

Calvin Coolidge School

2023-2024 Student/Parent Handbook



Welcome to the 2023-2024 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 importantly, 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 TVs, and Promethean Boards to implement interactive lessons for their students. Students in grades 1-5 are given a Chromebook as part of our 1:1 initiative and each has their own Google Docs account to regularly collaborate and share with each other. The Coolidge STEAM Lab 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 this approach will 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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@wpscoolidge

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Coolidge School Important Contacts

Calvin Coolidge School

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Anti-Bullying Coordinator/School Counselor

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Phyllis Krey

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pkrey@wyckoffschools.org**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. Visitors will be asked the purpose of their visit and then permitted to enter the lobby. Lobby doors are locked and visitors will need to ring the additional bell located on the right-hand side of the lobby interior door. The main office will buzz you in for entry and visitors will proceed directly to the main office to sign in and get a visitor's badge to wear while inside of the building.

All District schools utilize the LobbyGuard Visitor System. LobbyGuard is a management system that allows visitors to sign in electronically by scanning the barcode on the back of their driver's license. Please know that we always welcome parents/guardians to 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 K-5
Regular School Hours	8:50-3:20
Minimum Day Hours	8:50-1:05
Delayed Opening Hours	10:20-3:20

Unless enrolled in the YMCA before school program, children may not be dropped off at Coolidge School any earlier than 8:35 am and are not permitted to enter the building until that time. There is no supervision before 8:35 AM.

Students who arrive at school prior to 8:35 am 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.



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 (10:20 a.m.) than the normal start time. Supervision of students at school will begin at 10:05, fifteen 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 K-5 (1:05 Dismissal)

Thursday & Friday 9/7 & 9/8 - First two days of school

Monday, 11/13 - Parent/Teacher Conferences

Wednesday, 11/22 - Day before Thanksgiving

Thursday, Friday, Monday 6/20,6/21,6/24 - Last three days of school



Arrival at School

Students should arrive at school between 8:35-8:50. Students will not be permitted to enter the building prior to 8:35 unless for a scheduled class or program as there will not be supervision available at that time.

Upon arrival at school, students will report directly to their classroom doors where they will line up until entering the classroom. At 8:40, students will enter their classrooms, supervised by their homeroom teachers or other staff. See drop-off procedures below, but typically students in grades K-2 will enter via the front entrance and students in grades 3-5 will enter via the back doors by the baseball field.

For safety and security reasons, parents are not permitted to enter the school with their children at this time.

The late bell sounds at 8:50. At this point, attendance will be taken and classes will begin preparing for the day of learning ahead. Any student arriving after that time should enter via the main entrance and report to the main office for a late pass.

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



If you have a K-2 student you may use the front circle for drop-off. You can 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. Exiting the car on the left-hand side is dangerous and slows traffic. Students will enter the school via the main entrance and report directly to their classroom doors.

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 Right 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 enter the school via the doors by the baseball field and will walk to their classroom doors.

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 the school from the south (from the 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.

Grade K-1 students will be dismissed from the "upper blacktop" doors.

Grade 2 students will be dismissed from the main entrance doors.

Grade 3 students will be dismissed from the doors by the back baseball field.

Grade 4-5 students will be dismissed from the "lower blacktop" doors.

For safety reasons, our main parking lot will be CLOSED when the parking lot reaches capacity.. Cones will be placed at the parking lot entrance indicating that the lot is full. 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 2:45 PM.. This presents a safety hazard and is disrespectful to those following the rules.



Before and After Care (YMCA)

Before and After Care is provided at the school through the Wyckoff YMCA. Parents who are interested in this service should contact the Wyckoff YMCA directly at <https://wyckoffymca.org/> or 201-891-2081.



Lunch/Recess Schedule

<u>Recess</u>		<u>Lunch</u>	
Gr. 1	11:00 - 11:20	Gr. 1	11:20 - 11:40
Gr. 2	12:10 - 12:30	Gr. 2	11:50 - 12:10
Gr. 3	11:50 - 12:10	Gr. 3	12:10 - 12:30
Gr. 4	1:00 - 1:20	Gr. 4	12:40 - 1:00
Gr. 5	12:40 - 1:00	Gr. 5	1:00 - 1:20

Kindergarten

Recess 12:10 - 12:30

Lunch 12:30 - 12:50



Marking Period Dates

	<u>Marking Period Ends</u>	<u>Report Cards Available via Genesis</u>
1st Marking Period	December 6, 2023	December 15, 2023
2nd Marking Period	March 15, 2024	March 22, 2024
3rd Marking Period	June 24, 2024	Last Day of School

Dismissal During the School Day



When a student needs to be released from school early for medical, dental or other appointments, 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.

