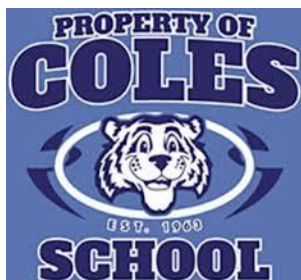


JA COLES ELEMENTARY SCHOOL



PARENT/STUDENT HANDBOOK 2024-2025

Principal: Sandy Fehle

School Phone: (408) 757-7555

website: <http://www.spfk12.org/coles>

**POLICY OF NONDISCRIMINATION
SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS
SCOTCH PLAINS, NEW JERSEY**

The Scotch Plains-Fanwood School District is committed to providing an equal opportunity for all students and employees, regardless of race, color, creed, religion, sex, ancestry, national origin, place of residence, social or economic condition, or handicap/disability in all school programs and vocational education opportunities. Consistent with the intent of Title VI of the Civil Rights Act of 1964 (racial/ethnic equity) and Section 504 of the Rehabilitation Act of 1973 (nondiscrimination on the basis of handicap/disability), the Scotch Plains-Fanwood School District affords all students and employees equal opportunity.

Affirmative Action Officer	Dr. Robert McGarry (for educational programs)
Location	Administration Building (908) 232-6161
Title IX Coordinator	Mr. Ryan Miller
Location	SPFHS
Section 504 Compliance Officer	Dr. Lisa Rebimbas
Location	Department of Special Services, SPFHS (908) 889-8600
Location Of Affirmative Action Plans and Grievance Policies	Administration Building

AFFIRMATIVE ACTION

The New Jersey Constitution and implementing legislation guarantee each child in the public schools equal educational opportunity regardless of race, color, or social or economic status. To assure these basic rights the Commissioner of Education and the State Board of Education have developed regulations which specifically implement N.J.S.A. 18A:36-20 and the State Board of Education Resolution concerning sex equality in educational programs. These regulations have also been developed in conformity with relevant Federal and State statutes concerning discriminatory conduct.

For further information, contact our Affirmative Action Officer:

DISTRICT

EDUCATIONAL PHILOSOPHY:

Children are the focus of the Scotch Plains-Fanwood Public Schools. We believe that each child is a unique and valued individual with varied aptitudes, interests, and needs.

All students need:

- an understanding of themselves and of the world around them;
- strong feelings of self-worth as well as respect for others;
- a sense of accomplishment and fulfillment;
- a supportive and stimulating learning environment; and
- the knowledge and skills necessary to function effectively in our changing world.

Recognizing the above, the purpose of the Scotch Plains-Fanwood School system is to provide an education striving for excellence in realizing each student's potential for intellectual and personal growth.

GOALS:

The Scotch Plains-Fanwood Public Schools aspire to fulfill this philosophy by working toward the attainment of the following goals:

- The basic skills and knowledge necessary for functioning successfully in our society shall be developed.
- The ability to think critically, constructively, and creatively shall be developed.
- Programs shall be developed to help students acquire the knowledge, habits, and attitudes that promote both physical and mental health.
- Respect for self, for authority, and for the rights, opinions, and property of others shall be encouraged.
- Creative talent shall be discovered and nurtured.
- Academic potential shall be developed by encouraging and aiding each student to explore and learn as his/her abilities permit.

**J A Coles Elementary School
16 Kevin Rd
Scotch Plains, NJ 07076**

SCHOOL INFORMATION

APPROPRIATE DRESS:

Students are encouraged to wear appropriate clothing to school so as to be able to participate in all school activities. The temperature fluctuates in the building, so students should dress in layers. For safety purposes, sneakers are necessary for Physical Education and Recess.

Students are outside for recess as much as possible, including during the winter. Students should dress appropriately for outside time- hats, mittens, scarves, etc. Please label all jackets/coats- our lost and found grows quite large by the end of the school year.

ARRIVAL AND DISMISSAL

Our PTA offers a drop-off service for our families. There are two drop-off zones adjacent to the building. One is on Kevin Road along the front of the school. The other is on Aberdeen Road at the side entrance. You may drop off your child in a drop-off zone. Use your blinker when pulling up to the curb. Pull up as far as possible in the drop-off zone to allow others to pull up behind you (but be sure to leave yourself enough space to exit safely). Once a PTA volunteer approaches your car, have your child get out of the car on the curb side. When your child has exited your car, use your blinker to signal your intention to re enter traffic and proceed cautiously. Do not remain in the drop- off zone. Never double park. Have your child exit curbside - not into the street.

Do not use the drop-off zone if you need to unload items from your trunk or exit your car, or if you want to watch your child walk up to or enter the school.

Very limited parking is available for those who wish to watch children enter the building. Check the diagram and street signs for available street parking.

Do not use the staff parking lot at arrival or dismissal times.

