

Clara E. Coleman Elementary School Family Handbook

Dear Families,

This handbook has been prepared to help answer questions you may have regarding school policies, procedures, and programs. We ask your cooperation in helping your child understand the policies in this handbook. Parental support is necessary and will help children understand the necessity of rules. Your support will also help the rules and policies become more effective.

The administrator, teachers, and staff recognize the importance of dignity and self worth for themselves and for the students of Coleman School, and therefore work hard to provide a safe, healthy and nurturing environment. This environment must support and continuously define the essentials of honorable behavior for everyone within the school setting. We believe that this occurs when:

- Teachers, parents, administrators and other adult members of the Coleman School community model respectful and responsible behavior toward one another;
- Individuals acknowledge differences, demonstrate a respect for diversity, and recognize the worth of each individual in promoting harmony and self-esteem;
- Individuals communicate concerns and/or suggestions in an appropriate and direct manner;
- The dignity of every individual is protected and maintained.

The progress and achievement of your children will be enhanced with a good working relationship between home and school. This kind of relationship can exist only when the school and the home are mutually supportive. In order to be supportive, we feel it is necessary for parents to be knowledgeable of the school's programs and projects. We urge you to attend scheduled parent-teacher conferences and to call or E-mail the teachers or me whenever you have a question or concern.

Members of the Coleman School community believe that in order to instill in each student an understanding of and an ability to demonstrate appropriate behavior, its members must:

- Clearly define behavioral expectations and boundaries;
- Be firm, fair and consistent in their practices;
- Provide an educational experience that enables each student to attain his/her full potential and contribute positively to the school community.

I am proud of our staff and students and trust you will work with us at the important task of educating your children. Thank you.

Dawn Cappadona

Dawn Cappadona, Principal

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ARRIVAL AND DISMISSAL

We all stress safety at school and this begins on the way to school. Students need to be consistently reminded to walk on the sidewalk, to cross only at the corners where there are crossing guards, not to cross in the middle of the block, not to visit with strangers, and to use wise safety procedures coming to school and going home.

It is important for children to leave home at a time that offers a few minutes extra before they are required to be at school. Students may arrive at 8:25 a.m. unless they are participating in a before school program such as Morning Chorus. When arriving at school, students are to line up at their grade's designated waiting area:

The Glen Rock Police Department provides crossing guards at the following locations during these times 8:05 – 8:50; 11:30 – 12:15; 3:00 – 3:30:

Prospect St. and Cornwall Rd.
Pinelynn Rd. and Elmwood Rd.
Harristown Rd. and Pinelynn Rd.
Ackerman Ave. and Delmar Ave.

Kindergarten will line up outside the kindergarten door.

First grade will line up in front of the double doors facing Pinelynn Rd

Second grade will line up on the blacktop in front of the door near the gym.

Third grade will line up in front of the doors outside the music room.

Fourth grade will line up in front of the doors facing Spottswood Rd.

Fifth grade will line up in front of the fifth grade doors outside of that wing.

Students are expected to enter the building in a safe and orderly manner. Parents who choose to wait with their children outside until the bell rings are not permitted to enter the building with their children. On inclement days children will line up in the hallway outside of their classroom. Parents and caregivers must drop their children off and leave the building. Only Kindergarten parents may remain in the hallway with their child. If you have a special concern about your child, bring him/her to the nurse who can relay the message to the teacher. If you need to speak to the teacher directly, call or send a note or an email. Do not approach the teacher as she/he is bringing the children into school/classroom. This is an important time for the teacher to focus on the children.

Unless students are involved in an after school activity or After Care Program, they are expected to leave the building and playground at dismissal. We do not provide child care in the office/lobby at the end of the school day. This is a time for staff to meet, plan or attend meetings. In the event that you are unable to pick your child up at dismissal time, please make appropriate arrangements with another caregiver or classmate so he/she is not waiting in the office/lobby.

Students are not to play on the playground equipment or in the fields after school without adult supervision.

For a host of reason, including allergies and liability, **dogs and other pets are prohibited from school property before, during or after school hours.**

A student who is behind in class work, needs extra help, or has a discipline issue, may be invited to stay after school. If your child stays after school, an effort will be made by the teacher to notify you.

Parents are welcome to leave forgotten materials or lunches for their child on the table in the hallway just outside of the office. Please clearly mark the item(s) with your child's name. Post-its and pens are available on the table.

