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Alina Stewart
Principal

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Dear Parents/Guardians and Families:

On behalf of the staff here at Benjamin Franklin School No. 13, it is with great pleasure that we welcome all of our new families as well as our returning families to the 2019 – 2020 school year! We are looking forward to a productive partnership with you in order to ensure that our children reach their highest academic potential possible. As partners, we will work together to nourish a rich and rewarding education for our students. The school year will be both inspiring and academically successful; as a result, together, we will supply every child with the necessary tools to become lifelong learners and outstanding citizens in the future. We share the responsibility for our children's success and we want you to know that we will work diligently to implement our mission – for we do believe it is very important that *every child achieves excellence*.

➤ **First Day of School / Arrival and Dismissal Procedures**

The 2019 – 2020 school year will begin on **Thursday, September 5th, 2019**. Classes will be in session between the hours of **8:20 a.m. until 3:00 p.m.** In order to help facilitate a smooth transition, please adhere to the following arrival and dismissal procedures:

Arrival

- **Students in Grades Kindergarten-2** will enter the building through the playground area where they will be greeted by their teacher. The teacher will then escort the students to the classroom.
- **Students in Grades 3-8** will enter the building through the Main Entrance and they will then be greeted by their teacher at the classroom door.
- **Students who are bussed** will enter the building through the gymnasium where they will be greeted by their teacher. The teacher will then escort the students to the classroom.

Students who arrive to school after 8:20 a.m. will enter through the Main Entrance doors. Parents/Guardians will be allowed to enter the building after 8:30 a.m. in order to drop off any students who are late.

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Dismissal

- **Students in Grades Kindergarten-2** will be dismissed by their teachers from the playground area.
- **Students in Grades 3-5** will be dismissed by their teachers through the Main Entrance.
- **Students in Grades 6-8** will be dismissed by their teachers through Exit #3.
- **Students who are bussed in Grades Kindergarten-3** will be dismissed by their teachers from the Cafeteria.

Please be informed that parents are not allowed in the building before 8:45 a.m. and after 2:45 p.m. (during arrival and dismissal). If you should have a scheduled meeting or appointment, you will be allowed to report to the Main Office upon arrival.

Parents/Guardians are required to pick-up students at the designated Exits; siblings are also required to pick-up their younger brothers/sisters at their designated Exits. No students will be permitted to re-enter the building after they are dismissed.

➤ **Breakfast Program**

School breakfast is served daily in our schools. It is imperative that you accurately complete a breakfast/lunch application so that your child's payment status can be determined. Applications and nutrition information may be found by visiting our district website at www.epsnj.org.

- **Kindergarten and Self-Contained students** will be served breakfast in their classrooms from 8:20 a.m. to 8:45 a.m.
- **1st through 8th Grade students** will enter through the Cafeteria, eat breakfast, and then line up by grade level.

At 8:10 a.m., the doors will close and students will need to report to their designated entrances for arrival.

➤ **Uniform Policy**

Dress Code Guidelines are established to promote a standard of appearance which enhances the learning environment while allowing for the reasonable comfort of all students.

Uniforms are expected to be worn on a daily basis. Please note that hats, bandanas, scarves, and other inappropriate head gear, including hooded garments, are not part of the school uniform and should not be worn. It is the responsibility of the parent/guardian to purchase the proper school uniform for his/her child. If a student moves to another school that has a different

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school uniform, any purchase of a school uniform for the new school will also be the responsibility of the parent/guardian. (EBOE Policy Code 5132, 5133)

STUDENT UNIFORM LIST

BOYS	Grades PK – 3	Grades 4-8
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*
GIRLS	Grades PK – 3	Grades 4-8
	Blue Polo* Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan	White Oxford Shirt* Blue Tie Khaki Pants or Khaki Shorts** Blue Socks Black Flat Shoes Appropriate for School Blue Cardigan Sweater*

PHYSICAL EDUCATION

- White T-Shirt* or Blue Sweatshirt*
- Blue Mesh Shorts* or Blue Sweatpants*
- Sneakers (Black)

NOTE: Grade PK – 5 students may wear their gym uniform to school on physical education days. Grade 6-8 students must bring their gym uniform to change for physical education class.

*All items marked with an asterisk must have the LEAP logo (neighborhood school emblem) or the school's logo.

**Khaki shorts must be knee high and only worn between May 15th and October 1st.

Please note that this is a standard uniform list for most neighborhood schools. The uniform policy is the same districtwide but may vary in color depending on the school/academy.

➤ Communication

It is extremely important that we have the most updated phone numbers and home address so that we may contact you in the event of an emergency or to discuss your child's

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progress. Please be sure to notify both the teacher *and* the main office at any time throughout the course of the school year if there is a change in address and/or a phone number. Open communication between the home and the school is expected and is one of the most pertinent keys to academic success in school.

➤ **District Forms**

Please kindly review, sign, and return the packet of information with your child on the first day of school.

- 2019 – 2020 Emergency Form
- Student Internet & Network Permission Form
- Media Release Form
- District Website Parent/Guardian Consent Form
- Emergency Information
- Notice Regarding Physical Form
- Authorization for Release of Confidential Medical Information
- Bulletin 45: Request for Student Supervision Afterschool Dismissal Form
- 2019 – 2020 District School Calendar

➤ **District's Code of Student Conduct**

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

For the full version of the Code of Student Conduct policy, please visit <https://www.epsnj.org>.

➤ **Electronic Devices and Other Personal Property**

Cell phones, iPods, beepers, headphones, radios, and other electronic devices are not to be used in school. They will be confiscated if seen and a parent must come to school to pick up the confiscated items. Schools are not responsible for lost, damaged, or misplaced electronic devices. **(EBOE Policy Code 5131)**

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➤ Attendance

New Jersey statutes require every parent / guardian or other persons having custody and control of a child between the ages of 6 and 16 years to cause such child regularly to attend the public schools of the district. A student must be in attendance for at least 171 of the 180-day school year (95%). In order to be considered to have successfully completed the instructional program requirements of the grade / course to which he/she is assigned, no more than a total of nine (9) absences is allowed. **(EBOE Policy Code 5113)**

➤ Safety and Security

Please note that the safety of our students is of the utmost importance to us. Therefore, please have the proper photo identification readily available for the security guards in order to receive a visitor's pass upon entering the building. An orderly school environment is essential to the success of our learning program.

➤ Health Related Information

By New Jersey state mandate, all Pre-K students must have the flue vaccination by January 1st in order to attend school. All incoming 6th grade students must have the Tdap and Menactra booster shots before returning to school in September 2019. For any and all medical updates or concerns, please contact the school nurse.

➤ Back-to-School Night

Our Back-to-School Night will be held on Tuesday, September 17th, 2019 at 6:00 p.m. During this time, parents will have the opportunity to speak with teachers, visit classrooms, and sign up for the PTO. Please consider signing up.

I look forward to a wonderful school year.

Sincerely,

Alina Stewart
Principal

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