

John Fenwick Academy Parent Handbook 2017-2018



Learning Knows No Bounds

**183 Smith Street
Salem, NJ 08079
(856) 935-4100
Fax: (856) 935-1252**

**Syeda L. Woods, Principal
Gia Guyton, Supervisor of Early Childhood/Vice Principal**

GRADE: PRE-K

HITTING THE GROUND LEARNING

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CHILD STUDY TEAM

(856) 935-3800, Ext.4250 (Bobbie Shuman, CST Secretary)

Pamela Bates Thomas, Director of Special Education
Eyde Baker, Speech Therapist (JFA & SHS)
(TBD), Speech Therapist (SMS)
Janine Champion, Social Worker
Joseph Longo, Social Worker
Dr. Billie Slaughter, School Psychologist
Trudi Dawes, School Learning Disability / Teacher Consultant
Dale Gardner, Transition Coach
Bobbie Shuman / Secretary
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JOHN FENWICK ACADEMY
183 SMITH STREET, SALEM, NJ 08079
PHONE: (856)-935-4100 FAX: (856)-935-1252

INTRODUCTION

This school year, we look forward to a cooperative and committed home-school partnership. Parent involvement is encouraged and welcomed. There are countless opportunities to be involved in our school including serving on the Early Childhood Advisory Board, volunteering in a classroom/school setting, attending school events, and supporting your child's learning daily. We welcome you and your children to our school.

SCHOOL ADMINISTRATION

Syeda L. Woods, Principal
Gia Guyton, Vice Principal
Tonya Connor, Preschool Social Worker, Ext. 1047
Tonya Connor, PIRT Team Coordinator, Ext. 1047
Karen Wright, School Counselor, Ext. 1048
Jill Sutton Parris, School Nurse, Ext. 1225

SCHOOL HOURS – PRESCHOOL TO GRADE TWO

Monday – Friday, 8:00 AM to 3:00 PM

All children should be picked up no later than 3:00 PM on regular school days and 12:45 PM on early dismissal days.

ADMISSION INFORMATION

Preschool enrollment: Every child **MUST BE**
3 yrs. old by OCTOBER 1.

The following documents **MUST BE** submitted:

Birth Certificate, Physical Examination, Immunization Record, 2–Proofs of Residence and a Photo ID with Salem address.

Please inform the office and Classroom Teacher IMMEDIATELY, of any changes in: address, phone number, emergency name and number.

ATTENDANCE

Attendance at school is very important. Of course there are times when children are ill and need a doctor's attention. Although your child is in the preschool program, this is still considered to be a serious concern for several reasons. First, we provide a developmentally appropriate program of learning for your child, preparing them for the rigors of the kindergarten curriculum. Also be mindful, you are setting an example of responsibility for your child. When your child has excessive absences, they may begin to feel going to school is not important, which is a negative attitude to possess. In addition, once your child enters kindergarten, the Salem City School Policy states he/she cannot have more than 6 absences in one marking period or a total of 18 days per year.

ABSENCES

A pupil will be considered absent any time he/she does not appear in class as scheduled. When your child has three absences, you will receive a telephone call from the teacher. Five absences will result in a warning letter from the Social Worker. Ten absences will warrant a conference with the School Social Worker. If your child has a total of 18 days of absences, this is a serious concern and your child will be dismissed from the program, if there is a waiting list you must then reapply for re-entry. Absences for purposes listed below may be applied only in appeal of a violation of the attendance limits if required documentation is provided to the school principal: **1)** court appearances or appointments for the purposes unrelated to school activities, **2)** religious holidays as outlined by the State of New Jersey, **3)** death in the immediate family meaning parent, grandparent, or sibling, **4)** scheduled or verified school counseling activities, and **5)** out-of-school for discipline reasons. *Any documentation for an absence to be applied in any appeal process must be provided to the school principal within five (5) school days of the student's return to school after an applicable absence. Documentation provided after the fifth school day following a student's return to school will not be accepted.*

SCHOOL HOURS

For Early Dismissal during school hours, a note is required from the parent in advance. Pupils will be released from the school office **only** to a parent, guardian or legally authorized person. Pupils leaving school **must** be accompanied by a parent or guardian. The adult must sign a school record indicating their name, the child's name, and the date and time. Children will not be sent to the office for early dismissal until the parent/guardian arrives in the office to sign the child out. **CHILDREN WILL NOT BE CALLED TO THE OFFICE FOR EARLY PICK-UP AFTER 2:30 PM.**

LATENESS

Children are considered late when the second bell rings at 8:20 AM. Any lateness affects teaching and learning time is lost. We need your help and cooperation in having your child to be on time. Late arrivers must report to the office before going to class.