When entering the building during school hours ALL visitors MUST check in at the office. Your cooperation in this area will assist the school in maintaining a safe learning environment. Visitors may enter through the front door between 8:45-4:00 by ringing the doorbell. After dismissal (3:18) and until 4:00, students may not re-enter the building unless they are accompanied by an adult. After 4:00 no one may re-enter the building.

Families may pick up students from Aftercare by using the Aftercare doorbell.

The front door will be opened one hour before evening events.

TIME SCHEDULE

Grades 1-5

8:10 A.M. Teachers' day begins
8:33 – Homeroom
8:38 - Period 1
9:20 - Period 2
10:02- Period 3
10:44- Period 4
11:26- Homeroom
11:30 - 12:20 P.M. Lunch and recess
12:20- Homeroom
12:25 – Period 5
1:07- Period 6
1:49- Period 7
2:31- Period 8
3:13- Homeroom
3:18 - Dismissal

Kindergarten

AM: 8:33 - 11:30
PM: 12:20 - 3:18

Pre-K

AM: 8:38 – 11:08
PM: 12:40 – 3:10

* LLD class begins at 8:33 & dismisses at 3:10 (12:33 on early dismissal days).

Delayed Opening

Grades 1-5

10:15- Homeroom
10:20- Period 1
10:36- Period 2
10:52- Period 3

Kindergarten

AM: 10:15- 12:20
PM: 1:10- 3:18

11:08- Period 4
11:25- Homeroom
11:30- Lunch
12:20- Homeroom
12:30- Period 5
1:10- Period 6
1:50- Period 7
2:30- Period 8
3:10- Homeroom
3:18- Dismissal

Pre-K
AM: 10:15 – 12:00
PM: 1:32 – 3:10

Early Dismissal

Grades 1-5

8:33- Homeroom
8:38- Period 1
9:07- Period 2
9:36- Period 3
10:05- Period 4
10:34- Period 5
11:03- Period 6
11:32- Period 7
12:01- Period 8
12:30- Homeroom
12:33- Dismissal

Kindergarten

AM: 8:33- 10:25
PM: 10:40 - 12:33

Pre-K

AM: 8:33 – 10:25
PM: 10:40 – 12:33

EARLY DISMISSAL DAYS: October 8, 2012; November 21, 2012; December 3, 2012; January 28, 2013; June 20, 2013
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SAFETY GUIDELINES

Our **school** rules are for the safety of our students and staff.

Students are expected to:

- Be respectful of yourself and all members of our school family; treat others the way you want to be treated
- Listen carefully; use kind words and a soft tone
- Work together to keep classrooms/playgrounds clean
- Make smart and safe choices for themselves

Lunchtime is not only a time to eat, but a time to enjoy each other's company.

Students are reminded:

- Remain in your seat while eating.
- Sharing materials is thoughtful, but food or drink cannot be shared since some children have allergies or may not be permitted to eat certain types of food.
- Reading, writing, or drawing are acceptable activities both indoors and out.

- G rated movies can be shown with the permission of the lunch assistant during indoor recess.
- Board/card games are welcome and encouraged.
- A soft bat or ball may be brought in for outside recess.
- Pushing, tackling, tagging, skateboarding or rollerblading are not permitted.
- The lunch assistant is in charge.

Classroom Management and School-wide Discipline System Student Responsibilities and Expectations

1. Arrive promptly and remain in school until dismissed.
2. Treat your classmates, teachers, and all others with respect and kindness.
3. Use appropriate language. Avoid swearing or inappropriate language.
4. Use "inside voices."
5. Walk in hallways and on school property.
6. Respect others and their property as well as school property.
7. Refrain from chewing gum and eating candy at inappropriate times.
8. Refrain from bringing dangerous and prohibited items to school such as guns, pocket knives, and toy weapons. The Board has adopted a Zero Tolerance policy which could exclude a child from school if such items are brought to school.

Student Misbehavior

It is the mission of our school to provide the most positive environment possible for our students. We strive to establish a learning environment where students are safe, teachers can teach, students can learn, and students are free from harassment. Consistent with our mission, fighting, disrespect or defiance toward school employees and student to student harassment, intimidation or bullying (particularly sexual harassment) will not be tolerated. Bullying is defined as "intentional harmful behavior initiated by one or more students and directed toward another student." In these situations there is an imbalance of power where a bully targets a student who has difficulty defending him/herself. Conflict, which differs from bullying, occurs when two or more students have a disagreement. In conflicts there is no imbalance of power.

