



**Franklin Elementary School
Parent Handbook
2017-2018**

**1550 Lindy Terrace
Union, New Jersey 07083
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**Mrs. L. Walton-McCleod
Franklin School Principal**

ABSENCES & TARDINESS: Always report your child's absence daily. Call the nurse at 851-6455 between 7:05 and 9:45 a.m. Only parents/Guardians may call the nurse's answering machine to report attendance.

Any child not in the classroom by the late bell is considered tardy. The late bell for grades 3-4 is 8:50 a.m. The late bell for grades K-2 is 9:05 a.m. Students who arrive late must report to the FRONT DESK in main lobby for a late slip.

Children who are late more than three times in a marking period are subject to disciplinary action. This can include lunch detention during recess time. It is the parent/guardian's responsibility to see that their children arrive ON TIME daily.

We strongly urge you not to take your child out of school before dismissal time as it interferes with the instructional program and can adversely affect your child's academic progress. It is particularly difficult when parents arrive a few minutes before dismissal and ask for their children. At that time, teachers are summarizing and preparing all the children for dismissal. If you must pick up your child before the 3:05 dismissal, please send a note to the teacher in advance stating the dismissal time, must be before 2:30 p.m., and the reason for leaving school early.

Families should not plan vacations for times that school is in session. Students take their yearly assessments in October, March, April, and May. Missing more than 18 days in a school year raises serious concerns about pupil progress and grade level advancement.

BEHAVIOR & ATTENDANCE CODE:

The purpose of this policy is to ensure that the physical and mental health, safety, and welfare of students in Franklin Elementary School is protected and an orderly environment conducive to learning maintained. Students shall conduct themselves in keeping with their level of maturity. They shall act with due regard for the educational purposes underlying all school activities; for the widely shared use of school property; for the rights and welfare of other students; and, for the supervisory authority vested by the Board of Education and state statutes in all members of the school staff.

It is in the best interest of the children when parents/guardians guide and direct their children toward standards of good conduct in the total school environment as described, as well as to cooperate with school officials in preventative and disciplinary measures regarding their children. It is important that children learn from these events by experiencing the consequences that stem from their behaviors. The principal and teachers shall afford parents adequate opportunities to work with school staff in helping, supporting, and modifying the behavior of students.

The following discipline policy and accompanying regulations shall be in effect for all Elementary Schools. It reflects the need for students to exhibit acceptable behavior and good self-control at all times.

- A. The following behavior during any part of the school day is strictly forbidden: Fighting, profanity, abusive language, obscene gestures, disruptions and/or misconduct in class and any insubordinate act directed towards an authorized employee of the Board of Education.
- B. All students are expected to attend school dressed in a neat, clean and appropriate manner. The interpretation of this rule is at the discretion of the building principal.
- C. Any action that endangers or threatens to endanger the health, safety and welfare of others is not permitted.
- D. Vandalizing, destroying damaging or defacing personal or school owned property is forbidden and will be strictly enforced.
- E. Students shall not bring or use on Board property tobacco, any other smoking substance, or any controlled dangerous substance.
- F. A student may not be eligible for promotion if unexcused absences exceed 10.
- G. Other behavior disruptive to the normal school routine which does not conform to the local school's established regulations will not be permitted (See specified building behavior codes).
- H. Parents/Guardians and student are advised that school lockers are subject to inspection at any time.

Methods of Behavior Modifications

As appropriate, the principal, teachers, Superintendent, and the Board of Education, are authorized under law, policy, or practice, to prescribe and implement any one or combination of the following types of corrective disciplinary action in the case of students committing any one or combination of the types of offenses.

ASSERTIVE DISCIPLINE PLAN GUIDELINES: for the Classroom, School and Playground

Types of Consequences

Name of board (warning), recess detention, a.m. and p.m. detention, removal from class, forwarded to another classroom, parent conference, suspension, and other appropriate corrective actions deemed necessary in accordance with the law and due process. Other Consequences include:

- Student Conference with Principal
- Parent Conference
- Deprivation of Privileges/Loss of recess, etc.
- Suspension with referral to Superintendent
- Other appropriate corrective actions deemed necessary in accordance with the law and due process.

BOOK BAGS: Rolling Book Bags are not permitted.

BUS TRANSPORTATION RULES OF CONDUCT:

In order to insure a maximum degree of safety and comfort to students involved in pupil transportation each student is expected to abide by the following rules of conduct:

- Abide by the rules governing accepted and polite conduct.
- Observe property rights by not defacing the property surrounding the bus stop.
- Do not crowd or push at the bus stop.
- Board the bus in single file, go immediately to a seat, and sit down.
- If seat belts are provided, fasten your seat belt.
- Remain seated at all times while the bus is in motion.
- Keep the aisles clear at all times.
- Talk in conversational tones; be quiet to hear instructions or announcements.
- Treat the bus as if it is your property; do not damage any part of it.
- Obey all of the rules and follow the directions of the bus aide, bus stop aide, and bus driver.
- Answer politely and accurately when questioned.
- Do not talk back when reprimanded.
- Do not talk to the driver while the bus is in motion unless there is an emergency.
- Do not distract the driver through misbehavior.
- Do not eat or drink anything on the bus.
- Do not operate any equipment on the bus. If you wish to open a window, ask the bus aide or driver for permission.
- Keep arms, hands, and other parts of the body inside the bus.
- Do not throw or propel, in any way, objects while on or out of the bus.
- Remain seated until the bus has come to a complete stop.
- Exit the bus in single file and move away from side of the bus.
- Keep the aisles clear at all times.
- Fighting, profanity, and smoking are forbidden on the bus.
- Alcoholic beverages and non-prescribed controlled substances are prohibited on the school bus.
- Radios/Tape recorders and live animals are not permitted on the school bus.
- Parents/guardians/authorized adults must be present at the bus stop to receive and supervise K and Grade 1 students as they exit the bus.