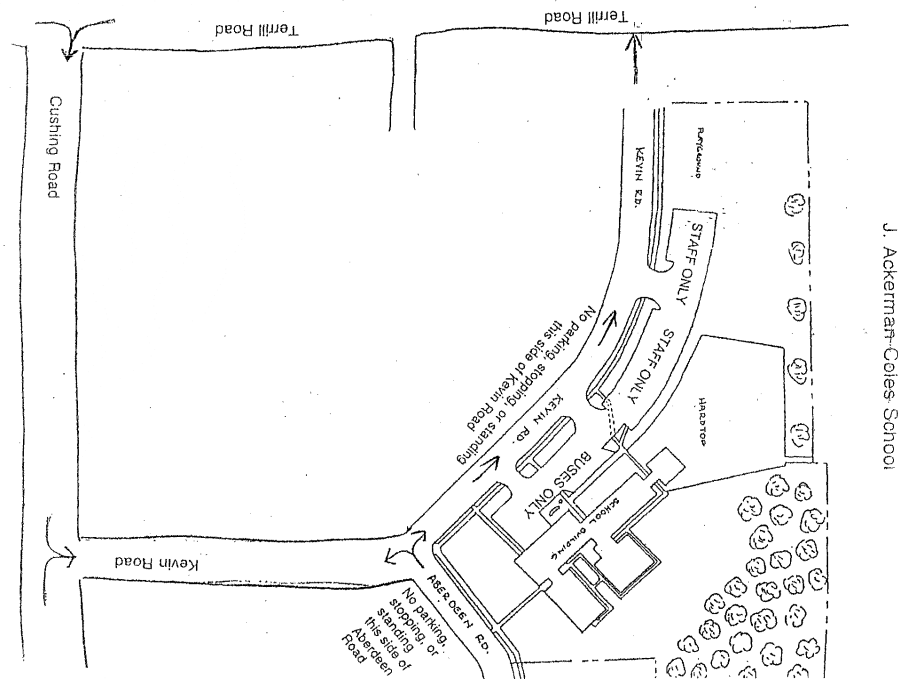
Teach your child to cross only in crosswalks and to check for traffic before crossing any street or parking lot.

Approach the school slowly, and yield to pedestrians and other drivers attempting to re-enter traffic.

Follow the recommended one-way flow of traffic along Kevin Road during arrival and dismissal times (see diagram). Carpool whenever possible - less traffic means greater safety at Coles.

The driveway to the staff parking area is NOT to be used to drop off or pick up students. There is also no parking or standing allowed on the opposite side of Kevin or Aberdeen Roads. For the safety of all children, please do not park, pick up or drop off your child on Kevin or Aberdeen Roads across from our school.

Please refer to the diagram for the designated traffic flow pattern. Your cooperation with this system will be appreciated by all.



ABSENCES/TARDINESS FROM SCHOOL

Parents are asked to let the school office know if their child will be absent from school. There are three ways this can be done.

1. PowerSchool, our student information system, has the capability to let parents inform the school if their child is going to be late, absent, or picked up early from school. Information on how to do this can be found on [this](#) document.
2. Call the school attendance line at (908) 757-7555, Press Option 1 whenever your child is absent from school or will be more than 15 minutes late. Calls to this number may be made at any time during the day or night. Messages will be checked against class attendance reports by the main office staff.
3. Email Mrs. Marcus (smarcus@spfk12.org) Mrs. Chichester (mchichester@spfk12.org) and your child's teacher.

Follow-up calls will be made to parents who have not called the school about absent or tardy children. Parents are encouraged to keep the school informed about all of their child's absences by calling the attendance line whenever their child is unable to attend school for any reason, including family emergencies.

Parents should continue to send a written excuse to their child's teacher whenever their child returns to school. Since attendance at school is essential for student learning, the following guidelines have been established to assist parents and guardians to focus on this critical goal.

Being prompt to school is essential for developing critical life skills. Children in Grades Kindergarten through 4, and morning pre-school, are considered tardy if they are not in their classrooms ready to begin at **8:35 a.m.** Children assigned to the afternoon pre-school session are considered tardy after **12:25 p.m.** Unavoidable exceptions, however, caused by weather or transportation, will be excused at the discretion of the school principal. **When a student arrives at school after 8:35, parents are required to escort their**

child to the front door in order to indicate the reason for their child being late.

ATTENDANCE WHEN ILL

It is important that students be present each day that school is in session (unless illness prevents their attendance) to ensure continuity of instruction. However, attendance should never be stressed to the point where a child is sent to school ill. Please assist us in protecting the health of all our youngsters by keeping your child home if he/she is not well.

Please note: Children must be free of fever and/or vomiting symptoms for 24 hours, without the assistance of medication before being allowed to return to school.

Whenever parents keep their child home from school for matters other than illness, the school must be notified. You will be asked to provide your child’s name, grade, and the specific symptoms your child is experiencing.

AUTOMATED PHONE SYSTEM

To call J. Ackerman Coles School by phone, dial (908) 757-7555. You may then select one of the following options:

To reach thepress

Attendance Line.....1

Nurse.....2

Main Office.....3

BUS TRANSPORTATION

The district provides transportation for students in kindergarten through Grade 8 who reside two or more miles from school. Safety on the school bus is not solely the responsibility of the school and the bus driver. Safety requires the constant support and attention of the pupils and their parents, as well. State law allows for the temporary or permanent denial of bus privileges to students whose behavior presents safety hazards.