Our school is proactive in teaching all of our students the skills and attitudes necessary to avoid such conflicts and in providing incentives to do so. When there is an infraction, the student will receive appropriate consequences but also receive other positive interventions intended to help the student avoid further incidents.

Classroom rules will be established by each classroom teacher based upon our school mission statement, character education program, and positive behavior system. Classroom misbehavior will be handled by the classroom teacher. Serious offenses will be referred to the building principal.

What behaviors warrant a trip to the Principal's office?

1. Fighting or aggressive, physical contact
2. Antagonizing which leads to a situation escalating

3. Posing a danger to the well-being of other students
4. Threats to another student
5. Bullying another student
6. Continued and willful disobedience and/or disrespect toward an adult
7. Profanity
8. Vandalism of school property
9. Vandalism or taking of another student's property
10. Possession of a weapon

Possible consequences for a disciplinary visit to the office:
(not ranked in any specific order)*

1. A conference with the principal
2. Parent contact
3. Restitution, namely return of items taken from the victim
4. Exclusion from the place or activity where the bullying occurred
5. Detention
6. A writing assignment related to incident
7. Withdrawal of school privileges
8. Behavior modification plan/contract with benchmarks that are closely monitored
9. Suspension (in school or out of school)
10. Peer group support
11. Referral to I & RS
12. Behavioral assessment or evaluation
13. Student counseling
14. Short-term counseling
15. Therapy

**The nature of the behavior, record of past incidences, the age of the student, and the context of the situation will all factor into the appropriate level of consequence chosen. The principal reserves the right to skip or repeat a step based on the above factors.*

WEAPONS POLICY

The Glen Rock School Board believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. If your child possesses a weapon, look-alike, or dangerous object on school property, you shall be notified of the incident. Confiscation of the weapon or dangerous object may be reported to the law enforcement officials, and the student will be subject to disciplinary action.

GENERAL POLICIES

Attendance: School attendance is compulsory for all children between the ages of six and sixteen in the State of New Jersey. It is the legal responsibility of the parent to see that regular attendance is maintained. The principal may request evidence or written verification of the student's reason for absence.

Tardiness: It is the responsibility of the principal to maintain records of pupil absence and tardiness. Being on time is a good habit and classroom interruptions are held to a minimum when all students are present when class begins. Students are counted tardy after 8:38AM and 12: 25PM.

Absence From School: When it is necessary for your child to be absent from school the parent or guardian should call the attendance line (201) 445-7700 press #1 to reach attendance and press #2 to reach the Coleman School no later than 9:00AM each morning of the absence. **If you do not call, the office will make routine calls to parents.** If no one can be reached the Glen Rock Police Department will be called.

If it is known that a student is going to be absent at a future date, the parent or guardian should notify the office in advance in writing.

Make-up Work: If your child is ill, you may request homework when you call in your child's absence. All homework requests must be made **before 11:00AM** so the teacher can be notified. Your child's homework will then be left in the office to be picked up at dismissal.

No homework will be provided if you take your child out of school for a vacation. Your child can read, keep a reading and writer's journal. Teachers will not provide your child with work she/he will miss since class work is directly related to the classroom instruction your child will miss.

Leaving During the School Day: Parents are discouraged from taking their children out of school during the school day except for a doctor's appointment or family emergency. If it is necessary for students to leave during school hours, they should bring a note from the parent or guardian stating the time and reason for dismissal. **For the safety of all students, they must be checked in and out through the office.** When a student is dismissed from class, he/she must check out through the office and leave the note with the secretary if the teacher did not receive a note earlier in the day. Parents picking students up during school hours must check in the office to make their needs known. **You may not go to the classroom or playground to pick up your child.** Sign him/her out in the office and the teacher will be notified to send your child to the office.

Extreme care is exercised in the release of children to adults other than a parent or guardian. Unless there is a note received, your child will not be dismissed to anyone who is not listed on your emergency card.

Telephone: The telephone in our Health Office is available for students to make necessary calls. A student must have permission from the teacher or the office

staff before the phone is used. Students may keep a cell phone in their backpack but it must be turned off during school.

School Closing During Inclement Weather: A message will appear on our district website and a call will be made to you. Please make an early dismissal plan with your children so they will know what to do in such instances.