Dogs on School Property



Per Wyckoff Township Ordinance 849, “all domestic animals, leashed or unleashed, are prohibited on school property.” If you are bringing your pet for drop-off or pick-up, please be sure to stay on the sidewalk along Grandview Avenue.

Dress Code Policy



Per the [Wyckoff Board of Education Dress Code Policy](#), “hats, hoods, visors, and other headgear”, including baseball hats are not permitted to be worn in school. Students may wear these items when outside for recess or on designated spirit days.

Smart/Apple/Gizmo Watches



I know that many of our students have watches (Gizmos, Apple watches, etc.) that have built-in texting or video game-playing capabilities. I understand that communication with your child outside of school hours, particularly if he/she is walking or biking home, is important. However, we have seen an increase in students using these devices for purposes that will distract them from their learning. Students will be asked to place their watches in their backpacks during the school day if they are using them for texting, playing games, etc. Parents and students should not be texting each other during the day. You can reach your child by calling the main office.

Thank you for your understanding and cooperation as we want our students to be as focused as possible on their school work and the learning environment.



Absences/Attendance

The District's policy requires the parent to contact the school by telephone when a child is absent or tardy. Please leave a message in the Attendance voicemail box (listed below) as soon as possible with your child's name, grade, and reason for being absent/late. If you know in advance the student will be absent more than one day, please indicate that on the message. If the student is out for more than (4) consecutive days for medical reasons, a doctor's note is required indicating the reason for the absence and providing clearance to return to school.

Please call and report your child absent by 8:50 a.m. at the elementary schools. The attendance line can be called 24 hours a day. At Coolidge School, parents can contact the nurse by calling 201-848-5710 x1205, stating the child's name, date, and reason for absence.

Excused Absence—Per Policy/Regulation 5200, a student's absence from school for a full day or a portion of a day for the following:

- Observance of a religious holiday (pursuant to NJSA 18A:36-14 through 16)
- Student's illness supported by notification by parent
- Student's required attendance in court
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 USC SS794 and 705(20), and individualized health care plans
- Student's suspension from school
- Family illness or death supported by notification by parent
- Visits to secondary educational institutions
- Necessary and unavoidable medical/dental appointments that cannot be scheduled at a time other than the school day
- Take Your Children to Work Day
- Absence considered excused by a New Jersey Department of Education rule

- Absence not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

Parents who take students on vacation while school is in session must notify the nurse and the principal in advance. District staff are not required, nor are expected to provide homework for students who are absent because of a vacation. Parents should plan vacations during scheduled breaks so as not to incur an unexcused absence.

The Wyckoff School District will respond to all unexcused absences in accordance with state law. This includes, but is not limited to: following up with the parent to investigate the nature of the unexcused absence(s); creation of an action plan to prevent further unexcused absences; and possible referral to the Intervention and Referral Services Team (I&RS). For cumulative unexcused absences of (10) or more days, the student between the ages of 6 and 16 is truant pursuant to NJSA 18A: 38-27, and the principal will make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts. Please refer to [Board Policy and Regulation #5200](#) for more details.

Food in School



The distribution of food to students as part of lessons, parties, celebrations, etc. by staff members or parents is not permitted except for certain school-based or PTO activities that have already been approved by the principal and school nurse who work closely with staff members and the PTO before any food is brought into school.

Safety/Security Drills



In compliance with the 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. Parents will be notified of such drills as required per State mandate.

Volunteer/Visitor Guidelines



We are very appreciative of parent volunteers who serve pizza and bagel lunch at school, assist in the media center or volunteer in some other capacity. With that being said, safety, security, and the orderly operation of the school must take priority. Please review the following guidelines when volunteering at school, especially for pizza and bagel lunch.

General Volunteer Guidelines:

- All visitors must sign in at the main office. You will need your driver's license or fob. The visitor's badge must be worn clearly on your shirt/jacket.
- When volunteering in the school you are not permitted to take photos or videos of students. Do not text photos or send updates to parents as to how their children are doing.
- Do not use student bathrooms. If you need to use the restroom, you must report back to the main office and you will be directed from there.
- Exterior doors cannot be propped open at any time (even for a few seconds).
- When you have finished volunteering, you should report back to the main office to sign out.

Pizza and Bagel Lunch Volunteer Guidelines:

- Your job is to make sure the students have the food they ordered. Do not sit down and join the children at the lunch tables. It is their time to socialize with their classmates.
- You are not responsible for supervision or for "watching students" at lunch.
- Although your parenting instincts might compel you to intervene, get involved with students, impose discipline, or try to help, the staff are responsible for the care of the students.
- When finished with your shift, you should leave the MPR and sign out at the main office.
- Parents are not permitted to walk around the school, visit the door of their child's class, or stay in the MPR after their assigned shift.