BUS SAFETY

We recommend that parents of bus pupils discuss bus safety with their children and include the following information in their discussions:

Children should wait at the assigned bus stop in an orderly fashion on the sidewalk or on the side of the least traveled street.

When entering the bus, children should immediately take a seat, buckle their seat belts and remain seated throughout the bus trip.

Children should be cautioned that at no time should they put their hands or heads out a window, nor throw anything out a window.

Talking with their peers is acceptable using a voice tone that is respectful towards others and not in any way distracting to the driver. Shouting, loud noises and inappropriate language are not permitted and will result in a referral to the principal's office.

Students are to demonstrate appropriate behaviors throughout the duration of their trip. These behaviors are consistent with classroom and building rules. Children at all times must be respectful towards others and refrain from any verbal or physical harassment.

Pupils should know what to do if they miss the bus coming to school in the morning (i.e., do they go home or to a neighbor's house).

If for any reason a student will not be going home on the bus on a given day, parents must send a **WRITTEN NOTE** to the main office. In the event of a bona fide emergency, you may call the school office prior to 2:30 p.m. **Without a written note, or notification from the parent, the student will be placed on the bus.**

It is essential that all students demonstrate appropriate behaviors whenever they are riding on a school bus. Should their conduct be distracting to the driver or behaviors not follow the guidelines that are indicated above, a bus conduct report will be submitted to the principal for review, investigation, and further action.

BICYCLE RIDERS

Before permitting a child to ride his/her bike to school, parents should carefully consider local traffic conditions, distance, and the child's ability and maturity. Children should not be encouraged to ride bicycles to school before the third grade.

Bicycle racks are located on the 4th grade and kindergarten sides of the school. Parents should provide locks. The school cannot assume responsibility for bicycles stolen or damaged. Bicycle riding is not permitted on school property. Children must walk their bicycles on school paths and sidewalks.

For safety reasons, students are required to wear bicycle safety helmets when riding their bicycles to and from school. New Jersey State law requires all children under the age of 14 to wear bicycle safety helmets.

8. Scooters and Skateboards

Razor scooters and skateboards are not permitted on school grounds.

9. Walking to School

When walking to school we require students to use sidewalk areas and practice appropriate safety precautions. It is important to utilize the Scotch Plains and Fanwood crossing guards to safely cross busy intersections. **The crossing guards are on duty from 7:30 to 9:00 a.m., and 2:15 to 3:45 p.m.** Crossing guards are located at the intersection of Terrill and Kevin Roads.

CLOSING OF SCHOOL/ DELAYED OPENING

If school is closed or delayed because of inclement weather or emergency conditions, the message will be relayed through the Swift K12 Alert System. Please check the district webpage at www.spfk12.org to register for this system, or to make any changes to your account.

Under certain conditions, hazardous weather or other emergency conditions, it may become necessary to

delay the opening of the Scotch Plains-Fanwood Public Schools. The announcement of delayed opening means that school will **open 1.5 hours later than usual**. Students who are bused will meet their bus at the same bus stop exactly 1-1/2 hours later than the normal time. Elementary students are requested to arrive at school no earlier than 9:50 a.m.; entrance time is 9:55 a.m. with instruction beginning at 10:05 a.m. On delayed opening days, dismissal times will not change and elementary students will remain in school for the lunch period.

Please consult our time schedules in the table below.

DAILY SCHEDULE

The elementary school day begins at 8:35 a.m. and ends at 3:10 p.m. for students in Grades Kindergarten through 4. **Supervision begins at 8:25 a.m.; therefore, all students should plan to arrive between 8:25 and 8:35 a.m.** Upon arrival, children are asked to walk onto the school grounds, line up in an orderly fashion at their assigned locations, and prepare to enter the building at 8:25 a.m. Students enter until 8:35 a.m., at which time the tardy bell is rung and the doors are closed. **Students who are tardy must report to the Main Office for a late pass.** We strongly urge parents to ensure that their children arrive on time to guarantee a successful start of the school day. Please consult our time schedules in the tables below.

PRE-K	REGULAR DAY	SINGLE SESSION	DELAYED OPENING
A.M. Student Arrival	8:25 a.m.	8:25 a.m.	9:55 a.m.
Morning Session	8:35-11:20 a.m.	8:35-10:40 a.m.	10:05 a.m.-12:15 p.m.
Dismissal	11:20 a.m.	10:35 a.m.	12:15 p.m.
P.M. Student Arrival	12:20 p.m.	10:40 a.m.	12:55 p.m.
Afternoon Session	12:25-3:10 p.m.	10:40 a.m.-12:40 p.m.	1:00-3:10 p.m.
Dismissal	3:10 p.m.	12:40 p.m.	3:10 p.m.
GRADES K-4	REGULAR DAY	SINGLE SESSION	DELAYED OPENING
Student Arrival	8:25 a.m.	8:25 a.m.	9:55 a.m.
Instruction Begins	8:35 a.m.	8:35 a.m.	10:05 a.m.
Dismissal	3:10 p.m.	12:40 p.m.	3:10 p.m.

