



WE ARE YOUR SCHOOLS

FORT WAYNE COMMUNITY SCHOOLS

**Franke Park Elementary  
School Year 2019-20**

PRINCIPAL .....DR. GJERGJ HAXHIU  
ASSISTANT PRINCIPAL.....SCOTT GEIST

**SCHOOL HOURS**

**School Hours for students are 8:20 AM – 2:55 PM. The TARDY TIME is 8:30 AM.** Students may enter the building at **8:10 AM** for breakfast. There are no adults to supervise students until that time so, please, **DO NOT DROP KIDS OFF EARLY** for their safety. All students are dismissed from classes at 2:55 PM. You, as a parent, or another approved adult will need to show your family number to pick up your child(ren) or be ready to show ID. Students in grades K-5 start school on Tuesday, August 13, 2019. Pre K starts Monday, August 26, 2019.

**REGISTRATION INFORMATION**

***Registration materials you will receive in each child’s packet (Pre K – 5<sup>th</sup> Grade) include:***

- |                           |  |
|---------------------------|--|
| Student Enrollment Form   | Work Survey – IN Dept. of Education                                    |
| Media Release             | School Messenger   |
| Home Language Survey      | Family Educational Rights  |
| Personal Health History   | Consent to Release Info.   |
| Flu Mist consent form     | Dental Exam & Sealant Program 2 <sup>nd</sup> & 3 <sup>rd</sup> grades |
| Family Number Zone Letter | Student Pick Up Designation form                                       |

***Registration materials you will receive in each FAMILY packet include:***

- |   |                        |
|---|------------------------|
| Letter from the PrinciPAL                     | Growth Mindset info    |
| Beginning of the year Information Letter      | Attendance Magnet      |
| Transportation Guidelines                     | Family Pick Up Numbers |
| Suggestions for Successful Study Habits       | Dress Code Policy      |
| Breakfast and Lunch Menu                      |                        |
| Franke Park Emergency and Safety Plan Summary |                        |
| Financial assistance post card                |                        |

During your time at registration please consider the following:

1. Establish a line of communication.
2. Address questions and concerns.
3. Build a positive foundation for your student’s education.

***Franke Park Elementary***

828 Mildred Ave. • Fort Wayne, IN 46808 • Phone: 260.467.6925



Please join the PTA cost is \$7.00 per person or \$12.00 per couple.

You are integral to making Franke Park Elem. School a flagship school of the district.

We are planning many exciting things but we need your help.

Imagine if each one gave 1 hour of your time to help our school become an

### **Empowerment zone**

That encourages all learners to perform to their full potential.

You are part of the **P.O.W.E.R!**

P- Potential

O-Opportunity

W-Wisdom

E-Engaged

R-Reimagine

Here are some of the activities that we will need approved volunteers for:

Popcorn Poppers and baggers 3<sup>rd</sup> Friday of the month 3-4 hours in the AM

Plant show check in, help the children fill out the forms, and put plants in order for judging

Picture day, pick up the classroom and take to picture taking area

Hearing testing, pick up the classroom and take to testing area

Vision Testing, pick up the classroom and take to testing area

Dental Sealant, pick up the classroom and take to the designated area

Flu Mist, pick up the classroom and take to the designated area

Book Fair, help children pick out items, that they have money for

5<sup>th</sup> grade ceremony, help decorate the gym and serve refreshments

5<sup>th</sup> grade dance, help sell items and watch over the children

Help with new and exciting clubs for the children to be involved in that will make them empowered.

Please watch the newsletter, and or the school messenger for more details.

## **BREAKFAST**

Elementary school breakfast: Free to all students.

If FWCS delays 1 hour, we DO serve breakfast.

If FWCS delays 2 hours, we do NOT serve breakfast.

## **LUNCH**

Elementary school lunch: Free to all students.

Additional milk is \$.50 for both students and adults.

Adult lunches are \$3.40 daily to be ordered in advance.

## **Lunch and Textbook Application Information**

FWCS Nutrition Services will continue to use the ONLINE Free and Reduced Application for Meal and Textbook assistance exclusively this year. All applications for Free/Reduced Meals and Textbooks must be completed online at [www.fortwayneschools.org/fa](http://www.fortwayneschools.org/fa).

Your data is transmitted to FWCS Nutrition Services the same day you apply. You will know immediately if you're approved for assistance when you are done. Even though all students receive free lunch YOU MAY BE ENTITLED TO FREE OR REDUCED TEXTBOOKS. So, it is still important that you apply online.

## **Parking Information**

We have additional parking across the street on Sherman Blvd.

All visitors to the building must report to Door 1, the main entrance on Mildred Ave.

We have a camera and intercom/buzzer system at the front door. Please ring the office using the intercom system so that we can talk to you. When the door clicks then use the left hand door and report directly to the office.

Please DO NOT park in the car lane in the front of the building. This is a violation of our fire code.

There are disabled parking spaces in the front of the school and across the street in the Sherman Blvd parking lot.

