



ELIZABETH AVENUE SCHOOL

FAMILY HANDBOOK

2023-2024



ELIZABETHAVENUESCHOOL

Genesis Update

Franklin Township Public Schools will again be utilizing several electronic forms district-wide this school year. These forms, which require parental and, in some cases, student acknowledgment, will be available on the Genesis Parent Portal before the school year begins. These forms include the acceptable use of district computers/network form, permission to participate in G Suite for Education - formerly Google Apps; a media consent form; and the acknowledgment of the student code of conduct form. If you do not have access to Genesis or would prefer to have these forms sent home with your child in paper form, please contact the main office of your child's school.

[Click here to access Parent Portal](#)



Welcome to the Elizabeth Avenue School!

This handbook is for you and your child to communicate information about school policies and procedures. Please read this handbook, with your child. Students 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, productive, and safe. It is very important that we all follow safety procedures at home and at school. I hope you and your families are safe and well.

We will continue to provide effective instructional programs, learning experiences, and other opportunities that allow students to reach their fullest potential. We encourage parents to be in touch with teachers to answer questions and clarify learning expectations. Please reference the school and district websites for important information and notifications about upcoming events, school/district news, and announcements. In addition, you will receive a phone blast message at 7 PM each Sunday evening.

During these trying times it is important for the parents, students, and families to work closely together to ensure the needs of all students are met. EAS offers a full array of learning experiences for our students via special area instruction, positive behavior support for all students, and high-quality standards-based instruction. It is important for students to explore and learn about their interests, to try new things, and develop interests that they can pursue.

The school phone number is 732.356.0113. The school and district websites can be found at www.franklinboe.org. We look forward to working with our students. We will work hard to make each student as successful as possible.

Wishing each of you a wonderful and healthy school year. We look forward to working with you!

For 2023-2024, our TIGERS have the opportunity to rediscover what drives their connections to our school community. Elizabeth Avenue School will focus on teaching our **TIGERS** that, **"Learning is an Adventure"**.

Believe. Respect. Inspire. Dream. Give. Excel.

Let's show our **TIGER PRIDE** for the 2023-2024 School Year!

Sincerely yours,

Greg Romero
Principal

Edgar Vazquez Molina
Vice Principal

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ARRIVAL PROCEDURES

Students not being bused should not arrive before 9:15 a.m. in the morning.



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 5 students on the main entrance sides of our building. Entrances and exits leading to the main building will be closed at this time to regular traffic. Students will remain on their buses until 9:15 a.m. Students are dismissed by bus (1 bus at a time). Students report directly to their homerooms.



- All students riding buses will be sent home on their assigned bus unless the school has been **notified in writing or via an email** that a parent will pick the child up at school. Parents can always come into the main office no later than 3:00 P.M. and withdraw their children from school by signing the Student Sign In/Out Book.
- Students may not change their bus assignment or their bus stop without explicit permission from the transportation department (732) 828-6620.
- If a change in bus assignment is needed because of childcare, the parent or guardian must fill out a "Babysitting" transportation department form. This must be completed no less than 4 days prior to the required change. Transportation to a babysitter must be every day of the week.
- A bus letter is displayed on all buses/vans. Please make sure that your child knows his/her bus letter. The driver will assign all students a seat on his/her bus. Good conduct is expected; bus misconduct will be handled through a bus referral/parent reporting system. The student code of conduct lists the consequences for misbehavior.

Please be patient during the first days of school – buses often run late.

Car Riders

Students arriving by car must be dropped off at the designated area located in the main entrance "front side" of the building no earlier than 9:15 A.M. Supervision is in place and children are escorted to the main building by staff. Students can be picked up at the same location between 3:50 and 4 P.M. Please drive carefully in order to maintain the safety of all students.



- Students do not leave cars until directed by staff. Parents immediately leave the premises.
- Students report directly to homerooms. Staff will direct students where to go if they do not know.
- Staff will be available to direct students throughout the school year.
- Families will be provided with car signs indicating the student's name, grade level, and homeroom teacher. Signs will be posted inside your car's dashboard to assist with dismissal.
- We ask that parents stay within the car lane, cars will be directed by staff to exit the campus.

Notation:

- ❖ Pre-K students and siblings report to the gym (Pre-k staff will be at the gym and siblings walk to class)
- ❖ Small Parking Lot Drop-Off/Pick-Up: If your children are with the following teachers please use the small parking lot for arrival and dismissal.
 - -Steinau -Piazzolla -Ventre -DiMeglio -Orlik
 - -Youssef -Fowler -Eagle -Gebhart

ATTENDANCE



I. Student Absences

When a child is unable to attend school, please call the attendance office

(732) 356-0113 prompt #3 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
- ❖ **Attendance Form:** <https://forms.gle/T4Cx CpKj2JpjsB3v7>



School achievement begins with regular attendance. Parents/guardians must ensure that all school-aged children in their care attend school in a timely manner 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's 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." *State-approved reasons for absences include: personal illness, family illness, death in the family, and religious holidays.*

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 go online to Student Registration located under the Departments and Student Services tab on the Elizabeth Avenue School website to complete an Extended Leave Form to deregister from school. Upon return, the parent/guardian must reregister the student at the same Student Registration tab.
<https://www.franklinboe.org/domain/2895>

When a student accumulates four (4), eight (8), and ten (10) days of unexcused absences, parents/guardians will be notified by mail. It is hoped that through communicating and working together, parents/guardians, students, 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 9:30 A.M.