WALKING TO SCHOOL

A three or four year old should not walk to school alone. When walking with other siblings, teach them the safest way to walk to school. Stress that children should listen to and obey all crossing guards. Talk to them about using the sidewalks and not walking through yards. Remind them that they must look for oncoming cars before crossing a street. Remind them repeatedly not to talk to, accept anything from, or get in cars of strangers. Teach them to go straight home from school and report to the person who watches him/her before going out to play or to a friend's house.

MEDICAL INFORMATION

The school nurse serves pupils and staff who become ill or seriously injured during the school day. She will evaluate injuries that have occurred before or after school hours. A student who has a fever of 100 or greater should be kept home and not returned to school until they have been fever free for 24 hours. Students with vomiting should also be kept home until vomiting has subsided for at least 12 hours. If you child has a suspicious rash, the school nurse should be contacted to evaluate the rash and determine if the rash is contagious, requiring medical treatment. If your child is ill and is kept home, please contact the school nurse to relay information of illness. If a student becomes ill or is injured in school, the nurse will call and ask the parent to pick up the student immediately. A family member, or a friend, must be listed as an emergency contact in cast the parent can not be reached. The only days excused from school will be when a doctor's note is received or the school nurse sends your child home. Please notify the nurse if your child has developed any chronic medical condition such as asthma. If your child receives any immunization throughout the year, please provide our nurse with an updated copy of your child's immunization record. Also, it is recommended that your child have a well visit each year with their primary care physician and should be provided to our nurse as well.

Medicine will be given by the school nurse **ONLY IF**:

1. The prescribing physician writes a note of instruction.
2. The medicine is in the original bottle with the druggist's label identifying the medicine, name of the child, and proper dosage.
3. The medicine is brought to the nurse by a responsible adult.
4. The parent signs giving consent to administer the medication at school as well as to relieve the Salem City Board of Education and all its employees from liability in the administering of medication.

NUTRITION

Offering healthy, nutritional foods to our children will help them become healthier adults. One of the most important things parents can offer to their children is three balanced meals a day. Eating a healthy breakfast and lunch gives children a jumpstart to the day, keeps them more alert and enables them to absorb the information that they will learn throughout the day. Our preschool children eat breakfast and lunch in their classroom daily. At the beginning of the school year, your child will be given a school lunch application that will need to be completed, in its entirety, and returned to the school for review. All students will eat breakfast and lunch free.

EXCLUSION FROM SCHOOL

The nurse will exclude children for: **a)** suspicion of communicable disease, skin disease or infestation of body or hair lice, **b)** lacking minimum standards of personal cleanliness, **c)** immunizations not up-to-date, and **d)** serious illness or condition needing medical attention.

e) Children who have been excluded must present a doctor's note or emergency room form to the nurse, in order to return to school.

SAFETY

Children's footwear should be secure on their feet. Straps should hold sandals securely on the foot to prevent accidents while walking. Flip-flop sandals, thong sandals, slides, high heeled clogs, etc. are not allowed. Sneakers need to be worn for physical education.

EMERGENCY SCHOOL CLOSING

School closings will be announced on radio stations KYW, WOGL, WDAS, WFIL, WIP, WFLN, WIBG, WPEN, WSNJ, WAMS, WDEL, and WJIC. Radio code for Salem City Schools is: **901**.

Emergency closing during the school day will be announced in the same way. Please be sure your children know where they should go if school closes earlier than usual during the day.

All parents receive a letter, concerning school closing because of an emergency at Salem Nuclear Generating Station, which should be kept available. The relocation site for Fenwick School is Penns Grove Middle School.