## **ATTENDANCE**

Please call 467-6925 before 8:30 AM each day to let us know if your child is going to be late or absent that day. You may leave a message on the voicemail. If your child is going to be late please let us know whether or not a lunch is needed.

## **TARDY INFORMATION -- IMPORTANT**

Tardies are also being counted for students that leave early on any given day.

After 5 absences you will need a doctor's note.

It will be considered as being a "habitual truant" if you have 7 unexcused days in one school year.

## **EMERGENCY CONTACT INFORMATION**

Please remember to contact the office if your emergency contact information changes (address, phone number, work contact information, etc.). It is very important to make sure that everything is accurate in our records. Address changes require 2 proofs and a form to be signed.

## **MEDICATION**

If your child takes medication at school please request the correct form so that we can distribute the medicine the first day.

All medicine should come in the original bottle with a signed medicine form before we can give it to them.

If you get medicine that is to be given 3 times a day please give before school, after school and before bed time. This way we don't forget to give the medicine back at the end of the day. Please do not send cough drops to school. If necessary, they will be given in the school office and the child is to stay in the office until they are dissolved. This will take the child out of academic times during the school day.

## **STUDENT FEES**

Franke Park School will again operate on a delayed-billing system for the 2019-20 school year. Instead of parents receiving a fee statement during registration, fee statements will be mailed to parents during the month of September or October.

Payment of fees will be due upon receipt of the fee statement. You may go on-line to pay for your fees at [www.FWCS.k12.in.us](http://www.FWCS.k12.in.us). If you would like to know the amount that will be due for book fees you may contact Mrs. Keisler at 467-6926 and she can get you the amount.

Those parents who anticipate making arrangements for another type of payment should do so during registration. Besides payment in full, parents may apply for community assistance or deferred payment.

## **SCHOOL PICTURES**

Smile! School pictures will be taken on **Thursday, September 12, 2019**. All students will be photographed for the yearbook at no charge. Parents wishing to purchase pictures need to complete an order form that will be sent home prior to picture day. The completed order form will need to be sent to school with your child on picture day (Sept. 12).

## **Volunteer**

**This process is now online. You will have to come into the school office and ask for the paper with the Link to be able to sign up for a Volunteer. This process can still take maybe 2 weeks or more, so please sign up early, if you think that you want to go on a field trip. If you are planning on going to the zoo or go to camp with your 5<sup>th</sup> grade child, that takes another process for volunteering and can take longer. Please sign up early.**

## **TRANSPORTATION**

**For the safety for your child and to minimize confusion, please keep your child's mode of transportation the same every day.**

If a **temporary** change is needed (for one day, for example), please send a note or contact the OFFICE before 2:00 on the day of the change, this makes it safer than just telling the child. **We will not take any changes after 2:00.**

If your child's transportation changes **permanently** (for a long period of time), please contact the office immediately at 467-6925.

If your child is a bus rider they need to get off and on at the same bus stop every day. We CANNOT send your child home on a different bus or change their pick-up or drop-off location. Your child/children CANNOT ride a bus to a friend's home. This is an FWCS Transportation policy and it is meant to protect the safety of our students.

If you are new family to FWCS-Franke Park. You will need to call FWCS Transportation at 467-1900 listen for the prompt for Routing and they will be giving you the information that you will need for and if you get a bus. Please do this 3-4 days after registration.

## **CHECKS**

During the school year please DO NOT send checks to school for us to cash for your child. We do not keep money at school. Checks should be made out for the exact amount for the purpose needed. A \$15.00 fee will be charged for returned check. Unless payment is received promptly, all dishonored checks will be referred to the Allen County Prosecuting Attorney's Bad Check Restitution Program where additional fees and penalties will be assessed.

## **WATCH FOR FWCS MAILERS (Communication)**

Parents and students are encouraged to read the Parent/ Student Guide for ATTENDANCE and participation in Fort Wayne Community Schools. The guides will be mailed to the parents from our central office. These guides include information concerning:

1. School Calendar
2. Admission and Immunization
3. School Hours for Students
4. Emergency School Closing
5. School Behavior Code
6. Medication in School
7. Search and Seizure Policy

## **Media Center**

Each class goes to the media center once a week. Please remind your child to bring back their books each week.



**July 2019 Activities**

July 30 Pre K Testing - appointment scheduled at registration

**August 2019 Activities**

August 6 Kindergarten Conferences - appointment scheduled at registration

**August 13**

**First Day of School (K-5)**

**School Hours are 8:20 – 2:55 PM**

August 13-21

Pre-K Home Visits – appointment scheduled at registration

August 22-23

Pre K Parent - Child Discovery Days

**August 26**

**Pre K First Day of School**

***AM Pre K Hours: 8:20 AM – 10:55 AM***

***PM Pre K Hours: 12:20 PM – 2:55 PM***

August 29

Back to School Night 5:30-6:30 PM

**September 2019 Activities**

September 1

**Labor Day - NO SCHOOL**

September 12

Judging of the Plants will be at 9:30 AM

Fall Pictures - money due at time of pictures.

They will be finished by 11:30