If you are going to cross in front of the bus after you get off, do the following:

1. Exit the bus promptly.
2. Walk with the aide ahead of the bus on the sidewalk or shoulder of the road until you can clearly see the bottom of the windshield and the steering wheel and STOP.
3. When the driver has checked to make sure no cars are coming, he/she will motion YOU to cross in front of the bus.

4. For your safety, look both ways to see that there are no cars coming.
5. Walk quickly across the street; don't stop; don't turn back; don't run; and when you get to the other side, get up on the sidewalk or, the shoulder of the road on streets with no sidewalks.

If you plan to have your child **not** use the bus on a given day to go home, please note that **we must have a written note in advance**. Except in emergencies, we expect to be notified at least 1 day in advance in writing; be aware that phone calls are very difficult to verify. Without appropriate verification, the child will be placed on the bus. If you take your child, you must report to the main office or school nurse so we can verify that he or she is leaving with an appropriate adult. It is never appropriate for a bus student to meet an adult outside of the school. Attendance is taken every time the children line up for the bus to go home and every child must be accounted for before the bus leaves the school.

Pupils in violation of any of the preceding rules are subject to suspension from pupil transportation or from school for a period of time to be determined by the building principal.

BUS TRANSPORTATION DISCIPLINE POLICY:

FIRST OFFENSE - Generally, when a student has been reported by a bus driver, aide, or another student for misconduct at a bus stop or on the school bus and his/her actions have endangered the safety of others, the principal shall investigate to determine the accuracy of the charges. If the student has, in fact, violated any of the Rules of Conduct for Pupil Transportation, the principal shall have a conference with the student and driver and/or bus aide. A letter advising the parents of this incident shall be sent by the principal.

SECOND OFFENSE - when the same student has been reported for a second infraction, the principal shall verify the charges, as in the case of the first offense. If the student has, through his/her misbehavior endangered the safety of others; the principal shall contact the parent/guardian at the earliest possible date. Generally, The Rules of Conduct should be reviewed with the parents at this meeting as they relate to their child's behavior, and reference made to the possible consequences of any future misbehavior.

THIRD OFFENSE - When the same student has been reported for the third time and the steps of verification and endangerment have been established by the principal, he/she may notify the parents that the student will be suspended from pupil transportation for a period of five days. If the principal does, in fact, suspend the student from transportation, the principal should further advise the parents that they are responsible for providing transportation during the suspension period, and the student's absence from school during the suspension period will be considered truancy unless the absence is due to some medical reason which can be supported by a doctor's letter, or some other justifiable reason. In any event, absence during transportation suspension will cause the suspension period to be extended for the number of days of such absence. The student's name, route number, and suspension dates should be sent to the transportation department as soon as the principal has made this determination.

FOURTH OFFENSE - The procedure for this offense and subsequent offenses shall be handled in the same manner as a third offense, except that the suspension period may be from ten days to twenty days.

New Jersey Statute 18A:25 - Authority over pupils

A teacher or other person in authority over such pupil shall hold every pupil accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order. The driver shall never exclude a pupil from the bus. If unable to manage any pupil, he/she shall report the unmanageable pupil to the principal of the school which the pupil attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal and his/her parents shall provide for transportation to and from school for the period of such exclusion.

CAFETERIA RULES:

- As you enter the cafeteria, sit in your assigned seat immediately and wait for directions.
- Running is not allowed in the cafeteria or in any part of the school at any time.
- Students who need a straw, napkins, silverware, etc., raise a hand for the Aide's attention.
- Any talking is to be to your immediate neighbors (across or next to you) in a normal tone of voice.
- All students must clean up the immediate area where they have been eating; this means the table as well as the floor.
- Lunch trays are to be discarded when the Aide gives you permission. Be sure you throw all paper goods in the waste basket. Place empty milk cartons in the plastic basket.
- All coats and hats are removed and placed on your chair while eating.
- We never throw food, paper, or anything else.
- All food is to be eaten in the cafeteria - NOT outside OR in the auditorium.
- After eating, children exit the cafeteria, stay to the right on the staircase, walk quietly to the playground or auditorium. ALWAYS keep your right hand on the railing.
- During lunch time, NO ONE is out of the cafeteria without permission.
- Cans and Glass containers are not permitted.
- If you need to use the lavatories after lunch, follow this procedure:
 - a. Finish eating.
 - b. Clean up your place.
 - c. Get permission from the person on duty.
 - d. Use lavatory, return to cafeteria, sit down in your place and wait for dismissal.
 - e. Use the lavatories BEFORE you go outside. Once outside there should be no need to return to the building for the lavatory or drinks. When the bell rings at the end of lunch period, students are to stop all games and line up immediately by class on the playground in order to return to class. The children will be permitted to enter only with the classroom teacher present.

DRESS CODE: Students

Everyone connected with the school should help to create and maintain the best possible atmosphere for learning. Good taste in the choice of clothing contributes to this atmosphere. Therefore, every pupil should select clothing that is in good taste and appropriate for school.

Appropriate attire is as follows:

1. All shoes must have backs or heel straps.
2. All shoes must be tied at all times.
3. Any type of headgear may not be worn in the building.
4. **Shirts**
 - A. No tank tops or T-shirts with open sides.
 - B. No muscle shirts or net shirts may be worn without another under it.
 - C. Shirts with inappropriate and/or indecent expressions, pictures, and slogans are unacceptable.
 - D. All shirts and blouses must be long enough to be tucked in.
5. No coats or down vests are to be worn during school unless permission is granted by the administration due to an emergency situation in the building.
6. Shorts and skirts must be a decent length.
7. Students' pants must not fit skintight.
8. If biker pants, aerobic pants etc. are worn, then shirts worn with these pants must be fingertip lengths.
9. Pants will not be worn below the waist.
10. Sunglasses must not be worn in school.
11. No backpacks/purses are to be worn in class.