DISMISSAL CHANGES

If you need to pick your child up early, or you have a change in your child's dismissal (for example, going home on the bus instead of attending the after school program, or another parent is being authorized to pick them up), you should complete the Student Dismissal Information form on PowerSchool NO LATER THAN 2:30 PM, or send an email to the classroom teacher, Mrs. Chichester, and Mrs. Marcus. If it is after 2:30, we request that you call the main office to ensure your child's dismissal change occurs.

BACK-TO-SCHOOL NIGHT:

This special event is planned early in the school year and provides parents the opportunity to visit their child's classroom, meet their child's teacher, and listen to a presentation on the curriculum, procedures, and activities for the forthcoming year.

This is not the time to discuss your child's individual educational needs. Such discussions take place during Parent-Teacher Conference week in November, or arrangements may be made at any time a concern arises.

BASIC SKILLS INSTRUCTION:

Supplemental help in reading, math and writing is given to children in Grades 1 through 4 who do not yet meet district standards in these subjects. At each grade level, the Basic Skills instructors meet with small groups of children several times a week to strengthen skills in reading, math and writing. Participation in these programs is mandatory unless parents meet with the principal, acknowledge the need, and sign a form rejecting these services for their child.

BIRTHDAY PARTIES:

We recognize the joy and excitement that birthdays can bring. In order to keep an instructional focus during the school day, parameters have been established so that the students can have an enjoyable celebration in their classrooms. This practice has been instituted because the staff and administration recognize the importance of instructional time and do not wish to disrupt it. Therefore, the following guidelines have been established:

We do not hold traditional birthday celebrations, and food/goody bags are not allowed. However, parents are encouraged to arrange with their child's teacher to be a guest reader.

Children may NOT distribute birthday party invitations at school unless every child in class receives one. The classroom teacher should be consulted first.

CLASS PARTIES

PTA room parents plan two parties during the school year in consultation with the classroom teacher. These parties range from 30 - 40 minutes and follow specific guidelines. Goody bags and food are not permitted.

CELL PHONES

The Board of Education recognizes that parents want and need to be able to communicate with their children before and after school hours, regarding family obligations, after-school activities, appointments, carpooling, etc.

Therefore, it shall be the policy of the Scotch Plains-Fanwood Board of Education that pupils be permitted to have cellular phones in school. **These devices must be turned off and out of sight at the required times and locations, which will be determined at each building/level.**

Cellular phones will be confiscated if they are turned on at a time or place where they are forbidden. Pupils whose cellular phones are confiscated will be referred to the school Principal and will be subject to disciplinary action for this or any subsequent offense.

Pupils whose cellular phones are confiscated may lose the privilege of bringing them into the school

building for the remainder of the school year should there be a repeat offense. A parent/guardian will be required to come to the school to retrieve any confiscated cellular phone.

Pupils shall be personally and solely responsible for the security of their cell phones. The Scotch Plains-Fanwood Board of Education shall not assume responsibility for theft, loss or damage of a cellular phone, or unauthorized calls made on a cellular phone. Scotch Plains-Fanwood Public Schools.

N.J.S.A. 2C:33-19; N.J.A.C. 6A:16-5.8 Adopted: 15 April 2010

EMERGENCY DISMISSAL

There may be occasions when students need to be dismissed before or detained after regular dismissal time because of unusual circumstances. In such cases the following procedures will be followed:

The principal will put into operation the PTA emergency call system to alert all parents of the early or delayed dismissal and to obtain specific dismissal instructions from them.

Children whose parents cannot be reached by telephone at home or work will remain in school until alternate arrangements can be made. Information on the blue emergency contact cards will be used to locate a neighbor or a relative who can assume responsibility for the child.

EMERGENCY DRILLS

The school conducts at least two emergency drills per month, a fire drill and a security drill. These drills are designed to practice what to do in the event of an emergency.

ENGLISH AS A SECOND LANGUAGE (ESL)

Children entering school from another country are tested to determine their level of English proficiency. State criteria are used to determine eligibility for assistance. Direct instruction in English is provided by a certified English as a Second Language (ESL) teacher for a minimum of 30 minutes per student per day. It is the responsibility of the ESL teacher to serve as a resource person for the entire staff and to provide materials and suggestions to classroom teachers who have non-English speaking students in their classes.

ENTRANCE AGE—PRE-SCHOOL DISABLED, KINDERGARTEN AND FIRST GRADE

Resident students must be five years of age by October 1st to be admitted to kindergarten. A student who becomes a resident of the school district after October 1st and was previously enrolled in a formal accredited kindergarten program in his/her prior district will be allowed to complete the balance of the school year in kindergarten, with the Superintendent's approval. Resident students must be six years of age before October 1st to be admitted to first grade. A student who becomes a resident of the school district after October 1st and who was previously enrolled in a formal accredited first grade program in his/her prior district will be allowed to complete the balance of the school year in first grade, with the approval of the Superintendent.

Students who have been classified as preschool disabled, and who are at least three years of age, may be registered for placement in a class for preschool disabled children.

