dismissal	2:15

Minimum Session Hours

Pre-Kindergarten (4 year olds) – Grade 4	9:05-1:40
Pre-Kindergarten (3 year olds)	9:55-12:00

Delayed Opening

Pre-Kindergarten (4 year olds) – Grade 4	10:35-3:20
Pre-Kindergarten (3 year olds)	11:25-2:15

Early Dismissal

Pre-Kindergarten (4 year olds) – Grade 4	9:05-1:40
Pre-Kindergarten (3 year olds)	9:55-12:00