VISITORS

For the protection of our children, all entrance doors are kept locked. Ring the bell at the front door to be admitted. All visitors **MUST** report to the Main Office upon entering the building. **Visitors must sign the Visitor's Register and get a name badge. Visitors without a name badge will be directed to the office.** We encourage parents to visit and observe their child's classroom throughout the school year. Please be reminded if you must speak to the classroom teacher, you may do so during their planning period or before or after school, **NOT** during instructional time.

FIELD TRIPS

Written permission must be given by parents, one week prior to the trip, for children to participate in field trips. Because of liability, brothers and sisters not enrolled in school are not permitted to go on class trips, even if the parent is volunteering as a chaperone. Information about trips will be sent home in advance. At times, parents **may** be asked to accompany their child on a field trip to ensure proper behavior. In extreme cases, a child **may not** be permitted to attend the trip or a parent may need to escort the child on the field trip.

COMPLAINT PROCEDURE/PROTOCOL POLICY

The Board of Education has established *Policy 5139* as a procedure to use if anyone has a complaint concerning any teacher, school rule or regulation.

In the first step, the complaint or concern should be discussed with the teacher. If the problem is not resolved, the parent should make an appointment to speak to an administrator. If the problem is still not resolved, a complaint may be made to the Superintendent of Schools. The final level is an appeal to the Board of Education.

SCHOOL UNIFORMS

MALE STUDENTS

TAN KHAKI OR NAVY BLUE BOTTOMS

- All male students will be required to wear pants of the appropriate size.
- All male students will have the option of wearing shorts of the appropriate size during the months of May, June, and September. All shorts cannot be more than 2 inches above the knee.
- All male students will be required to wear their bottoms with a belt properly at the waist.
- All bottoms will be required to be free of logos, insignias, cargo pockets, slits, holes, tears, and cuts.

SALEM ROYAL BLUE OR WHITE TOPS

- All male students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
- All male students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
- All male students will be required to tuck in their tops into their bottoms.
- All male students will have the option of wearing a sweatshirt, sweater, cardigan, or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt, or turtleneck (optional). If the sweatshirt, sweater, cardigan, or sweater vest is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
- All tops will be required to be free of logos, insignias, slits, holes, tears, and cuts.

FOOT APPAREL

- All male students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Sneakers will be required to be predominantly white or black.
- All male students will have the option of wearing boots when the ground is covered with snow.

**FEMALE STUDENTS
TAN KHAKI OR NAVY BLUE BOTTOMS**

- All female students will be required to wear jumpers, skirts, pants, or skorts of the appropriate size. All jumpers will be required to be a maximum of 2 inches above the knee. All skirts, shorts, jumpers, and skorts cannot be more than 2 inches above the knee.
- All female students will have the option of wearing shorts of the appropriate size during the months of May, June, and September. All skirts, shorts, jumpers and skorts cannot be more than 2 inches above the knee.
- All female students will be required to wear their bottoms properly at waist.
- All bottoms will be required to be free of logos, insignias, cargo pockets, slits, holes, tears, and cuts.

SALEM ROYAL BLUE OR WHITE TOPS

- All female students will be required to wear a short or long sleeve dress shirt or pullover, button front, collared sport shirt of the appropriate size.
- All female students will have the option of wearing a long sleeve mock turtleneck or turtleneck of the appropriate size.
- All female students will be required to tuck their tops into their bottoms.
- All female students will have the option of wearing a sweatshirt, sweater, cardigan, or sweater vest of the appropriate size over their dress shirt, pullover, button front, collared sport shirt, or turtleneck (optional). If the sweatshirt, sweater, cardigan or sweater vest is worn over a dress shirt or pullover, button front, collared sport shirt, the collar will be required to be visible.
- All tops will be required to be free of logos, insignias, slits, holes, tears, and cuts.

FOOT APPAREL

- All female students will be required to wear platform-free casual shoes, dress shoes, or sneakers. Heel height will be required to be no more than 2 inches and sneakers will be required to be predominantly white or black.
- All female students will have the option of wearing boots when the ground is covered with snow.