PARENT-TEACHER COMMUNICATIONS: All visitors must check in at the office and receive a Visitor's Pass before going to a conference, classroom celebration or to volunteer anywhere at Coleman School.

Conferences: Parent-teacher conferences may be requested by the teacher or the parent. Appointments are required. Please do not drop in to see a teacher expecting to have a conference. You can easily arrange an appointment by emailing your child's teacher. (See addresses below) When you arrive for your appointment, please sign in at the office and obtain a Visitor's Pass.

Report Cards: Report cards are issued by trimester. Parents are invited to review the report cards with their child(ren) on line by logging into the system. If you require a paper copy, please notify your child's teacher.

E- Mail Guidelines and Addresses: Email has become a very popular and easy way to contact someone at any time of day or night. Often times teachers receive E-mails during their instructional time, which they have been instructed not to answer until either their preparation period or at the start or end of each day. Please understand that the teachers' first responsibility is to the direct instruction of the students in their class. Also, please know that the tone of an email is often very difficult to interpret.

- E-mail should only be used to send a teacher a note that does not require an immediate response. Occasionally, unusual events may prevent a teacher from opening up e-mail on any given day.
- All email accounts in the district are shut down in the event of a virus.
- E-mail correspondence will not be used by teachers to discuss your child's academic or educational program
- E-mail is not accessed over the weekend or on any school holiday.
- **Do Not** use email to notify the school if your child will be absent.
- The best way to obtain homework for a child who is sick is to leave a message when you call to school to report the absence before 9:00 am. Since your child's teacher may not access her mail until later in the day please do not use E-mail as the only means of requesting homework.

Listed below are our staff E-mail addresses:

Dawn Cappadona Principal	cappadonad@glenrocknj.org	Betsy Kauffman Learning Ctr.	kauffmane@glenrocknj.org
Nancy McCorry Admin. Assistant	mccorryn@glenrocknj.org	Physical Ed. Dan Polles	pollesd@glenrocknj.org

Grade 1: Alyssa Locascio Jennifer Lawson	locascioa@glenrocknj.org lawsonj@glenrocknj.org	Special Ed. Terry Bonaguaro Susan Caverly Lora Foster	bonaguaro@glenrocknj.org caverlys@glenrocknj.org fosterl@glenrocknj.org
Grade 2: Eleonora DiLisio Julie Palmeri	dilisioe@glenrocknj.org palmerij@glenrocknj.org	Speech: Patty Castagno	castagnop@glenrocknj.org
Grade 3: Nicole Dextraze Tara Picinich	dextrazen@glenrocknj.org picinicht@glenrocknj.org	ESL: Jen DiLoreto	diloretoj@glenrocknj.org
Grade 4: Lisa Spiech Cathy Mitchell	spiechl@glenrocknj.org mitchellc@glenrocknj.org	Reading: Susan Zisa	zisas@glenrocknj.org
Grade 5: Kathleen Caffrey Katie Wisz	caffreyk@glenrocknj.org wiszk@glenrocknj.org	Gifted & Talented Mary Morrow Patty Voigt	morrowm@glenrocknj.org voigtp@glenrocknj.org
LLD: Cristina Ameika	ameikac@glenrocknj.org	Counselor: Jessica Falkenstern	jfalkensternj@glenrocknj.org
Kdg. Chrisanne Moger	mogerc@glenrocknj.org	Custodian: Garfield Dias	diasg@glenrocknj.org
PreK Sue Stevens	stevenss@glenrocknj.org	Art: Wendy Roche	rochew@glenrocknj.org
Nurse: Alice Wright	wrighta@glenrocknj.org	Music: Al Bazaz	bazaza@glenrocknj.org

Insurance: The School Insurance information can be purchased by logging onto www.BollingerSchools.com

Lunch: Students may go home or may remain in school. Students who go home are permitted to return to the school any time after 12:00. Please bring your child to the mail office to let the teacher in charge at lunch know your child is back so the lunch assistant can be notified.

However, if the choice is for the student to remain in school at lunchtime until the program for ordering lunches begins, she/he must bring lunch and drink from home.

When a student who attends lunch regularly will miss a day (parent takes student to lunch, etc.) a note is needed that morning so the teacher and lunch assistant is aware of your child's lunch plans.