Parents/Guardians must provide: (1) original birth certificate; (2) Certification of Residency form with supporting documentation; (3) Certification of Tenant's Residency form (if applicable) with supporting

documentation; (4) Medical Examination Record (exemptions made only for verified medical conditions or based on the free exercise of the child's religious rights) and a physical examination from January and on of the year required with proof of immunization/testing for: diphtheria, pertussis, and tetanus; polio; measles, rubella and mumps; haemophilus B (HIB); hepatitis B; varivax (chicken pox vaccine); and skin test for tuberculosis; (5) Health/Developmental History; and (6) Home Language Survey.

Kindergarten orientation takes place in the spring. Parents of registered children receive information about these programs in separate communications.

FIELD TRIPS:

Grade level teams may plan field trips, which directly relate to the instructional program. These class trips are always of an educational nature and make a valuable contribution to the curriculum. Each teacher decides which trips, if any, are appropriate for his or her class. Parents will be notified in advance of trip arrangements, and must sign and return a permission slip prior to the trip. The role and responsibilities of parents/guardians and students are outlined below:

GIFTED AND TALENTED PROGRAM (QUEST):

The district's elementary gifted program, called "Question, Understand, Explore, Seek, Think" (QUEST), is for academically talented students in Grades 3 through 5. Multiple criteria are used to identify children for this program, including IQ scores, standardized tests, and teacher and parent checklists. The program stresses creative thinking, problem solving, and critical thinking. It is a pullout program, and identified children meet with a special teacher in a separate classroom for approximately 2.5 hours weekly.

HEALTH: A. Health Examinations

Throughout a typical school year, multiple health screenings required by the state of New Jersey are conducted. As per, N.J.A.C. 6A:16-2.2(g)3 and N.J.A.C. 6A:16-2.3(b)3ii mandated health screenings include height, weight, blood pressure, hearing, vision, and scoliosis.

Mandated Screenings						
Required Grade Level	Height	Weight	Blood Pressure	Vision	Hearing	Scoliosis
K – 12	X	X	X			
K – 2, 4, 6, 8, 10				X		
K – 3, 7, 11					X	
Biannually for students between 10 – 18 years old						X

At any time students can be screened at the request of the classroom teacher, parent, or physician.

• Physical Examinations

A medical examination is required for all children as part of the registration process.

• Scoliosis Examinations

Each year the school nurse will conduct a spinal screening program for all pupils beginning in middle

school. Screening identifies spinal problems (scoliosis, lordosis, kyphosis) in their earliest stages. Scoliosis, the most frequent spinal problem, is defined as a condition of the spine in which the spine may curve to the left or right. It is most commonly found during the time of rapid growth and may progress if not treated.

B. Health Record Requirements

Students are not permitted to start school unless official documentation is provided for proof of immunization. (NJAC 8:57-4.2)

A copy of your child's immunizations signed and stamped by your doctor, will be accepted as official documentation of the mandated vaccines.

C. Medication at School

The school nurse should be notified of any medication being taken by a child attending school, particularly those which might cause a change of behavior. It is the policy of the Board of Education that the school staff may NOT provide students any type of prescription or over the counter medication.

The administration of any medication received from home to a pupil shall be done by a nurse only in exceptional circumstances, wherein the child's health may be jeopardized without it, or as in the case of medication being given to modify behavior. **Pupils requiring medication (prescription or over the counter) during school hours must have a written statement from the family physician which identifies the diagnosis, the type of medication, the time(s) for administration, and the number of days that medication is to be administered. In addition, a written statement from parents giving permission to the nurse to administer the medication as prescribed by the family physician is required. This statement will also remain on file with our school nurse. Each prescription must be in the original correctly labeled prescription bottle. It is district policy that the parent/guardian or a responsible adult bring the medication to school. Children must NOT handle any medication and there can be NO exception to this provision.** A form for the required information is available on the school website (www.spfk12.org/coles) or from the nurse. The nurse must always be notified in writing of any change or adjustment of any medication being given to a child by both the attending physician and parents.

COVID 19/MIS-C

COVID-19, otherwise known as coronavirus, is a disease caused by a virus called SARS-CoV-2 that began making people sick in 2019.

COVID 19 is spread in three main ways:

- Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus.
- Having these small droplets and particles that contain the virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze
- Touching eyes, nose, or mouth with hands that have the virus on them.

Signs and Symptoms of COVID-19

Fever

Congestion

Muscle Pain

Cough
Trouble Breathing
Sore throat

Runny Nose
Fatigue
Nausea/vomiting

Headache
Loss of Taste or Smell
Diarrhea

The virus can be more serious in some people, and some people have no symptoms at all.

Some children are having symptoms caused by inflammation throughout the body, sometimes several weeks after they were infected with COVID-19. This is called multisystem inflammatory syndrome in children (MIS-C.)

Symptoms seen in kids who have MIS-C include:

Fever
Vomiting
Red Eyes
Swollen Hands or Feet

Belly Pain
Diarrhea
Red, Cracked Lips

Rash
Neck Pain
Swollen Glands

Kids who are very sick with MIS-C may have trouble breathing, pain or pressure in the chest, bluish lips or face, confusion, or trouble staying awake.