DISMISSAL:

Early Dismissal: If it is necessary for you to pick up your child prior to regular dismissal time, send a note to your child's teacher stating the time and reason for early dismissal (i. e. doctor's appointment, dentist, etc.) Parents are to report to the main office to pick up their child on such occasions. It is strongly suggested that if you need to pick up your child before school ends, it should be done no later than 2:00 p.m. Students are getting instruction lessons and closing out the day.

Bus Students --- Any time a bus student is not going home on the bus, the parent/guardian must provide the nurse, main office or teacher with written notification. If no written notification is received, the child will be sent home on the bus. Adults are not permitted to remove children from the bus line.

Regular Dismissal: The classroom teacher dismisses the children at a designated exit door or location; ask the teacher if you are not sure. Kindergarten students must be dismissed to a parent/guardian or other authorized adult. Please plan to meet your children at their exit doors. Due to the congestion at dismissal, parents must wait outside for their children. **Make sure every adult who will be picking up your child is listed on their emergency card or they will not be released!**

EDUCATIONAL GOALS:

- To foster pride in work and a feeling of self-worth, self-reliance and self-discipline;
- To foster a respect for law and authority;
- To teach reading, writing, speaking, listening, and mathematical skills;
- To foster the development of social skills enabling work and play with other individuals;
- To foster an appreciation and understanding of the arts including music, art, literature and other forms of human expression;
- To teach children to practice and understand the ideas of personal and public health safety;
- To foster a concern for the proper use and/or preservation of natural resources;
- To foster the development of basic skills in sports and recreational activities;
- To teach knowledge and understanding of the physical and biological sciences;
- To foster an understanding and appreciation of our historical and cultural heritages;
- To teach knowledge and appreciation of the historical record of human achievements, failures and current societal issues;
- To teach students to be efficient and effective members of an economic society and to develop a set of skills enabling success in any future endeavor;
- To teach competency in all subject areas including the arts, history, philosophy, literature, language and ethics ... with language mastery and higher level thinking skills development as the common thread or link between disciplines;
- To teach students how to think and reason;
- To foster standards to live by and political sensibilities;
- To teach general competence in technology — to use technology to assist instruction;
- To develop higher learning skills through the use and study of philosophy, problem solving, metaphor and expression;
- To prepare students for a happy and productive life, not simply to earn a living;
- To teach students how to learn and motivate students to want to learn for the rest of their lives.
- To nurture students in a safe, clean, interesting, intriguing, stimulating and pleasant environment;

EMERGENCY CARDS:

For your child's safety, it is critical that the school has up-to-date emergency cards on file and that a designated adult can be here within minutes. Emergency phone numbers listed must permit contact with authorized adults directly who are available to come to school within minutes should the need arise...voice mail messages are not acceptable. Whenever your phone numbers change at work, at home, or for your backup numbers, let us know immediately in writing. When

it is necessary to call you, we will call every phone number on your card until we reach an adult directly, beginning with parent phone numbers.

FIRST DAY CONCERNS FOR STUDENTS:

Feel free to walk your child to the lineup area during the first three days of school. Say a brief "good-bye" and walk away slowly. Any initial anxiety will cease in a few days. You can be sure that your child is in capable and caring professional hands here at school --- rest assured that we are very experienced in dealing with these types of situations and will treat all of our children with kindness and compassion. In extreme cases, escort your child through the **front doors** and to the school nurse for assistance. In this case, do not use the playground doors...they are only for children and staff. An adult entering with children makes it very difficult for us to maintain building security and safety. Your cooperation is critical.

FIELD TRIPS:

From time to time, classes have the opportunity to go on educational field trips. At such times, a signed permission slip is required from the parent/guardian. Any money for field trips should be sent in a sealed envelope with the child's name and room number on it. Parents attending field trips must be PTA parents. Parents contact school nurse prior to field trip if child has a medical condition to be cleared by school nurse.

FORGOTTEN ITEMS:

All books, lunches, etc., to be given to your child must be delivered directly to the office. Office staff will contact your child's classroom and arrange for them to receive the items needed. For safety's sake, we rely on your voluntary compliance with these procedures. **ADULTS MAY NOT GO TO CLASSROOMS TO DROP THE ITEMS OFF WITHOUT OFFICE PERMISSION. Also, please do not bring your child back to school after school hours to get books and homework items left in class without the teacher's permission.** It is perfectly OK to allow your children to face the consequences of leaving materials in school they should have taken home. Learning responsibility in this way will serve children well as they continue in their education. Please check lost and found for lost items: At the end of the year, all lost items will be thrown out. We do not have the space to store lost items.

GENERAL SCHOOL RULES:

- If an individual, other than a parent or guardian, is to pick up your child after school, it is required that the teacher receive written notification in advance from the parent/guardian.
- Children will walk carefully on staircases, stay to the right and always keep their right hand on the railing.
- Talking or running during fire drills is prohibited. Pay careful attention to instructions.
- Running is not allowed when crossing streets and streets are only crossed at the crosswalks.
- Respect is given to all crossing guards.
- Homework must be completed as assigned.
- Children should **never** open doors for adults. If a child sees an adult outside by an exit door, they should go immediately and get the assistance of a teacher or other staff member. Parents/Guardians who wish to enter the building must voluntarily cooperate in this regard and never encourage children to open doors for them.

