

Calvin Coolidge School
2018-2019 Student/Parent Handbook



Welcome to the 2018-2019 school year! I hope everybody had a healthy and enjoyable summer. It is with much excitement and anticipation that I look forward to the beginning of school. Coolidge is a wonderful place and my staff and I look forward to working with you to help each of our students reach his or her potential.

I hope you enjoy learning about our wonderful programs and about the amazing accomplishments of our students. At Coolidge School our goal is to “Create a Caring Community” each and every day.

We are a school that is committed to academic excellence and is proud of the warm and caring environment we provide for our children. A close supportive team effort and family-like atmosphere in which our staff provides a student-centered learning environment is the main characteristic of Coolidge School.

We are proud to say that we are a Responsive Classroom School. Responsive Classroom is a schoolwide approach that emphasizes social, emotional and academic growth in a strong and safe school community. Our teachers are committed to applying this approach to their own classroom practices and to our school community. Our intention is to help our students foster cooperation, assertion, responsibility, empathy and self-control. This research-based approach to education is associated with greater teacher effectiveness, higher student achievement, and improved school climate. Our teachers build competencies in four interrelated areas: engaging academics, effective management, positive community and developmentally appropriate teaching. Daily Morning Meetings and monthly school-wide meetings help us grow as a learning community and build connections with each other.

Teachers, recognizing community demands for a high priority on excellence, provide an atmosphere for excellence in teaching and learning. They regularly participate in strong in-service programs to improve instructional skills in the areas of technology integration, language arts, inquiry-based math instruction, bullying prevention, social-emotional learning, and much more. Our instructional coach regularly works with teachers to provide modeling and professional development, as well as plan instructional approaches to meet the needs of all learners. Most important, however, Coolidge School teachers truly care about the academic and social well-being of their students, and make learning meaningful, engaging and challenging.

There is a wide range of technology available for all students throughout our school. Computers in each classroom provide a variety of multimedia technology. Teachers consistently infuse technology into their daily lessons using chromebooks, tablets/ipads, document cameras, Google chromecasts, flat screen TV's and Smart Boards to implement interactive lessons for their students. Students in grades 2-5 are given a chromebook as part of our 1:1 initiative and each have their own Google Docs account to regularly collaborate and share with each other. The Coolidge MakerSpace was designed to allow our students to be creators, innovators and designers. It is a place where they will learn to be independent workers and responsible collaborators. We believe that our MakerSpace is not an alternative way to learn, but rather an approach that will be prepare our students for future learning and the workplace. It is our goal to provide our 21st Century learners with the tools needed to be successful in their lives.

Outstanding parental involvement in our PTO affords us the opportunity to present many programs and events in our school. We use the money raised by the PTO for cultural assemblies, field trips, science and art days, technology, media equipment, and campus beautification.

I look forward to our continued work together and collaboration.

Sincerely,

Robert Famularo, Ed. M., Principal
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Coolidge School Important Contacts



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Building Safety

In order to ensure the safety of our students, exterior doors are locked at all times. All visitors (including parent volunteers) to Coolidge School must ring the bell at the front entrance to be buzzed in. They are required to proceed directly to the main office,

announce their arrival and purpose of their visit to the school secretary, sign in, and get a visitor's badge to wear while inside the building. All District schools utilize the LobbyGuard Visitor System. LobbyGuard is a management system that allows visitors to be signed in electronically by scanning the barcode on the back of their driver's license. Please know that we always welcome parents/guardians in our school. It is our concern for the safety of your children that we require these security precautions. Staff and students have been reminded to question any adult in the building who is not wearing a visitor's badge.



School Hours

	Grades 1-5	Kindergarten
Regular School Hours	8:50-3:20	8:50-1:15 (shortened days) 8:50-3:20 (Wednesday)
Minimum Day Hours	8:50-1:05	8:50-1:05

Unless enrolled in the YMCA before school program, children may not be dropped off at Coolidge School any earlier than 8:35am. There is no supervision before 8:35am.

Students who arrive to school prior to 8:35am for approved activities such as chorus, band, art, Student Council or another activity should enter directly via the main entrance to meet their teacher.

Students enrolled in the YMCA before school program should enter directly via the multi-purpose room doors where representatives from the "Y" will check you in.



Kindergarten A/B Schedule

If you are assigned to Group A, your child will attend school full time on Monday, Tuesday and Wednesday. Thursday and Friday will be shortened days with a 1:15 dismissal.

If you are assigned to Group B, your child will attend school full time on Wednesday, Thursday and Friday. Monday and Tuesday will be shortened days with a 1:15 dismissal.