John Fenwick Academy

Discipline Policy

Grades Kindergarten – 2nd

Goals of Corrective Consequences

Corrective consequences are those consequences administered when all else has failed. Consequences such as these should always be measured by their functional relationship to the reduction of the problem behavior. Additionally, they are to be instructive and supportive regarding the behavioral infractions leading to office discipline referrals. For example, corrective consequences should:

1. Teach students the appropriate replacement behavior.
2. Reduce the occurrence of the inappropriate behavior.
3. Aid and support the classroom teacher after classroom strategies are exhausted.
4. Reduce the need for punitive and/or ineffective consequences that do not teach the appropriate replacement behavior.

The consequences that follow were developed keeping these goals, the Salem City School District mission statement in mind.

Salem City School district mission states:

“The Salem City School District will be a high-performance district as demonstrated by the Salem City students who: Exceed state standards in literacy and computation, develop intrinsic motivation to pursue education in and outside of the classroom setting, master the skills necessary to retrieve and analyze information, and become lifelong learners.”

DISTRICT GOALS:

1. Achievement progress and growth must be evaluated for every student every year. Progress can only be made if there is strong focus on what each student has accomplished and how it compares to previous years. A year of growth will not change the overall achievement in the district. An emphasis of more than one year of growth needs to become the new norm.

2. All achievement reports should be assembled in one annual report presented publicly to the Board of Education and Community. It is misleading to review one report at a time the way the state often presents results to a school community. The absence of such an annual report does not enable the Board, the professional and support staff as well as parents to compare progress thoroughly from year to year and that must be the basis for significant acceleration in progress.

3. A benchmark or a few benchmarks for each school must be established and reported at the conclusion of each school year. Such benchmarks are:

A. 90% of students who attend John Fenwick for at least two years must leave their elementary school able to read on grade level.

B. By the conclusion of grade five in the Salem Middle School, 90% of the students who have attended Salem Middle School for at least a year and a half must be able to read on grade

OUTCOMES OF CHALLENGING BEHAVIORS

PRESCHOOL – 3 & 4 YEAR OLDS

Teaching three and four year olds how to make right choices takes a team effort. The preschool family and parents need to work together in order to help young children make good choices. We need to teach and model appropriate behaviors.

Unfortunately, there are times when we have exhausted all strategies and techniques. When this happens, the following policies will be implemented to the regular preschool program.

EXTREME CHALLENGING BEHAVIORS WHICH MAY CAUSE BODILY HARM TO SELF OR OTHERS

- Examples – Continued refusal to follow directions, climbing on tables, chairs, heater vents, window, punching and hitting classmates, etc.

First Offense:

1. Contact with parents/guardians. Discuss the issue(s) with the student. He/she returns to the classroom.
2. In-class observation by social worker, PIRT Coordinator, or Supervisor of Early Childhood.
 - Discussion of observations concerning incident with child, parents/guardians, and staff involved.

Second Offense:

1. Conference with parent/guardian and possible removal from the classroom for a determined amount of time. This will depend upon the severity and duration of the incident.
2. Continued in-class observation by identified staff (during school hours). Possible referral to PIRT.
 - Administer a Functional Behavior Assessment – discuss results.
 - Create a social story.
 - Discussion of observations concerning incident with child, parent, and staff involved.

Third Offense:

1. Conference with parent/guardian and possible removal from the classroom for a determined amount of time. This will depend upon the severity and duration of the incident.
2. Continued in-class observation by identified staff (during school hours).
3. Re-visit PIRT.
4. Discussion with the parent/guardian.
 - Discussion of observations with child, parents/guardians, and staff involved.

TAKING OBJECTS

- Examples – Knowingly admitting to taking items from the classroom that belong to the teacher, peer, or other staff member.

First Offense:

1. Discussion with child, parents/guardians, and staff involved.
 - Supervisor of Early Childhood or School Social Worker discusses the situation with the child.
2. Letter home documenting the incident and a copy placed in student file.