Celebrations and Birthday Parties:

Birthdays are special! We would love to celebrate your child's birthday. Please make the teacher aware in advance if you would like to bring in a treat on your child's magical day. Celebrations will take place at the end of the day during the last 15 minutes. No Exceptions! All items must be store bought and peanut free. Please ensure that you provide all items needed for the celebration; teachers will not provide items on your behalf (plates, forks, napkins, etc.).

No Goodie Bags Allowed.

GRADING POLICY:

As the children proceed through the grades, different systems are utilized to indicate progress in a variety of subject areas. These areas are described in detail on the report cards. The actual marks utilized on report cards are as follows.

Grade K: Assessment Mark(s)

S - Student exhibits satisfactory growth in these grade level skill areas

I - Indicates improving

N - Needs Improvement

Grade 1 - 4: Marking Period Grades

A+ - A- : Outstanding - student has shown excellence in applying the skills 90-100% of the time.

B+ - B- : Above Average - student has applied the skills 80-89% of the time.

C+ - C- : Average - student has applied the skills 70-79% of the time.

D+ - D- : Below Average - student has applied the skills 60 - 69% of the time.

F / U Unsatisfactory student has applied the skills 59% - below of the time.

GUIDANCE:

A counseling program is available at Franklin Elementary School. This program is designed to be a support to all children and help them develop socially, academically and emotionally. The school counselor works with parents, teacher and students to create a supportive environment that will help each student achieve to the best of his/her ability. The counselor sees students individually, in the classrooms and in small group settings. The counselor is also available to speak and meet with any parent to discuss concerns and can be reached at 908-851-4699.

HEALTH AND THE NURSE:

The health and safety of your child is a concern to us at Franklin Elementary School. In order to keep all records up to date, we encourage you to provide the nurse with documentation of any immunizations or medical information pertinent to your child. **Please read the enclosed information regarding procedures for medications given in school.** Remember that a child who is not feeling well is at a great disadvantage. In the best interest of everyone's health, please keep your child at home when he or she is not well. A student should stay home for any fever greater than 100 until below 100 for 24 hours. If you have any health questions, please feel free to call the nurse at 851-6455.

GUIDELINES FOR TREATING PEDICULOSIS: *(a message from the nurse)*

The beginning of school is always a busy and exciting time. Please pay close attention to the following material regarding pediculosis (head lice). After summer camp or other summer activities pediculosis can occur. We are providing this information for prevention purposes.

Head lice can happen to anyone! Getting head lice is not as bad as you may think. It is not a sign of uncleanliness, or poor health habits. It is not limited to the poor, or to certain racial or ethnic groups. Head lice can occur at any age, and to either sex. It doesn't just affect "other people"... it could happen to you or your family. So it's wise to learn how to recognize head lice infestation, how to treat it, and how to prevent it from coming back.

What are Head Lice! (Pediculosis) These tiny insects live in human hair. They hatch from small eggs, called nits, which are attached to the base of individual hairs. The eggs hatch in about 10 days, with the new lice reaching maturity in about two weeks. The female louse can live for 20 to 30 days, and can lay as many as six eggs a day. Since lice multiply fast, they should be treated promptly.

How does someone get head lice? Head lice can be transmitted in a number of ways besides direct physical contact. Borrowing a comb or brush from a person who has lice will do it. So can borrowing hats, ribbons, scarves or other

head coverings. Sharing towels or pillowcases can also spread head lice. Even a stray hair that has nits can transmit head lice. A common belief is that head lice can be caught from grass, trees, or animals. Some people believe, too, that you can only get head lice in summer, or only if you have long hair. These are simply myths.

What signs should I look for? Persistent itching of the head and back of the neck can indicate head lice. You should also look for infected scratch marks or a rash on the scalp. Most important of all, look for nits attached to individual hairs. These can be seen with the naked eye, but you can probably identify them more easily with the aid of a magnifying glass under strong illumination. Sometimes, small white specks in the hair such as dandruff or droplets of hair spray can be confused with nits. Try removing the specks from the hair shaft. Dandruff or hair

spray will come off easily — nits are very difficult to remove. Check with a health professional if you are not sure whether head lice are present.

Are there other symptoms? Occasionally there may be swelling in the lymph glands in the neck or under the arms. There may also be mild fever or muscular aches. These symptoms generally indicate severe cases of head lice. Contact your doctor or a nurse for advice on treatment.

Treatment: Today's treatment consists of shampooing the head with one of a variety of products available. Contact your physician to determine the treatment he or she advises. The shampoo treatment must be followed by nit removal using a special comb. All members of the family should be checked. Even after all lice are removed from the hair and scalp, the danger of infestation still exists. Disinfect your home by washing affected clothing, towels, and bed linen in hot water. Upholstery, rugs, pillows, mattresses and carpets should be vacuumed. Combs and brushes should be treated. Sprays are available for disinfecting the home.

School Policy: All students who are found to have pediculosis will be excluded from school. Students will be readmitted only after inspection by the nurse and student is found to be lice and nit free. Random inspections are performed by the nurse throughout the school year to prevent widespread infestation.