The lunch ordering procedure will be handled directly by the High School Cafeteria. An order form is also available on the Glen Rock Website.

Lunch is between 11:30 and 12:20 for children in first through fifth grades. A free or reduced price program is available for lunch for students who qualify. A hot lunch is available and is ordered through our lunch program. Menus are available on line and orders along with payments are due to the school office monthly. Milk and/or water are also available for purchase through the lunch program order form. Lunches are prepared in the cafeteria based strictly upon pre-received orders. They are sent to us at lunchtime and there is no extra food or milk available for purchase.

Peanut Butter: Each year there are a few students who have severe peanut allergies which requires us to be very mindful of the food that children are bringing to school for snack, parties and lunch. With regard to lunch when the need arises we have peanut butter tables to ensure those children with allergies are not exposed to peanut products. If your child has a peanut allergy please be sure to let the classroom teacher and nurse know.

It is very important that we provide a safe and secure school environment for all of the children, and this includes the food brought to school for snacks, parties and lunches.

HEALTH AND SAFETY PRACTICES

Illness or Injury: Children with definite signs of illness such as colds, skin diseases, or childhood communicable diseases need to be kept at home. A child should not return to school for 24 hours after vomiting or having a high temperature. This policy is both for the health of the affected child as well as classmates who could become infected.

If a child is injured or becomes ill at school, he/she is cared for in the nurse's office until a parent or person designated by the parent is able to take the child home. Parents must provide the school with an emergency number where they can be reached or another adult that can take responsibility for their sick child.

Immunizations: Prior to starting school or when transferring, students must present an approved immunization certificate. Each student must be fully immunized against the following diseases:

1. Diphtheria, Pertussis (whooping cough), and Tetanus
2. Polio
3. Measles
4. Rubella

Please call the school nurse for more details regarding immunizations.

Policy for the administration of medication by school personnel: When it is necessary to give a child any type of medication during school time, a medical form must be completed and signed by the parent and physician. This includes over the counter drugs such as aspirin and cough drops, as well as prescription medications. All medication must be administered in the health office.

All medication request forms, including **Pupil Self-Medication Forms**, are available in the Health Office and must be completed and on file before self-administration is permitted on school premises. Self-administration of medication is limited to the use of inhalers or Epi pens. A physician must authorize such self-administration for life threatening illnesses only and must certify that the student has been trained and is capable of self-administration of an inhaler or Epi pen.

Please share the following traffic and safety information with any caregiver who is in charge of dropping off/picking up your child at any time and who will be responsible for your child before or after school.

The parking around our school is very limited. Parents may not park in or near the crosswalks or in the staff parking lots. (Clearly noted: STAFF PARKING). The staff parking lot should not be used as a pass through to approach the loop. You may park in the spaces on the loop.

Avoid having children cross between parked cars as a short cut to a waiting car. This is extremely dangerous. They should be crossing Pinelynn Road by the crossing guard. **Double parking on Pinelynn Road or in our loop to converse or for any other reason is prohibited by the Glen Rock Police as this is extremely dangerous.**

To avoid unnecessary congestion, parents should not park in the front of the school and have their car standing to pick up a child, drop off lunches or forgotten items. If parking spaces are not available, parents should park on the street. Please observe all "NO PARKING" areas. The Glen Rock Police support our efforts to keep students safe and will patrol the area on a regular basis.

Parents picking up **Kindergarteners** must use parking spaces around the loop or on the street. **Parking in the staff lot to pick up or drop off kindergarteners is prohibited.** The Police Department has granted permission for parents to park adjacent to the yellow curb in the traffic loop at dismissal time to pick up **Morning** kindergarteners; however, **you may not leave your car unattended. Also, parking in front of the school, in the staff lot or in front of the angled spaces is prohibited at any time.**

PLAYGROUND: During school hours the playground is limited to the students in school, which includes lunchtime. Parents and caregivers may not bring small children to play on our playground during school hours. After school hours **ALL** children **MUST BE SUPERVISED** by an adult. Your child must be in your vision at all times. Children who are not supervised must go directly home.

GROOMING AND DRESS HABITS: Proper grooming and appropriate dress are important elements in maintaining a learning atmosphere. It is the parents' responsibility to see that their children's dress reflect the business of learning. T-shirts with inappropriate or suggestions of inappropriate messages are not to

be worn. Students will be asked to turn such items inside out or asked to call home for a change.