Second Offense:

1. Items 1 and 2.
2. Letter home documenting the incident and a copy placed in student file.

Third Offense:

1. Items 1 and 2.
2. Letter home documenting the incident and a copy placed in student file.

SEPTEMBER 2017					FEBRUARY 2018				
M	T	W	TH	F	M	T	W	TH	F
				1				1	2
4	5	6	7	8	5	6	7	8	9
11	12	13	14	15	12	13	14	15	16
18	19	20	21	22	19	20	21	22	23
25	26	27	28	29	26	27	28		
OCTOBER 2017					MARCH 2018				
M	T	W	TH	F	M	T	W	TH	F
2	3	4	5	6				1	2
9	10	11	12	13	5	6	7	8	9
16	17	18	19	20	12	13	14	15	16
23	24	25	26	27	19	20	21	22	23
30	31				26	27	28	29	30
NOVEMBER 2017					APRIL 2018				
M	T	W	TH	F	M	T	W	TH	F
		1	2	3	2	3	4	5	6
6	7	8	9	10	9	10	11	12	13
13	14	15	16	17	16	17	18	19	20
20	21	22	23	24	23	24	25	26	27
27	28	29	30		30				
DECEMBER 2017					MAY 2018				
M	T	W	TH	F	M	T	W	TH	F
				1		1	2	3	4
4	5	6	7	8	7	8	9	10	11
11	12	13	14	15	14	15	16	17	18
18	19	20	21	22	21	22	23	24	25
25	26	27	28	29	28	29	30	31	
JANUARY 2018					JUNE 2018				
M	T	W	TH	F	M	T	W	TH	F
									1
1	2	3	4	5	4	5	6	7	8
8	9	10	11	12	11	12	13	14	15
15	16	17	18	19	18	19	20	21	22
22	23	24	25	26	25	26	27	28	29
29	30	31							

Sept.4	School Closed-Labor Day
Sept.5	Staff In-Service
Sept.6	Staff In-Service
Sept.7	School Re-Open for Students
Sept.14	JFA Back to School Night
Oct. 9	School Closed-Columbus Day
Oct. 26	12:45 Dismissal/In-service
Nov.9/10	School Closed-NJEA Convention
Nov. 13	School Closed-Veteran's Day
Nov. 22	12:45 Dismissal/Thanksgiving
Nov.23/24	School Closed/Thanksgiving
Dec. 7	12:45 Dismissal/In-service
Dec. 22	12:45 Dismissal/Winter Break
Dec.23 -	School Closed-Winter Break
Jan. 1	School Closed-Winter Break
Jan. 2	School Re-Opens
Jan. 11	12:45 Dismissal/In-service
Jan. 15	School Closed/MLK Day
Feb. 19	School Closed/Presidents Day
Mar. 16	School Closed-County In-Service
Mar. 30 & Apr. 2	School Closed /Spring Break
Apr. 3	School Re-Opens
May 17	12:45 Dismissal/In-Service
May 28	School Closed - Memorial Day
June 6-8	12:45 End-of-Year Dismissal
June 8	Last Day for Students
June 11	Last Day for Staff

Pupil Attendance Days

Sept. 17	Feb. 19
Oct. 21	Mar. 20
Nov. 18	Apr. 20
Dec. 16	May 22
Jan. 21	June 6

Total Projected Days: 180

- Key:** School Closed - Holidays
School Closed-Full In-service Days
Early Dismissal - In-Service
School Re-Opens
Parent/Teacher Conferences
End-of-Year Dismissal

Please do not make any irrevocable plans for vacation during holidays or through 6/30/18, in the event that emergency days have to be made up during holidays or at the end of the school year.

Conferences: October 17, 18, 19 * January 23, 24, 25 * April 24, 25, 26 * (Evening Conferences-Underlined)

Afternoon Conferences-2:00 Dismissal * Evening Conferences-12:45 Dismissal**

Marking Periods: 1st 9/7/17 - 12/5/17 2nd 12/6/17 - 3/7/18 3rd 3/8/18 - 6/1/18

Report Cards: December 12th March 14th June 8th

Inservice Days- School Closed: March 16th

Inservice Days-12:45 Dismissal: October 26th December 7th January 11th May 17th

All Snow Days will be made up at the end of the school year.