Delayed Opening Procedures

A delayed opening is typically used when there has been inclement weather and there is not sufficient time to prepare the roads and/or school facilities for a normal school day opening. By calling a delayed opening, we endeavor to provide teachers and families additional time for safe travel. If a delayed opening is called, the school day will begin exactly 90 minutes later (10:20am) than the normal start time. Supervision of students at school will begin 15 minutes prior to the start of the school day. Students are not to be dropped off at school prior to the time when supervision can take place.



Minimum Days (1:05 Dismissal)

Monday, 9/4- First day of school
Monday, 10/8 - Teacher Professional Development
Tuesday and Wednesday, 11/6-11/7- Parent/Teacher Conferences
Wednesday, 11/21- Day before Thanksgiving
Monday, 12/3 - Teacher Professional Development
Friday, 12/21- Day before winter break
Monday, 1/21- Martin Luther King, Jr. Day
Monday, 3/11 - Teacher Professional Development
Monday, 5/6 - Teacher Professional Development
Wednesday, Thursday, Friday, 6/19-6/21- Last three days of school



Arrival at School

Supervision begins at 8:35 AM- Please do not drop off your children prior to this time as there is no supervision and they are unable to enter the building or wait in their line-up spots.

8:35- Students begin lining up outside at line-up spots on the upper blacktop (K-3) or lower blacktop (4-5). There are circles on the ground indicating each homeroom line-up spot. During inclement weather students go directly to the hallway outside their classrooms for line-up. For security reasons, parents are not allowed to walk students to their classrooms.

8:48- Aides begin to walk students inside to their classrooms.

8:50- Late bell sounds and students enter classrooms. Any child arriving after this time should report to the office for a late pass via the main entrance.



Drop-off Procedures (K-2 Students Front Circle)

If you have a K-2 student ONLY you may use the front circle for drop-off. You can, of course, drop off your older child here as well as long as you have a K-2 student. Students should exit quickly from the right side of their cars at the indicated drop-off point. Exiting the car on the left hand side is dangerous and slows traffic. The goal is to keep traffic flowing. Cars should continually move up. When exiting our parking lot, all traffic must turn right towards Wyckoff Avenue.



Drop-Off Procedures (3rd-5th Grade Students Side Lot)

Our main parking lot (along the gym on route 208 side) should be used for drop-off for students in grades 3-5. It is important that students are ready to exit vehicles from the right hand side. Exiting the car on the left hand side is dangerous and slows traffic. The goal is to keep traffic flowing. Students will then walk the sidewalk along the back of the school to their designated line up spots. If it is an "inside" day, a Coolidge staff member will direct students into the school via the back entrance by the baseball field. When exiting our parking lot, all traffic must turn right towards Wyckoff Avenue.

General Reminders and Suggestions:

- One of the many benefits of a community school is the convenience of walking to school. We strongly encourage children to walk to school every day if possible. Also, consider organizing a "walking school bus" with other parents in your neighborhood.

- Parents should not park in the "staff parking lot" located to the left of the school adjacent to the upper playground area.
- If possible, approach school from the south (from Route 208 side). This will allow you to more easily turn right into the parking lots.



Dismissal/Pick-Up:

Please use common sense and make safety a PRIORITY when driving on our side streets and parking lot at dismissal. Let's all be courteous to each other and our neighbors who live on the side streets adjacent to Coolidge School.

Our main parking lot will be CLOSED when the parking lot reaches capacity for safety reasons. Please plan accordingly and do not try to circumvent this rule. Depending on the time of year and the weather, the lot may be closed by 2:45 and other times will never get closed.

Please do not enter the front circle or staff parking lot after 2:45pm. This presents a safety hazard and is disrespectful to those following the rules.



Lunch/Recess Schedule

Recess	Lunch
Gr.4 11:15 - 11:35	Gr.4 11:35 - 11:55
Gr.5 11:35 - 11:55	Gr.5 11:55 - 12:15
Gr.2 11:55 - 12:15	Gr.2 12:15 - 12:35
Gr.1 12:15 - 12:35	Gr.1 12:35 - 12:55
Gr.3 12:35 - 12:55	Gr.3 12:55 - 1:15

Kindergarten Recess- 12:15-12:35 Kindergarten Lunch- 12:35-12:55



Marking Period Dates

	Marking Period Ends	Report Cards Available via Genesis
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1st Marking Period	December 7th	December 14th
2nd Marking Period	March 15th	March 22rd
3rd Marking Period	June 21st	June 21st



Dismissal During the School Day

When a student needs to be released from school early for a medical, dental or other appointment, a note or telephone call from the parent/guardian explaining the reason should be sent to the main office on that day. The parent must come into the main office to sign out the student.

Except in the case of a rare emergency, parents are strongly discouraged from signing children out of school between 3:00 and 3:20 P.M. as our office is very busy at that time ensuring a safe dismissal for all.