HOMEWORK AND STUDY GUIDELINES:

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school and is a critical element of instruction. In addition, children learn important lessons about responsibility as they must bring work home, complete it, and return it to school. Homework is also a way to help your child to develop work and study habits that will assist throughout the critical years spent in school. You can help your child develop some routines that are of assistance in not only successfully completing homework assignments, but doing well in school. The following suggestions are offered for this purpose:

- Monitor eating habits in order to ensure that nutritious meals and snacks are eaten, both at home and in school.
- Ensure that the child receives sufficient sleep 7 nights per week.
- Join the local library and take out books with cassette tapes to reinforce listening skills and oral comprehension.
- Arrange for your children to watch Educational Television programming. Overall, it is best to minimize the amount of viewing and to carefully screen television content for your children.
- Sometimes it is helpful to arrange for an older student to assist as a tutor. This older student can assist with math, reading, writing and spelling.
- On a regular and consistent basis, read to your children and ask them questions regarding the story; this assists in developing oral comprehension. Request appropriate reading books. You can find Easy Reader books (for lower grades) at a local libraries and book stores.
- Provide a composition book and encourage your child to write simple sentences in a diary format. A sentence should be written daily.
- Play games that reinforce learning concepts such as Scrabble for Juniors, Math Bingo, etc.
- Ask your children if they have homework each day. Be aware that homework is generally assigned every day. By asking your child about homework, you are helping him/her to remember that there is an assignment to be completed. For grades 1-4, encourage your child to use a homework pad. This encourages good habits and provides you with a written record to check daily. In time, your youngster will remember to bring homework home on his/her own. If your child neglects to bring homework home, don't worry, just realize that this is an important step in learning responsibility...allow your child to experience the consequences associated with not bring completed work to school.
- Show a keen interest in your children's homework. Ask them to show the homework to you and to explain what the work completed was about. Sharing children's work with them reinforces the importance of homework and helps children understand that you are interested in their progress. Looking at your children's homework also keeps you informed about their progress and the way they are able to complete the work assigned.
- Remember that homework is your child's work - not yours. You should not do the work for the child; rather, you should be concerned with whether or not your child did the work. If your child has trouble with a homework assignment and cannot complete it, write a note telling the teacher about the problem.
- Help your child to set a regular homework time for each day and remain with that commitment. Free your child of other responsibilities at that time.

- Provide your child with a quiet place to work and study where he/she is not disturbed by younger children or pets.
- The following guidelines are used by our teachers in determining the minimum length of nightly homework assignments:
 - Grade K - 5 minutes
 - Grade 1 - 10 minutes
 - Grade 2 - 20 minutes
 - Grade 3 - 30 minutes
 - Grade 4 - 40 minutes
 - **NOTE: Independent reading time is in addition to your child's homework.**
- Be sure to monitor your child's homework assignments for all learning areas including Math, Language Arts, Science, Social Studies, Speech, Music, and any other subject your child is involved in.

HOMEWORK WHEN ABSENT:

When you call in your child's absence, you may email teacher for homework. Work will be picked up after 2:00 pm if the call/email is received before 12 noon. If the call/email is received after 12 noon the homework can be picked up the next morning.

INCLEMENT WEATHER PROCEDURES:

From time to time, we are confronted with the problem of inclement weather such as rain, snow and ice. This situation impacts students arriving and departing from school. The following procedures will help make arrival and departure both safe and orderly. At the principal's discretion, the building is open to the children due to inclement weather in the morning.

- All grade K-4 students enter the auditorium (Main Entrance), they must sit immediately in their assigned seats.
- Grades K through 2 may not enter the auditorium before 8:45 a.m.
- Grades 3-4 may not enter the auditorium before 8:30 a.m.

INSURANCE: An optional insurance plan is available to all students. Information regarding this excellent program can be located on the district website.

I. & R.S. (INTERVENTION & REFERRAL SERVICES):

This committee is comprised of representatives of the administration and professional staff. It serves to discuss strategies and design programs to assist children who exhibit difficulties in behavioral and academic areas. Students are generally referred to this committee by the classroom teacher.

I.& R.S. SECTION 504 (INTERVENTION & REFERRAL SERVICES):

Section 504 of the Rehabilitation Act of 1973, is a federal civil rights statute which protects the rights of persons with disabilities. The intent of Section 504 is to ensure that the qualified student with a disability has access to a free and appropriate public education that is comparable to that education available to students without disabilities. These regulations require identification, evaluation, the provision of appropriate services, and procedural safeguards.

INTERNET USE POLICY: Purpose: The Internet is an electronic communications network that provides vast, diverse and unique resources. As a learning resource, the Internet is similar to books, magazines, videos, CD-ROMs, and other informational sources. In the Township of Union Public Schools, the Internet will be used to educate and inform.

Use: Union students and staff will use the Internet to participate in distance learning activities to include, but not limited to: consulting with experts, communicating with other students and professionals, and locating material to meet their educational needs. Just as the purpose, availability, and use of media materials does not indicate endorsement of their contents by school officials, neither does making electronic information available to schools imply endorsement of that content.

In order to ensure Internet access is used only for appropriate purposes through Board of Education sponsored access lines, all staff and students are required to sign Use Agreements (note the signature sheet in this booklet).

While the Internet can be a useful learning tool, the parents, students, and staff signing the permission form must understand that certain undesirable information may become available that may be considered inappropriate and/or offensive. District staff will attempt to monitor these activities, but they cannot guarantee that there will be no contact with undesirable, offensive, or unwanted information. For the student, parental counseling is extremely important. For the staff, prudent judgement is the norm. **The use of Internet is a privilege, not a right. Inappropriate use will result in cancellation of privileges.**

ETIQUETTE

- Be polite. Do not get abusive in messages to others.
- Do not use vulgar or obscene language.
- Do not intentionally disrupt the network or other users.
- Do not reveal your personal address or phone number or that of students or colleagues. Electronic mail is not guaranteed to be private.
- Vandalism and/or harassment will result in the cancellation of the offending user's privileges.
- Illegal activities are forbidden.