A student who arrives late to school must be escorted into the building, report to the security officer's desk or the main office where arrival time will be recorded and a late pass issued. Excessive tardiness will be addressed by the administration.

III. Early Student Dismissal

- A student dismissed early must be signed out at the security desk prior to 2:30 p.m.
- ***Only*** authorized individuals identified on a *student's contact emergency list* will be permitted to pick up a child before the end of a school day. Parents/guardians must personally sign a child out of school.
- Parents or Guardians must email ahead of time to the main office if they are going to pick students up early.
- Main Office number: 732-356-0113
Ms. Belli Ext. 2224 (email: rbelli@franklinboe.org)
Ms. Schellenberg Ext. 2222 (email: eschellenberg@franklinboe.org)

BIRTHDAY RECOGNITION

Elizabeth Avenue School Staff are always happy to celebrate a Tigers' birthday, birthdays will be celebrated during our morning announcements.

Due to our district's nutrition policy, edible treats are not permissible. Your child's teacher will inform you about the



various activities that can take place in class to celebrate birthdays. 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.

While students cannot have outside food, a recommendation for parents is to bring books or class activities/ games.

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 the transportation department
- ★ 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 Ms. Teri Peterson, Transportation Safety Coordinator at 732.828.6620 tpeterson@franklinboe.org.



CAFETERIA/RECESS

We are requesting that ALL families complete and return the Free/Reduced Lunch on the Genesis Parent Portal, as it affects state funding.



I. Recess

Please note: If a student cannot be outside due to a medical condition, a doctor's note must be sent to the nurses' and main offices.

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

- ★ Students will have recess for 20 minutes
- ★ Students should be dressed appropriately for the weather.
- ★ Food and drink are not permitted outside.
- ★ Students will have access to playground equipment
- ★ Students will be designated to stay with their cluster in designated area (no mixing of clusters)

- ★ Each homeroom will have a designated area of the playground/field
- ★ Please do not send play 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 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. **No outside food is allowed in the building (Ex. fast food.)** The following guidelines have been established in order to provide a safe and pleasant atmosphere:

- ★ Students will have lunch for 20 minutes.
- ★ 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.
- ★ Students may not share food, snacks, or drinks at any time.
- ★ Students will be assigned seats in the cafeteria/gym for lunch.
- ★ 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 (not running), using proper language and manners, and respecting others*, are enforced in the cafeteria.
- ★ Students who occasionally forget their lunch money may charge, however, no more than two outstanding charges will be granted.
- ★ Lunchroom Access will be one way in/out.



CARE EXTENDED DAY PROGRAM

In an attempt to meet the demands of working parents, the district has partnered with the YMCA. The YMCA program is offered Monday through Friday for both before and aftercare. The morning program begins at 7:00 a.m., while the afternoon session concludes at 6:00 p.m.

Rate information for AM, PM or both sessions are available [here](#).

Financial aid is available from the YMCA. The process begins by filling out a [financial assistance application](#) and gathering documents from the [financial assistance checklist](#). The contact at the YMCA for this Program is Alesha Clayton, who can be reached via email at aclayton@gscymca.org.

Please contact him about registration, rates, availability for 3-year-old students, and financial aid information. There is no a.m. YMCA program in the event of a delayed opening. In the event of an early school closing, the YMCA 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 has a current address and telephone number for every student. *Please notify the school immediately and make the necessary changes, Main office or school faculty are legally not allowed to change any information. The information must be changed by the parent or guardian.* Telephone numbers can be changed in your [Parent Portal](#), however, to change an address this once again is under the **Student Registration** tab “Change of Address”. The Parent Information Office at the Board of Education will notify you if further information is needed.



PARENT-TEACHER CONFERENCES

Parent/Teacher Conferences are a wonderful opportunity to learn about your child's performance and progress. Specific appointments with teachers will be scheduled. 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. Parent/Teacher Conference days are minimum session days. Dismissal is at 2:25 P.M. on minimum session days.

Evening Conferences will be held on November 27th and 30th.

Day Conferences will be held from November 27th through 30th.



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 on the Genesis Parent Portal. Parents/Guardians should review, make corrections/changes as necessary, and submit prior to your child's 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 in order to be enforced.



EMERGENCY CLOSINGS/SNOW DAYS

Emergency closings are also announced through the district's emergency automated telephone system. Updated changes are also on our website at www.franklinboe.org In the event of a **delayed opening**, school hours will be: **PreK - Grade 5 11:30 am – 4:10 pm**

Delayed Openings are 2 Hours ; please adjust the time your child is picked up by the bus.