RECESS: Recess is carefully supervised by our lunch assistants and we expect all students to participate in proper play activity. It is important for students to dress appropriately since recess is held outside if at all possible. Students are expected to wear warm clothing including hats and gloves during cold weather. During warm weather, students who run or climb equipment should not wear flip flops since they could slip, trip or fall. Many students choose to change into sneakers. Please help us provide a safe time of play for all children by speaking with your child about how to make appropriate choices.

BICYCLES: Our school policy allows students in grades 4 and 5 to ride their bicycles to school. Grade 4 students need written parental permission. Our bike rack is located behind our 4th grade wing.

FIRE DRILL PROCEDURE: The fire bell is a continuous buzzing sound accompanied by flashing strobe lights. When the warning sounds, all building occupants (students, staff, visitors and volunteers) are to leave as quickly and quietly as possible. Evacuation is to be completed in an orderly manner. The appropriate exit route is displayed in each room. If a barrier blocks an exit the closest exit should be used.

LOCK DOWN DRILLS: Lock down drills have become as necessary as fire drills so that everyone is prepared and their safety ensured in case of an emergency. A Lock Down Drill requires the teacher to lock the classroom door, turn off all lights, instruct students to sit along a wall farthest away from the outside windows, and block the door window. Everyone is to remain silent until an announcement is made. They are explained to the children as simply as a fire drill is for us to get out of the building safely, a lockdown drill is for us to remain inside safely in case, for example, an animal were to get lost in the building.

SPECIAL OCCASIONS

- Birthdays will be non-food celebrations. The classroom teacher will determine an appropriate activity to recognize each child's special day.
- Halloween will be celebrated with a parade and will be a non-food celebration.
- Valentine's Day, December, and end of the year parties will be celebrated with one store-bought sweet treat, one store-bought healthy treat and water. Each school will decide how the items are purchased. Families with a child with allergies would know exactly what is being bought so they could determine what would be best for their child.
- Activities which are tied to an educational initiative will remain (Gingerbread Houses; International Luncheon, Café Luncheons, Yearbook Breakfast, etc.).
- H.S.A. functions involving food would continue as they had in the past (Pizza & Ice Cream Days, Bake sales, Family Fun Night, etc.).

CURRICULUM

KINDERGARTEN PROGRAM: Kindergarten is a time of preparation and maturation. The primary objective is to ensure that every child will succeed when presented with the formal first grade reading and math programs. Instruction is differentiated however efforts are focused upon development of a positive self-concept and the acquisition of skills that contribute to readiness. Readiness consists of acquiring specific knowledge and skills which are necessary prerequisites for learning particular school subjects; and the willingness to do so when asked. Students are introduced to the mathematics and language arts curricula and programs which are implemented in the elementary grades

LANGUAGE ARTS: Our district's language arts curriculum is aligned with the recently revised Common Core School Standards (CCCS). The district's rigorous language arts program, which incorporates reading, writing, listening, speaking and viewing skills is built on the principles of Balanced Literacy. A Balanced Literacy approach incorporates practices which offer children a variety of opportunities to interact with literature and print in Readers' and Writers' workshops. The components of a Balanced Literacy reading program are read aloud, shared reading, guided reading, independent reading, literature circles and word study. Our Writer's Workshop model is a research based Teacher's College (Columbia University) program in which children compose a variety of written pieces using the writing process. Particular emphasis is given to writing based on the students' own experiences. Our goal is for children to write in clear, concise, organized language that varies in content and form for different audiences and purposes. Children receive instruction in whole group, small group, and individual settings based on the needs of the class. Assessment is ongoing and drives instruction. Additional features of our program include reading to, with and by students, connecting reading and writing, sharing quality literature, matching readers to appropriate text, and modeling decoding and comprehension strategies through think-alouds. Balanced Literacy draws on current research and practice to provide learners the balance of skills, strategies, materials, and social emotional support needed to help them become critical thinkers, independent problem-solvers, self-monitors and goal setters. All students have access to our school library where they are encouraged to check books out to read in their classrooms or at home. All teachers read aloud to their students daily, and reading for enjoyment is emphasized in every classroom. Students who need more individual or small group help may qualify for the Rock 'n Read program. Parents will be notified if the recommendation is made for their child to participate in this program.