Attendance

By New Jersey State Law (Title 18A) students must be in regular attendance during all the days at hours the public schools are in session. **Parents are expected to call the Nurse's Office (201-848-5710 x1205) by 9 AM when a student is going to be absent, stating the CHILD'S NAME, DATE, and REASON for the absence. Parents can call anytime (even the night before) and leave a message.**



Illnesses

Regular attendance is very important at all grade levels. However, if your child is ill, he/she should remain home. Please keep your child home if the following symptoms are evident; fever, runny nose, productive cough, swollen glands, rash, nausea, cramps, diarrhea, vomiting, and/or pink or inflamed eyes. **Children are required to be fever-free for at least 24 hours following an illness before returning to school.**

If you keep your child home when their immune system is compromised they will be able to recover quicker and be less likely to contract other illnesses. Please encourage your child to wash their hands often, especially after using the bathroom, after recess and before eating. By working together we can help prevent the spread of germs in your child's class and unnecessary days absent.

Parents should call the Nurse's office (201-848-5710 x1205) to report an absence, stating the child's name, date, and reason for the absence. A message may be left on the answering machine.

A note explaining a student's absence for a non communicable illness for a period of more than four (4) school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.

A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

Safety Drills



In compliance with State of New Jersey Statutes, Coolidge School will administer at least one fire drill and one security drill each month. These drills are held at various times and under various conditions. Sometimes exits will be purposefully blocked to test student and teacher reactions. In accordance with the district's crisis plan, drills may be held to practice evacuation, relocation, lock-down, or shelter in place.

Wyckoff Public Schools **Elementary Code of Conduct K-5**

For learning to take place, a school climate must exist that promotes a commitment to maintain and sustain high educational standards and the development of appropriate attitudes and behaviors. Specific student behaviors and attitudes have a direct, positive effect upon the overall school environment. Coolidge School believes that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and that of their classmates.

At Coolidge School our goal is to create a caring community each and every day. Logical consequences, including loss of privileges and reparation will be administered when students' actions run contrary to this goal. Repeated or more serious offenses will result in parent conferences, detention, further loss of privileges, breaks from class and in-school or out of school suspension. When children misbehave, the adults at school handle the misbehavior firmly while preserving the child's dignity. Our first step is to stop the misbehavior quickly and simply. If needed, we take further steps to help the child regain self-control, fix any problems caused by his or her mistake, and get back to productive learning.

In addition to applying school consequences for inappropriate student behavior that may occur during the school day, school discipline and school consequences may also be applied for inappropriate student behavior that may occur during school sponsored events, after school or evening activities, or field trips.

Students have the right to...

- Attend a safe, welcoming school and belong to a community that values learning.
- Feel physically and emotionally safe in school so that they can learn at their best.
- Expect courtesy, fairness and respect from school staff members and other students.
- Develop self-discipline and the skills for working and learning cooperatively with others.
- Expect that all property will be safe and not damaged.

Students have the responsibility to...

- Attend school regularly and on time.
- Set high expectations for their academics and work to the best of their ability
- Follow rules, procedures and processes.
- Dress appropriately for a K-5 educational environment.
- Respect the authority of staff members.
- Respect the rights and property of others.
- Respect others' beliefs and differences.
- Refrain from using words, images or gestures that are disruptive or disrespectful.
- Resolve disputes peacefully.
- Refrain from bullying or hurting other students.
- Tell school staff members about any behavior that may cause danger to anyone.

At our October School Wide Meeting the students of Coolidge School come together to affirm our ***Cougar Constitution***. Last year's Constitution included the following student expectations:

1. Respect Yourself
2. Respect Everyone

3. Take Care of Our School
4. Treat Others the Way You Want to be Treated

We are proud to say that we are a Responsive Classroom School. Responsive Classroom is an evidence-based approach to elementary and middle school teaching that focuses on the strong link between academic success and social-emotional learning (SEL). This approach emphasizes social, emotional and academic growth in a strong and safe school community. Independent research has found that the *Responsive Classroom* approach is associated with higher academic achievement in math and reading, improved school climate, and higher-quality instruction.

Our teachers are committed to applying this approach to their own classroom practices and in our general school community. Our intention is to help our students foster cooperation, assertiveness, responsibility, empathy and self-control. The use of proactive strategies, such as interactive modeling, positive teacher language, establishment of rules, interactive learning structures, logical consequences, energizers and quiet time, help foster a caring and engaging school community.

As part of the Responsive Classroom in action, students begin the year by discussing their hopes and dreams and individual classes develop class rules. Daily morning meetings take place in each class and we gather as a school community once a month for our school wide meeting. At these school celebrations, we sing songs of community and respect and have individual classes share in front of the entire school.

Harassment, Intimidation and Bullying (Policy #5512)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Potential acts of harassment, intimidation, or bullying (HIB) should be reported as soon as possible to a teacher or school official. This can be done in person, via a phone call, or in an email. Whenever possible, all third-party reports will be kept anonymous.