Get care right away if a child:

- has trouble breathing
- has severe belly pain or pressure in the chest
- is confused or not making sense
- is having trouble staying awake
- looks bluish in the lips or face

HELPING HANDS:

The Helping Hands is a voluntary organization open to fourth graders who are interested in being a school helper. The primary objective of the patrol is to foster qualities of leadership and good citizenship among those who participate.

HOMEWORK:

The Board of Education adopted the following policy regarding homework on May 28, 1992 (File code: 6154 - R):

Homework Practices, Grades 1 - 8

Guidelines:

- Homework will serve a purpose and reinforce learning.
- Homework will be assigned regularly with the amount increasing in relationship to grade level and the ability of the student.
- Homework will be a meaningful extension of classroom experience. Homework assignments must be understood by the children.
- Homework may serve as an enrichment or supplementary experience if given on an individual or small group basis.
- Homework assignments will be given with careful consideration to the physical and emotional needs of students.

- Homework assignments must be planned in relationship to the supply of books, reference materials, etc., needed to complete the assignments (materials available in either the schools, homes or local libraries).

Role of participants:

Teachers:

It is the responsibility of the teacher to:

- Implement homework practices that are consistent with the Board of Education policy.
- Make the assignment clear to all students by explaining exactly what is to be done, when it is due, and what its purpose is.
- Relate the homework to class work. Students should understand the relationship between what he/she is to do for homework and what has been done in class.
- Vary the assignment according to the needs of each student rather than assigning a blanket task for all.
- Make sure the students have the materials they need to do the work or know where to get them.
- Check to see that homework assignments are completed and evaluate all homework assignments, giving specific comments where appropriate.
- Plan and implement a procedure for make-up assignments.
- Inform parents when students are not meeting homework obligations.

Students:

Students must be helped to share responsibility for their own academic progress. It is the responsibility of the students to:

- Keep a record of all homework assignments.
- Obtain the assignments in the event of absence.
- Complete all homework assignments on time.
- Communicate to teachers any problems encountered with homework.
- Read, study or work on ongoing projects every week night when no other homework assignment is given.

Parents:

Inherent in the concept of homework is the fact that each parent must play an active role in helping the child accept his/her responsibilities regarding homework. It is the responsibility of the parent to:

- Provide a suitable location and environment for homework.
- Provide for adequate, reserved time for homework each day.
- Monitor whether or not the child is meeting his/her homework responsibilities.
- Assist, support and encourage the child, without "taking over" or doing the work for the child.
- Communicate with school to account for any missed assignment, particularly if there was a good reason for the child not completing assigned work.
- Make time to discuss with the child a broad range of topics, including school, friends, books, TV shows and current events.

Time:

One of the most difficult facets of homework to judge is the element of time. Generally speaking, the

following should be considered.

Students vary in their ability to complete homework based upon their developmental readiness, learning style, and study and work habits thus, the length of time for a singular assignment will vary among pupils in the same class. This is an important consideration since the child who will need a greater length of time usually is the one least likely to devote the necessary time.

It is important for teachers to use their understanding of early childhood development when providing assignments for kindergarten children. Teachers should be encouraging parents to read with their child on a daily basis. In addition, there may be other extension activities from their classroom lessons that can be reinforced through homework. Providing homework three times a week for an average range of 10 to 20 minutes is a general guideline that the teacher may follow.

First grade teachers may also use the same practice of kindergarten teachers; however, there should be a greater emphasis on literacy development as children become emergent readers and writers. The time period for homework can be extended to be no greater than 30 minutes per day to reinforce the skills and concepts that students need to become proficient in.

Beginning in second grade a child should begin experiencing regular, short-length homework and some longer-range assignments. It is recommended that homework not exceed one hour and that these extension activities be given on a daily basis.

Students in third and fourth grade should also receive daily homework assignments based upon the curriculum and the established proficiencies from our curriculum guides. Homework time for children in third grade should be between one hour and one hour fifteen minutes. As children progress into fourth grade homework should take no longer than one and one half hours.

No homework should be assigned prior to holidays or due on the first day of return from a holiday.

Noncompliance should be reported to parents immediately to gain their support.

HOMEWORK ASSIGNMENT REQUESTS DUE TO ILLNESS:

1. Requesting Assignments Due to a Child's Illness

When a child is absent from school, parents/guardians often call to request assignments and work missed. If a child is absent for a short-term illness, which constitutes one or two days, teachers, at their discretion, will provide assignments upon the child's return to school. Our practice is based upon the philosophy that if a child is experiencing an illness, it is essential that they rest so that they may return to good health as soon as possible. When the child returns to school, the teacher will be able to explain the assignment and/or provide the necessary instruction so that the student's understanding will be enhanced. In addition, the teacher will also be able to determine a reasonable time frame for the work to be completed based upon other assignments that are planned during the week.

In the event that a child is well enough to complete school-related activities on a day of illness, we recommend that the student read for short periods of time, write a story on a topic of their choice, or work on a long-term project that has already been assigned. We encourage parents/guardians not to worry about a few missed assignments if a child is home for a short-term illness. Whatever work is missed can be made up in a short amount of time when the child is in good health and able to give it his/her best effort.