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 on the overall school environment. The Wyckoff Schools believe that it is important to help students realize that their own attitudes and acts are directly related to their school experiences and those of their classmates.

Our goal is to create a caring and productive learning community each and every day.

- Logical consequences, including loss of privileges, reparation, or time out/removal from an activity or class, will be administered when students' actions run contrary to this goal.
- Repeated or more serious offenses will result in parent conferences, detention (lunch, recess, and/or after school), further loss of privileges, breaks/removal from class, reprimand/admonishment, counseling sessions, in-school or out-of-school suspension, or referral to the Child Study Team or Intervention and Referral Services. 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 restore positive behavior as quickly as possible. 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.

The goals in responding to misbehavior are to maintain a safe and orderly environment, help students recognize, fix, and learn from their mistakes, and help students develop internal regulation of their behavior. School-based counselors meet regularly with students to help them regulate their behavior and to help promote social and emotional 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, school-sponsored 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.

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, the establishment of rules, interactive learning structures, logical consequences, energizers, and quiet time, help foster a caring and engaging school community.

Expectations for Student Conduct (Policy #5500)

[Policy #5600 Student Discipline/Code of Conduct](#)

The following specific behaviors exemplify the conduct expected of students, in accordance with Policy No. 5500:

- A. Students will prepare themselves mentally and physically for the process of learning by:
 - 1. Being well-nourished, rested, clean, and properly dressed and groomed;
 - 2. Being free of drugs and alcohol and refraining from smoking; and
 - 3. Developing attitudes that will prepare them for listening, participating, and learning.
- B. Students will respect the person, property, and intellectual and creative products of others by:
 - 1. Being always honest, forthcoming, and courteous;
 - 2. Displaying care for the property of others;
 - 3. Acknowledging the intellectual work of others when it is incorporated into their work;
 - 4. Accepting the rights of others to their own opinions and beliefs;
 - 5. Resolving disputes and differences peacefully;
 - 6. Displaying loyalty and good sportsmanship; and
 - 7. Helping to maintain school facilities that are neat and clean.
- C. Students will take responsibility for their own behavior and learning by:
 - 1. Recognizing that academic endeavor is the primary purpose of school attendance;
 - 2. Completing all homework, classwork, and assigned projects on time;
 - 3. Preparing for each class by bringing necessary supplies and equipment;
 - 4. Making personal choices that are based on sound reasoning and decision-making;

5. Accepting constructive criticism; and
6. Acknowledging and accepting the consequences of their own actions.

D. Students will use time and other resources responsibly by:

1. Attending school regularly and promptly and striving for a perfect attendance record;
2. Using study periods and library time for school work; and
3. Using books and other equipment appropriately.

E. Students will share responsibilities when working with others by:

1. Cooperating with others in the work of the group;
2. Contributing talents and services as appropriate;
3. Accepting leadership when appropriate; and
4. Respecting the rights and opinions of others in a group setting.

F. Students will meet the requirements of each course of study by:

1. Participating actively and appropriately in the scheduled class;
2. Following the rules and procedures established for the class by the teacher;
3. Bringing to class the textbook, clothing, and other materials necessary for participation; and
4. Observing school rules for the safe handling of class equipment and materials.

G. Students will monitor their own progress toward school objectives by:

1. Carefully planning courses of study and schedules;
2. Promptly seeking staff assistance as required; and
3. Maintaining records of progress.

H. Students will communicate with parent(s) and appropriate school staff members about school matters by:

1. Discussing progress in school with parent(s) and relaying necessary information to parent(s);
2. Transmitting school letters, forms, and notices to parent(s) and returning required responses to school staff members;
3. Conferring with appropriate staff members when a problem occurs; and
4. Developing with parent(s) a clear idea of their educational goals.

Every student shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules. Possible consequences include:

- Parent conferences
- Reparation
- Detention (lunch, recess, and/or after school)
- Loss of privileges

- Breaks/removal from class or activity
- Reprimand/admonishment
- Counseling sessions
- In-school or out-of-school suspension
- Referral to the Child Study Team or Intervention and Referral Services
- Alternative discipline such as an assignment or community service
- Suspension or expulsion in the case of dangerous or unsafe behavior, serious or repeated harassment, intimidation, bullying, fighting, theft or vandalism.

[Harassment, Intimidation, and Bullying \(Wyckoff BOE Policy #5512\)](#)

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.

This Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

[Student Right of Privacy \(Wyckoff BOE Policy # 5770\)](#)

[Electronic Communication Between Teaching Staff Members and Students \(Wyckoff BOE Policy #3283\)](#)

[Electronic Communication Between Support Staff Members and Students \(Wyckoff BOE Policy #4283\)](#)