PENALTIES

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules, is subject to loss of network privileges, and any other district disciplinary options, including criminal prosecution where appropriate. **The district will not be responsible for content accuracy or quality of information obtained through any Internet connection.**

LUNCH:

Children have the option of bringing lunch to school or purchasing it in the school cafeteria. Students may purchase lunch on a daily or weekly basis. It is critical that the parent/guardian provide for their children's needs daily as it is very difficult for children to manage without a healthy lunch. Applications for free/reduced lunch will be distributed to students on the first day of school or can be located on the district website.

Students in grades K-4 have a 40 minute lunch period that includes recess time on the playground. On rainy days, the students will view films in the school auditorium. It is suggested that you send lunch money in a sealed envelope with your child's name on it. Please do not send more money than your child needs each day. Parents can also add money to their children's lunch account by using the link found on the district home page. www.myschoolbucks.com

MUSIC, THE ARTS, THE LIBRARY AND COMPUTERS:

Music and Fine Arts are taught as special subject areas. In grade 2 general music classes, students receive instruction on the "recorder," a wind instrument with a history dating back to the Middle Ages. Band, orchestra, chorus and group instrument lessons are offered in grades 3-4.

The school library is an important adjunct and resource to the academic program. Students have access to this tool and their participation is encouraged and nurtured. Instruction in computers is provided to students in grades K-4. Classes meet weekly and offer a variety of learning experiences.

PHYSICAL EDUCATION: (A MESSAGE FROM THE HEALTH AND P.E. DEPT.)

Students not following these guidelines will not be allowed to participate in their physical education class. ATTIRE: Students are requested to wear comfortable clothes that are appropriate for the activities planned for Physical Education. Girls may not wear a skirt or dress. Instead, they may wear shorts, pants or sweat pants. Athletic type sneakers with a flat sole are to be worn. No platforms, sketchers, heel, cleat or waffle-type soles. Sneakers must have laces or Velcro; Slip-on sneakers are not to be worn for safety reasons.

- The children do not change their clothing for Physical Education. Please have them dress appropriately in the morning on a Physical Education day.

JEWELRY: The wearing of jewelry is a safety hazard in the Physical Education class. All jewelry must be taken off before entering the gym. The students are responsible for their own jewelry if they wear it to school. **The jewelry may not be given to the instructor to hold** --- the P.E. teacher will not be responsible for holding students' jewelry. The safest place for the students' jewelry on a Physical Education day is at HOME.

MEDICALLY EXCUSED: Any student that is excused from Physical Education classes due to illness or injury must have a note written by their parent or guardian explaining the reason for excuse and date of excuse along with the parent's signature. The note must be given to the Physical Education Instructor. If the excuse is for more than 2 days, then a doctor's note is required.

PLAYGROUND RULES & GUIDELINES:

The playground is a large area that requires careful management. Please read the following carefully. We rely on the voluntary compliance by adults.

- **Adults are not be allowed on the playground.** When adults enter the playground it becomes extremely difficult for us to give our full attention to the children and thus provide maximum safety. If you need to see the school nurse, a teacher, etc., please enter the school through the front doors and report directly to the main office. Parent conferences should not take place on the playground in the a.m.
- If you wish to escort your child, go to the lobby through the front door and wait there or go to the nurse for assistance -- at 9:00 children may go to their classrooms.
- Please observe playground arrival times: 8:30 for grades K-4.
- The a.m. playground is not designed for aggressive play time activities. Please remind your child not to run or play ball in the a.m. -- better they are fresh, unbruised, and well-rested when beginning their studies each day.
- Once on the playground a child **must not** be removed. Teachers and staff do not know all 1000+ parents by sight and cannot allow adults to take children off the playground. If you need your child after she or he is on the playground, go to the office through the front door, and we will have your child brought to you there.
- Upon arrival in the morning, children are to leave their backpacks by their playground line numbers.
- No ball playing of any kind is allowed in the morning or after school until 3:30 p.m.
- No bicycle is to be ridden on the school grounds during the school hours - 8:00 a.m. to 3:30 p.m.
- Children are NOT to walk or play on the grass areas on the school premises.
- Children should avoid stepping in puddles or ice on the playground.
- Only in exceptional cases is there a need for children to enter the building during lunch hours. If so, ask the playground Aide and use **exit 3**.
- No tag, football, soccer or similar games allowed. Play games with no pushing and shoving.
- Learn to play properly. There is no fighting on the playground.
- No knives, fireworks, pagers, smoke bombs, or dangerous items are allowed on school property.
- All medication must be sent to the nurse's office immediately. Children are to go directly to the nurse's office with medication, NOT to the playground.
- No baseball bats, Skip-its, Frisbees, softballs, hardballs, footballs, wiffle balls or super balls on playground at any time. "Nerf" type balls are acceptable. Jump ropes are only for jumping, not swinging around or tug-of-war.
- Chalk or other writing tools are not permitted.
- Adults are not permitted to enter the building through the playground doors. For security purposes, enter the school through the front door and go directly to the main office.
- Students line up quietly and immediately when the bell rings --- WALK to your line up.
- No student may enter the building without permission from a teacher on duty.
- Children in grades 3 and 4 cannot enter the playground until 8:30 a.m.
- Children in grades K, 1, and 2 cannot enter the playground until 8:45 a.m.
- Students must leave the school grounds at dismissal. Go directly home. Do not go to stores or to another child's home without your parent's permission.
- Students will wait on the playground inside and near the fence for parents to arrive.
- Adults are permitted on the playground only at dismissal time — wait for your child at their assigned line up location.
- Bicycles, pets and ball playing are not permitted on playground at dismissal time.
- For safety's sake, parents are asked **not** to park by school bus areas. Please drive very slowly by the school, stay out of no-parking zones in the street and do not allow your child to cross the streets outside of the crosswalks.