2. Long-Term Illness: Three or More Days

When a long-term illness of three or more days requires a child to be absent from school, the following guidelines have been established to reasonably maintain the student's skills, keep him/her abreast of classroom assignments and not place the student in a position of being overloaded upon his/her return.

Parents should notify the teacher if their child is absent for three or more days.

The classroom teacher will prepare appropriate assignments based upon his/her discretion and notify the parent when the assignments are ready. A brief meeting or telephone conference may be necessary to insure that the assignments are understood and proper directions are provided.

When the child returns to school, the assignments will be reviewed by the teacher to insure that the student has completed the work and to determine if further guidance and support is necessary. Once again, a reasonable amount of time will be provided to the student for all missed assignments.

3. Family Vacation

When planning family vacations, we respectfully request that you honor the Scotch Plains-Fanwood School District calendar. We strongly believe that it is essential for your child to be in attendance every day and only be excused when there is an illness or extenuating circumstances. If there should be an occasion that necessitates a family trip, the teaching staff and administration recommend that you engage your child in the following ways to maintain your child's reading, writing and basic computation skills.

- Read on a regular basis
- Write a creative writing piece
- Keep a vacation log or journal
- Practice math facts and spelling lists

Please do not request additional assignments from the teacher since many of the activities generated in the classroom require teacher direction. Such instruction, where necessary, will be provided when the student returns to school.

INTERVENTION AND REFERRAL SERVICE (I&RS COMMITTEE):

The Intervention and Referral Service ((I&RS Committee) is a school-based, problem-solving group whose purpose is to assist teachers with strategies for dealing with learning and/or behavior problems. This group seeks creative ways to maximize the use of regular education resources. Members of the I&RS Committee function in collaboration, capitalizing on the strengths of each individual to enhance the total skill of the team. The composition of the team shall include, but not be limited to, the principal, professional teaching staff, school nurse and a representative from the Child Study Team.

When a student is identified by the classroom teacher, forms are prepared and a meeting is scheduled. At this meeting, the teacher presents a profile of the child, school records are reviewed, and recommendations are made to remediate the concern. Suggestions might include specific strategies and/or follow up to be used in class and at home, supplemental help in school via basic skills, speech, Resolve or a Child Study Team evaluation if a learning disability is suspected.

LIBRARY-MEDIA CENTER:

Each class is assigned one library period every week for formal instruction in library skills taught by the media specialist. In addition, children may go to the library during the school day to borrow or return books, do reference work, use non-print audiovisual materials, or read periodicals. All students have a chance for "book exchanges" each week. Library materials may be borrowed for one week. Each child

borrowing a book is responsible for keeping it in good condition and returning it promptly. Children will be fined for damaged or lost books. Parents are welcome to browse in the library and to check out books.

LOST AND FOUND:

Lost and found articles are collected in the lobby, with the exception of jewelry, glasses and keys, which remain in the office. Parents and children may check for lost articles at any time during the school year. To reduce the number of lost items, clothing and personal possessions should be marked with the child's name.

In January and at the end of the school year, items that have not been claimed will be displayed on a table in the main lobby or the multipurpose room. Any items remaining at that time will be donated to local charities.

LUNCH AND RECESS

Students have a 30 minute lunch and a 30 minute recess period. Students are supervised in these areas by lunch aides who are hired within the guidelines provided by Board of Education policy. Children may bring their lunches in bags or boxes, clearly labeled, or they may purchase lunch weekly.

The students' lunch period should be a pleasant and informal experience in the school day. This is a time when students can socialize with their peers and build positive relationships. Appropriate behavior is expected during these less structured times of the day.

Lunch and Recess Schedule

Grades	Lunch	Recess
Kindergarten and 1st	11:00-11:30	11:30-12:00
1st and 2nd	11:35-12:05	12:05-12:35
3rd and 4th	12:05-12:35	12:35-1:05

LUNCH PURCHASE

Lunch is available via Pomptonian Food Services. The lunches feature a choice of a daily hot or cold lunch, with both vegetarian and non-vegetarian options. Students must have balances on their PaySchool accounts to purchase lunch from the food service lines. To register for an account, please visit www.payschoolscentral.com. Menus and other information can be found [here](#).

MOVING:

Please notify the office at least two weeks in advance if you plan to move out of town or to another location in Scotch Plains or Fanwood. A transfer card will be mailed directly to your child's new school on the day after your child's last day at Coles. Your child's permanent records will be forwarded when the new school sends a written request.

PARENT-TEACHER CONFERENCES:

At the close of the first marking period in November, parent-teacher conferences are scheduled. Children attend school for a single session in the morning and conferences are scheduled in the afternoon. Whenever possible, consecutive conferences are scheduled for parents with more than one child in school. Conferences may be arranged at other times during the year by sending a note to the teacher. If a conference with the principal is desired, an appointment may be made by contacting the school secretary.

PROBLEMS OR QUESTIONS:

If you have a question or problem concerning your child, we suggest you first contact:

BusPrincipal
CurriculumTeacher
DisciplineTeacher
HealthNurse
HomeworkTeacher
InstructionTeacher
LunchtimeTeacher
Moving.....Office
School CalendarSchool and PTA website
School Procedures School Handbook
School RecordsOffice
Special SubjectSpecial Subject Teacher
To and From School..... Principal

REPORT CARDS:

Report cards are prepared and sent home three times a year in Grades 1 through 4 as indicators of student progress. The first report card is received and discussed during parent-teacher conference week in November.