MATHEMATICS: Our district's mathematics curriculum is aligned with the newly adopted federal and state Common Core School Standards (CCSS). The program focuses on developing thinking skills, using manipulatives to assist in

problem solving as well as mastering basic facts. Students work individually as well as in small and large groups. Students are encouraged to think of various solutions to a problem. Students maintain a journal in which problem solving responses are recorded and explained. Writing about mathematics helps learners clarify and deepen their thinking as well as for teachers to assess students' understanding. A basic skills program is available for those students needing additional support to meet proficiency level requirements on state assessments.

SOCIAL STUDIES: Our district's social studies curriculum is aligned with the Common Core School Standards (CCCS) and provides students with information, concepts and skills in the areas of geography, history economics and civics. Students actively participate in a wide range of age appropriate tasks which are supported by rich literature, classroom discussions, technology integration, meaningful field experiences and more.

SCIENCE: Our district's science curriculum is aligned with the Common Core Standards (CCCS). The science strands which are addressed include life, earth, physical and space sciences. The student-centered program engages children physically, mentally and socially in "hands-on" problem solving activities. Teachers provide a cooperative learning environment that induces curiosity, critical thinking and experimentation. Study and writing skills are integrated into the program with the development and maintenance of student notebooks/journals for science activities and experiments.

ENRICHMENT PROGRAM: This program is available for all students in first through fifth grades and is designed to further develop and enhance creative thinking and problem solving skills related to STEM (Science, Technology, Engineering, and Mathematics). Each grade receives at least one period of enrichment for a six-week cycle during the school year.

ART: Grades K-5 students have art once a week. Sequence of projects is prepared for students in kindergarten through fifth grade by the art teacher lead to development of skills and expression in a large variety of art media. Some projects directly align with and support the literacy, science, and social studies curricula. The art teacher will inform you of any supplies needed.

MUSIC: Grades K-5 students have music once a week. The Orff system is also utilized in developing the fundamentals of rhythm and reading music notation. Students in grades 4 and 5 are encouraged to participate in Morning Chorus, which meets one morning a week before school. The Morning Chorus performs at both the Winter and Spring Concerts.

INSTRUMENTAL MUSIC: Instruction on standard band instruments is offered to all interested fourth and fifth grade students. The music teacher will send home information regarding this program in September for students who wish to begin an instrument.

PHYSICAL EDUCATION: Grades K-5 students have physical education twice a week. The program consists of games, exercises, sports, and activities appropriate for each grade level that contributes to the development of good health, wellness and social attitudes through physical activities. Children must wear sneakers and appropriate clothing on P.E. days.

LIBRARY/MEDIA CENTER: The library/media center is open daily for student use. Every student has the opportunity to visit the library/media center weekly for book checkout. Library and research skills are taught in conjunction with class curriculum by the library/media specialist and/or the classroom teacher.

For more information about our curriculum, please refer to our district's Curriculum and Instruction website: www.glenrocknj.org

FIELD TRIPS

Educational trips are taken in conjunction with the curriculum at all grade levels. If parents decide to allow their child to participate in the class field trip, parents **MUST** sign and return a permission slip. Parents may not attend a field trip unless invited as a chaperone by the classroom teacher. Please be cognizant of the time the field trip is scheduled to depart. Since leaving on time allows classes to be punctual for their appointment, the bus cannot be held back for latecomers.

SPECIAL EDUCATION

Some children require specialized teaching techniques in order to maximize their potential. The Child Study Team along with the child's parents and teachers develop an Individual Educational Program (I.E.P.) for students who qualify for special education and related services. This plan is evaluated and revised annually. Their programs are designed to include as much of the regular school program as possible and yet meet their individual needs.

SERVICES

School Nurse: Conducts and/or maintains records of hearing and vision screening, immunizations, dental care and any other medical related problems. Either the certified school nurse or a registered nurse is in the building everyday.

Speech and Language Therapy: Speech/language therapy services are available to children who meet the eligibility criteria. Referrals may be made by either parents or school staff to the speech therapist. Once the child meets the eligibility criteria for services parental consent is required prior to the start of the services and a Speech Individual Education Plan is developed. The I.E.P. is reviewed and revised annually.