PARENT/TEACHER CONFERENCES:

All teachers are asked to hold at least one conference during the course of the school year with the parent/guardian of each pupil. Parents may request additional conferences with their teachers as needed. Open communications are encouraged. It is always the best policy to contact your child's teacher immediately when you have concerns; you will find the teachers helpful, encouraging and able to provide you with the information you need.

Teachers have very demanding schedules and strive to give all their students 100% of their attention. The best way to contact them is to leave a phone message in the main office or send a note in with your child. They will call you back upon which you can discuss your concerns or set up an appointment if you wish to meet in person. Many times two-way written communication works extremely well. We cannot permit adults to walk into the school and go to classrooms without an appointment -- this is particularly difficult in the a.m. when children are arriving and preparing for class or at 3 p.m. when children are preparing for dismissal. Such impromptu visits can distract teachers from their important responsibilities and interrupts the educational process that relies on one of our society's most limited and precious commodities, time. Staff members are instructed to direct unauthorized adults to the office to sign in and check with the school secretary. We rely on your voluntary compliance with these important safety rules.

REPORT CARDS:

Report cards are distributed in November, January, April and June. See "Grading Policy" for more information.

SCHOOL CLOSING:

Due to extreme weather conditions, the Superintendent may close schools. On such occasions, we use - reverse calling system. You will receive a call. Therefore, please keep your phone numbers updated. If you have additional questions regarding school closing please DO NOT CALL POLICE OR FIRE HEADQUARTERS, rather, call 908-851-6400.

SUPERVISION BEFORE & AFTER SCHOOL:

Students in Grades K through 4 are not allowed on the playground before 8:30 a.m. --- that is when professional supervision begins. For a fee, the Five Points Branch Y.M.C.A. offers a morning and after care program here at Franklin (students in before-care enter the school through exit 4). Information regarding this program can be obtained by calling 908-688-9622.

Note: Children must be picked up daily at **3:05 p.m. sharp if they are not registered for aftercare services**. In addition, emergency cards must have up-to-date phone numbers that connect directly to adults who are available to come to school within minutes should it become necessary.

SUPPORTIVE INSTRUCTIONAL SERVICES:

A.A.P. (Academic Achievement Program), Speech, E.S.L. (English as a Second Language), G & T (Gifted & Talented), and special educational programs and services are available for those students who meet the established eligibility criteria.

TIME SCHEDULES:

- Children in grades 3 and 4 are not permitted to enter the playground or school until 8:30 a.m.
- Children in grades K, 1, and 2 are not permitted to enter the playground or school until 8:30 a.m.

Grades K, 1, 2	9:00 - 3:05
Grades 3, 4,	8:45 - 3:05

LUNCH TIMES

Grade 4	11:25-12:05
Grade 3	11:50-12:30
Grade 2	12:15-12:55
Grade 1	12:40-1:20
Grade K	1:05-1:45

TRANSITION DAY:

The **fourth day** of school is our "Transition Day" when we request that parents no longer accompany their children on the playground both before and after school. With nearly 450 children in our school, we cannot know the parent or guardian of every child -- it is important that adults (other than our staff) not be on the playground during student drop off time. Feel free to remain along the outside of the fence and sidewalk areas if you wish and remind your children where they are to meet you after school.

VALUABLES AT SCHOOL:

Students are not permitted to bring trading cards (Pokemon, baseball, etc.) jewelry, radios, walkmans, cameras, cell-phones, palm pilots, video games, laptops, pagers, live animals, or similar delicate or expensive materials to school without permission from the principal. Keep in mind that the school has no provision for replacing lost or broken items. Some classrooms have access to hall lockers to store coats and lunches. The use of locks by students is optional with the combination or extra key given to the classroom teacher. Money and other valuables are NEVER left in lockers, locked or not. **Never give a child more money than needed** and put money in sealed envelopes with names clearly marked. **With an indelible marker or pen, always mark all coats, gloves, backpacks, lunch boxes, hats, etc., with your child's name.** Our lost and found box is always full of unmarked clothing and belongings!

Children's eyeglasses are very expensive and delicate. We recommend that you select eyeglasses with great care and in consideration of the treatment active youngsters typically give them. Scratch resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them; discuss this with your child as well. When your child first gets glasses, it is particularly important that you carefully monitor associated responsibilities.

CELLULAR PHONES: (K-4) During school hours, students' cell phones are expected to be turned off and kept in their book bag/backpack. Any student who is found using a cell phone during the course of the school day will be subject to disciplinary action. This is in accordance with the Township of Union Board of Education Policies.

VISITORS & BUILDING SECURITY:

Parents/guardians are certainly welcome at Franklin Elementary School but to ensure the children's safety, building security, and uninterrupted instruction, certain rules must be followed. We rely on your voluntary compliance and cooperation.

- When you arrive, enter through the main door on 1550 Lindy Terrace and report directly to the main office to sign in and check in with the secretary/building monitors.
- All visitors, including parents and other adults, must sign the visitor form, communicate the reason for the visit, and obtain a visitor pass. The building monitor or secretarial staff will call the person you wish to see and confirm your visit. **Adults cannot visit staff members unannounced or without permission.** Visits are by appointment only and are managed by the office staff.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teacher duties, student supervision or instructional activities.
- Office staff will advise the Principal or school nurse of any emergency situation requiring the need for a nonscheduled appointment with any Franklin Elementary School staff member.
- Please sign-out at the end of your visit and exit through the Main Entrance door.

Please Note: Signing in and/or obtaining a pass does not allow for visits to any part of the building; please limit your visit to the prearranged appointment. Your cooperation in this regard is expected and helps us provide maximum uninterrupted instruction and security for the children.