Kindergarten report cards are issued twice a year, at the close of the second marking period and again at the end of the school year. Parents will also have the opportunity to confer with their child's teacher during Parent-Teacher Conference Week in November.

SPECIAL EDUCATION:

Special class programs are available to district students who require special education instruction. These programs provide an environment where the nature of the student's impairment is the primary focus. Special class programs provide a full continuum of alternative placements to meet the needs of students with disabilities for special education and related services. The instructional program for students in a special education class is individualized in accordance with the educational program developed by the Child Study Team. Students are integrated into the mainstream program for academic subjects, specials and/or activities, whenever appropriate, as specified in the students' IEP (Individualized Education Program).

STAFF PARKING LOT

Numbered and reserved parking spaces in the school parking lot have **ALL** been designated for J. Ackerman Coles School staff members. **Parents and visitors must refrain from entering or parking in the staff lot between the hours of 7:45 a.m. and 3:30 p.m. even for a brief period of time. Please make use of spaces available on the street.**

STUDENT INSURANCE:

Application forms for student accident insurance are sent home in September. Parents interested in additional accident coverage may purchase this insurance at a nominal cost, and should contact the insurance carrier directly.

TECHNOLOGY USE

The Board of Education may provide technology devices to students in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to students of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to students to be used as part of their educational program.

A technology device made available to students will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a student's classroom curriculum, a student will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide students with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a student from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and student must sign a School District Provided Technology Device Form requiring the parent and the student to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the student for school district authorized use;
2. A student shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;
3. Any school district provided technology device loaned to a student must be returned to the school district in the condition it was initially provided to the student considering reasonable use and care by the student;
4. The parent or student shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The district may require, or offer as an option, depending on the type of technology device provided to the student, an insurance policy to be purchased by the parent or student that would cover certain losses or damage to a technology device during the time period the student has possession of the device. The parent or the student shall pay any insurance policy required deductibles in the event of a loss;
6. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or student elects not to purchase optional insurance, the parent and/or student shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
7. A student will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
8. A student must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
9. A parent or student is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or student shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
10. A student shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
11. The student shall have the technology device in their possession in school as required; and
12. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the student and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the student's activity or the student's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the capabilities in a manner that would violate the privacy rights of the student or any individual residing with the student. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the student retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a student. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per student, per incident. The fine shall be

remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk students as defined in N.J.S.A. 18A:7F-45.

Students shall comply with all school district policies for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1 Adopted: 27 June 2019

TELEPHONE MESSAGES TO AND FROM HOME:

Since one of our objectives is to instill responsibility in our students, students should be prepared for school with all of their instructional materials, such as homework, musical instruments, library books, snack, water bottle, and lunch.

In the event that a student forgets any one of the above, the office may call the parent. Students should not be calling home from cell phones or smart watches. **To reduce the number of classroom interruptions, parents will leave all items to be delivered to their child/children at the school office.**

VISITORS:

Board of Education Policy requires all visitors to sign in at the main office and obtain a visitor's badge that must be worn while in the building. It is imperative that every parent/guardian who enters the school adheres to this policy. When entering the building between 8 AM and 4 PM, visitors must report to the office, indicate the purpose of the visit, and sign the visitors' log book. Visitors will receive a badge that must be worn while in the building and must be returned to the main office upon their departure. Visitors should enter the time that they leave the building in the visitors' book as well.

The front door is equipped with a monitoring system that enables visitors to gain entrance to the building through an electronic locking device. Upon arrival, visitors should approach the outside speaker (which is connected to an indoor video camera). This equipment will enable office personnel to speak to, as well as see, the visitor. A staff member will disengage the locking system to allow the visitor entrance to the building. **When entering the building, visitors should not hold the door open for anyone.** Visitors must report directly to the main office in order to sign in. Procedures stated above should then be followed.

Parents/guardians should NOT escort their child to the classroom. Teachers are present in the hallways, should assistance be necessary.

WHAT TO DO IF:

1. I need to contact my child: Contact the main office at (908) 757-7555. **Classroom instruction cannot be interrupted to deliver routine telephone messages to a teacher or a child.**
2. **My child needs medication at school:** See section under medication in this handbook and contact the school nurse.
3. **I cannot pick up my child after school:** Contact your emergency card friends or relatives to make arrangements, and notify the school office so your child is informed. **However, we do ask that parents make the necessary arrangements for their child's dismissal from school in the morning BEFORE their child leaves for school.** We do realize that **occasionally** an emergency

arises and you must get a message to your child during the school day, but we ask that you keep these interruptions to a MINIMUM (especially at the end of the day when we cannot guarantee that the message will be received on time).

4. **I need to speak to my child's teacher:** email the teacher
5. **My child has a problem in school:** Always contact your child's teacher as an initial step to gain information and develop strategies to resolve the situation. If resolutions are not satisfactory, contact the Principal.

Thank you!