GRADING AND REPORTING

Students in grades one through five will receive trimester, standards-based report cards.

Report Card Distribution dates are as follows:

- ❖ December 22, 2023
- ❖ April 11, 2024
- ❖ June 20, 2024

Although you will have the opportunity to speak with your child's teacher during their conference, the following hyperlink is meant to be a guideline of how your child's performance will be evaluated.

<https://www.franklinboe.org/Domain/3739>

***For our Pre-Kindergarten and Kindergarten students, the district will use the
KEA GOLD reporting tool.***

Research shows that the first three years of life lay the foundation for all future learning and development. GOLD's expanded progressions highlight the critical importance of those foundational skills and how they build upon each other to support children's development and learning through the early years.

Our main goal is to develop the whole child. By using GOLD, the teachers of our youngest learners are given the tools to expand their role in supporting children's development and learning, which is essential to the child's future development and learning. All teaching and learning is scaffolded to meet children's individual needs. We are placing as much importance on social-emotional skill development as we are on mathematics, language, literacy development, and cognitive development, as all of these skills are equally essential for future success, in school and in life.



With GOLD, teachers can meet the needs of children where they individually are along a progression and clearly set a path for supporting development and learning moving forward. Parents will be able to see progression in development and learning when viewing the report card.

SCHOOL COUNSELORS



One and a half 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 needs to 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:

Ms. Abigail Staton Schmidt, astantonschmidt@franklinboe.org

Ms. Jacqueline Nelson, jacquelinenelson@franklinboe.org

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

Elizabeth Avenue School Anti-Bullying Specialist is Abigail Staton Schmidt. She can be reached at (732)356-0113 or astantonschmidt@franklinboe.org.

In addition, Mr. Greg Romero, the 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 classwork 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 will be able to check out ebooks via the various library digital resources.

Check the FTPS Library & Digital Resources page for additional information and



digital highlights. Go to Ms. Speilman's school media specialist webpages to access our e-book collection and digital resources.

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 on the website.
- ★ 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 pre-kindergarten and kindergarten children have a physical exam. In addition, all new students to the district (PreK-5) 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.

NUTRITION POLICY

Due to our district's nutrition policy, edible treats are not permissible. **Please DO NOT send in goody bags.**

Positive Behavior Support in Schools (PBS)

School-wide Positive Behavior Support is an evidence-based approach to building a positive school climate that builds a continuum of support for students to promote positive social behaviors. At Elizabeth Avenue School *PBS* aligns with our school's overarching expectations and values

Elizabeth Avenue School strives to be “PAWSitive”

*Do your **Personal** best, **Work** and **Play** safely, act **Responsible**, and always show **Respect**.*

CLASSROOM



Cooperate with your classmates

Listen and look when someone speaks

Always keep your hands, feet, and objects

To yourself

Succeed by following directions

Stay safe

HALLWAYS



Head in the right direction

Always keep hands to your sides

Line is straight

Leave room in front of you

Stay to the right

CAFETERIA



You should always say

“Please” and “Thank You”

Listen to adults

Always keep hands and feet to yourself

You should always be kind

DIGITAL CITIZENSHIP



Treat Technology with care

Educational purposes only

Communicate respectfully

Help our friends stay safe online

BATHROOM



Flush the toilet

Leave the area clean

Use your quiet voice

Soap & water to clean your hands

Head back to class

PLAYGROUND



Play by the rules

Listen to adults

Always keep hands to your sides

You should always be kind

BUS



Be kind to everyone

Use your quiet voice

Seat belts on!

PERSONAL PROPERTY



Elizabeth Avenue 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. PTO meetings are generally held at 7:00 P.M. the second Tuesday of each month.

The 2023-2024 PTO Board is as follows: Co-Presidents - Malai Phuong & Heather Warrelmann

Co-VPs of Fundraising - Kimberly Darway & Sukhleen Kaur

Recording Secretary - Lisa Budesheim

Corresponding Secretary - Ashley Grosso

Co-Treasurers - Zenah Saadeh & Vibhuti Mehta

Teacher Liaisons - Ms. Carla Choy & Ms. Elke Langstaetler

They can be reached via email at: elizabethavenueschoolPTO@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 and fifth grade students will have the opportunity to apply and be selected for the Elizabeth Avenue Safety Patrol.

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. 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/DEVICES



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

District devices will be issued to students in grades 3 through 5. The district **HIGHLY** recommends that students obtain device insurance offered by the district to ensure device loss or damage is covered by the company and not the family.

VISITORS



At Elizabeth Avenue School we welcome parents, community members, professional guests, and other visitors. **All visitors must report to the main entrance.** 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 the 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 to the classroom





School Hours

Pre-Kindergarten (3-4 year olds) – Grade 5

Student Arrival	9:15
Late Bell	9:30
Dismissal	4:05

Minimum Session Hours

Pre-Kindergarten (3-4 year olds) – Grade 5	9:15 - 2:25
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Delayed Opening

Pre-Kindergarten (3-4 year olds) – Grade 5	11:15 - 4:05
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