Special Education: Under very specific circumstances, which are outlined in New Jersey Administrative Code 6A:14, a child may be eligible to receive Special Education and Related Services. The child Study Team, which is comprised of

the School Psychologist, Learning Disabilities Teacher/Consultant and Social Worker, will meet with the parents and teachers of the child who may be in need of services to develop a plan. The Child Study Team along with the child's parents and teachers will develop an Individual Educational Program (I.E.P.) that guides the instruction of children who require specialized teaching techniques in order to maximize their potential. This plan is evaluated and revised annually. Their programs are designed to include as much of the regular school program as possible and yet meet their individual needs. For further information, please contact the Director of Special Services at 445-8800, extension 8904.

Community School: The Community School offers other programs for children, such as Summer Camps and Before and After School Care. For further information call (201) 389-5011.

CHILD ABUSE REPORTING: New Jersey law and district board policy require school district personnel to report to the Department of Youth and Family Services (DYFS) and the local police department if they believe a child may have suffered from abuse or neglect.

PARENT PERMISSION/NOTIFICATION: All students and parents are required to receive information regarding the Privacy Act of 1974 (Release of Student Information), Internet Access and Publishing photos and videos. Grade 4 and 5 Family Life information will be sent to families in the spring. This will include a permission form to complete and return prior to classroom instruction.

SUPPLY LISTS: Each grade level compiles a supply list of materials that your child will need during the school year. Supply lists are available on the Coleman School website, from the classroom teacher or from the Main Office.

COLEMAN SCHOOL STAFF

The Coleman School Staff strive to:

- *Hold high expectations for all learners in every aspect of the educational programs
- *Maintain a positive atmosphere
- *Use time wisely so that, to a maximum extent, students are actively engaged in learning activities where they are experiencing success
- *Provide effective teaching and testing based on clear objectives
- *Ensure an orderly climate conducive to teaching and learning

The accomplished staff members at Coleman School are:

Mrs. Sue Stevens – Pre-K

Mrs. Chrisanne Moger – Kindergarten

Miss. Cristina Ameika - LLD

Mrs. Jennifer Lawson and Mrs. Alyssa Locascio - Grade 1

Mrs. Eleonora Di Lisio and Mrs. Julie Palmeri - Grade 2

Mrs. Nicole Dextraze and Mrs. Tara Picinich – Grade 3

Mrs. Cathy Mitchell and Mrs. Lisa Spiech - Grade 4

Mrs. Kathleen Caffrey and Mrs. Katie Wisz- Grade 5

Ms. Betsy Kauffman - Learning Center
Mr. Albert Bazaz- Music
Mrs. Jessica Falkenstern – Elementary Guidance Counselor
Mr. Daniel Polles - Physical Education/Health
Mrs. Wendy Roche- Art
Mrs. Susan Zisa - Rock 'n Read
Ms. Terry Bonaguaro - Special Education
Mrs. Susan Caverly - Special Education
Mrs. Lora Foster – Special Education
Mrs. Jennifer DiLoreto - English as a Second Language (ESL)
Mrs. Patty Castagno – Speech/Language Specialist
Mrs. Laura D’Alessio-Occupational Therapist
Mrs. Christie Rutherford-Physical Therapist
Mrs. Morrow & Mrs. Voigt-Enrichment
Mrs. Alice Wright-School Nurse
Mrs. Lisa Blumfeld-Health Assistant
Mrs. Nancy McCorry - Administrative Assistant
Ms. Allison Banta-Teaching Assistant
Ms. Jessica Carillo-Teaching Assistant
Ms. Natalie Delgado – Teaching Assistant
Ms. Laura Diggins – Teaching Assistant
Ms. Elyse Gerber – Teaching Assistant
Mrs. Joann Mott-Teaching Assistant
Mrs. Jennifer Delcalzo – Teaching Assistant
Mrs. Rookmin Singh-Teaching Assistant
Mrs. Kathy Ward-Teaching Assistant
Mr. Joseph Malaquias-Teaching Assistant
*All teaching assistants are also lunch assistants.
Mrs. Barbara Atkinson-Lunch Assistant
Mrs. Patricia Beggs-Lunch Assistant
Mrs. Julie Dadika-Lunch Assistant
Mrs. Laura Nuzzo-Lunch Assistant
Mrs. Christine Takach – Lunch Assistant
Mrs. Liz O’Connor – Lunch Assistant
Mrs. Kimberly Williams – Lunch Assistant
Mr. Garfield Dias - Head Custodian
Mrs. Fiona Rainford – Evening Custodian
Mr. Rudy Williams-Evening Custodian