VOLUNTEER SERVICES RELATED PTA ACTIVITIES:

Volunteer services are greatly appreciated and of great assistance. These activities are coordinated through our PTA (Parent Teacher Association). These services work in conjunction with the smooth functioning of our school and enhance the overall instructional program. Feel

free to contact our PTA regarding these important activities. We urge every family to join the Franklin Elementary School PTA.

CONCERNS:

If you have questions or concerns regarding your child at school, always contact your child's teacher as soon as possible -- don't wait! Call or send in a note. **Maintaining direct communications with your child's teacher is extremely important!** If you need more information than the teacher can provide, then contact the principal. See "Parent/Teacher Conferences" for more info.

TOWNSHIP OF UNION PUBLIC SCHOOL
PROCEDURE REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL

The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, and the student would not be able to attend school if the medicine were not made available during school hours.

1. The school does not provide medication to students.
2. The parent/guardian or parent designee must bring in all medication.
3. The parent/guardian must provide a written request for the administration of the prescribed medication in school. ((Signed Medication Authorization Form).
4. **Non-prescription medication:** Written orders are to be provided to the school by the Primary Physician, detailing the name of the student, name of the drug, dosage, and time to administration. All non-prescription medication must be brought to school in original container. (Signed Medication Authorization Form). It is recommended that medication be given between 11:30 a.m. and 12:30 p.m., in order to maintain the continuity of the student's learning process.
5. **Prescription medication:** Written orders are to be provided to the school by the Primary Physician, detailing the name of student, name of the drug, diagnosis and the reason for administration of the drug, dosage, and time of administration. Must be brought to school in the original container with a **current date**, appropriately labeled by the pharmacy or physician indicating the student's name, name of medication, diagnosis and reason for administration of the medication, dosage time of administration. (Signed Medication Authorization Form). It is recommended that medications be given between 11:30 a.m. and 12:30 p.m., in order to maintain continuity of the student's learning process.
6. The school will provide safe storage of the medication.
7. The records or documentation process is required to be maintained by the certified school nurse.
8. The certified school nurse or parent/guardian is the only one permitted to administer medication in the school or school trips.

CONSIDERATION FOR FIELD TRIPS

Children who require daily medication will need special consideration when planning school trips. The following is a list of appropriate options. Of course, each of these would require approval of the child's parent/guardian and physician. They include:

- A. Altering the scheduled hours of administering the medication so the child is getting the first dose at school (about 9:00 a.m.) and the second dose after the class returns (usually about 2:00 p.m.)
- B. Withholding medication during the course of that particular activity and giving it when the student returns to school.
- C. Requesting that a parent/guardian of the affected child accompany the group to administer the medication to the child.

Linda Ionta, Director
Health and Medical Services

UNION TOWNSHIP PUBLIC SCHOOLS
Union, New Jersey 07083

COMMUNICABLE DISEASE POLICIES

1. Chicken Pox

Usually begins with fever, fatigue, and a skin eruption that starts as a red papule, then becomes small blisters for 3-4 days, then leaves a scab. This disease is communicable from 24 hours before 6-7 days after the eruption at which time blisters have dried up and become scabbed.

- The student will be admitted to class seven (7) days after the rash appears if all lesions are dry.

2. Conjunctivitis (Pink Eye)

Defined as pink or red conjunctiva with white or yellow discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.

- The student may return to school after examination by a physician and approved for readmission with treatment.

3. Strep Throat Infections

Usually characterized by a sore throat for four days with no fever, or a sore throat and fever for two days.

- The student may return to school 24 hours after antibiotic treatment has begun and 24 hours after fever has subsided.

4. Pediculosis Capitis (Head Lice)

The student will be excluded from school until no nits are visible.

- Recheck head after returning to school.

5. Tinea Corporis (Ringworm)

Usually begins as tiny red spot, which slowly grows in circular fashion, clearing in the center as it enlarges. The edges remain reddish and scaly.

- Students must have medical note to return to school.
- Exposed skin must be kept covered

6. Tinea Pedis (Athlete's Foot)

Characterized by peeling, cracking and itching of skin between the toes. This is a superficial infection widely spread through the use of showers, swimming pools, common bath mats or direct contact with an infected person. Isolation is not practical.

7. Skin Eruptions (Impetigo, Staph)

The student should be excluded from school until satisfactory treatment has been started and a note is received from a physician that the student has permission to return. The student should be excused from Physical Education and showers until lesions are completely healed.

Bharati S. Mullick, MD, F.A.A.P.

Date

UNION TOWNSHIP PUBLIC SCHOOLS PHONE DIRECTORY:

Franklin Elementary School

Mrs. Latee Walton McCleod, Principal	851-6456
Mrs. Anne Buggy, School Nurse	851-6455
Mrs. Erin Jackson, Guidance Counselor	851-4699
Mrs. Yolanda Wright, Secretary	851-6450
Mrs. Maureen Esposito, Secretary	851-6451
Cafeteria	851-6452
Library/Media Center	851-6453
Child Study Team	851-6454
Fax	810-0710

District Administration

Union Board of Education Main Number	851-6400
Mr. Gregory Tatum, Superintendent	851-6415
Mrs. Annie Moses, Assistant Superintendent	851-6418
Mr. Gerry Benaquista, Assistant Superintendent	851-6425
Ms. Akua Boakye, Personnel Manager	851-6399
Gregory Brennan, Business Administrator	851-6419
Gail Calderone, Transportation	851-6447
Barry Loessel, Director of Maintenance and Operations	851-6427
Director of ARA and Cafeteria Services	851-6429
Donna Hubbard, Residency & Registration	851-6403

District Web-Site: www.twpunionschools.org

If phone numbers are changed or you need other listings, call 908-851-6400.