



CLARA E. COLEMAN Elementary School

PARENT - SCHOOL COMMUNICATION

H.S.A. The Coleman School Home School Association (HSA) is a non-profit volunteer organization that supports Coleman School and its students. The Coleman HSA contributes to the maintenance of high-quality education, provides weekly communication between parents, teachers and students, and carefully selects a diversity of programs and assemblies that will allow each child to experience something new. Our fundraising efforts allow the HSA to support these activities and teachers to enhance everyday learning.

VISITATIONS

All visitors must check in at the office and receive a visitor's pass before going anywhere in the building. This includes visits to all areas of the school grounds, including the playground.

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 E-mailing your child's teacher. All E mail addresses are the person's lastnamefirstinitial@glenrocknj.org (for example: thompsonsone@glenrocknj.org)

BIRTHDAYS

We recognize that birthdays are a fun and special time for our students and an important part of growing up. Birthdays are non-food celebrations. The classroom teacher will decide on an age-appropriate activity to celebrate each child's special day. The principal gives every student a birthday pencil. Remember birthday party invitations **may NOT be given out in school** even if the entire class is invited.

VALENTINE'S DAY, DECEMBER AND END-OF THE YEAR PARTY

These will be celebrated in school with one store-brought sweet treat, one store-bought healthy treat, and water. Families with a child with allergies will know exactly what is being bought so they could determine what would be best for their child. Bringing a treat from home is always an option.

Halloween will be celebrated with a parade and will be a non-food celebration.

ARRIVAL AND DISMISSAL

Extreme caution is exercised in the release of children to anyone other than a parent or guardian. Therefore, it is imperative that parents send a note or fax the permission to the school by 12:15 p.m. if there is a change in plans for pickup. Unless we have written permission from the parent/guardian, we will not release a student to another individual.

Students are expected to enter the building in a safe and orderly manner. Parents who wait with their children until they are escorted into the building by their teacher are asked to stand away from the line and not to enter the building with their children. On inclement days and days where the temperature falls below 30° (with the wind chill factor) we will have "indoor line up." The sign is located on our front door. Parents are expected to drop off their children and leave as additional adults in the hallways is a safety issue. Students are supervised by assistants. Your cooperation is appreciated.

Kindergarten, first and second graders must be dismissed directly to a parent or a person authorized, in writing, by the parent. Students may not play on the playground after school without adult supervision. Please remember there is no nurse on duty.

Third, Fourth, and Fifth Grades are dismissed and must go directly home unless supervised by an adult caregiver.

Our After Care Program utilizes the kindergarten playground every day. All families must leave this playground when they arrive as it is difficult for staff to supervise the children when there are other children on the equipment.

LEAVING DURING THE SCHOOL DAY

Parents are discouraged from taking their children out of school during the school day except for a medical appointment that cannot be made after school hours or a 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. When a student is dismissed from class, he/she must stop at the office and leave the note with the secretary. Parents picking up students during school hours must sign their child out in the office at the main doors.

TARDINESS

It is important that students arrive on time each day as instructional time is most important. This is the parents' responsibility. Students will be deemed tardy after 8:38 a.m. and 12:25 p.m. If a student arrives after 8:38, he/she should report to the nurse's office to receive a tardy slip. The student will then bring the tardy slip to the teacher.

REPORTING ABSENCE

To report an absence, please send an email to: Cole_Absence@glenrocknj.org

Parents are reminded to report all absences no later than 9AM.

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent sixteen or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

MORNING DROP-OFF

The morning drop-off is used as a Drop & Go. All children should have their belongings so they can easily exit their vehicle without hesitation. No parent should get out of his or her car for any reason. Pull all the way up. Do not stop in front of the front doors. All children should exit onto the sidewalk, never in the street. Always drive slowly around our front loop.

AFTERNOON PICK-UP

NO PARKING in Staff Parking areas. This includes Parking Lot as well as angled spaces and numbered spaces, and coned areas around the loop. Spaces not numbered are for visitors. There is also visitor parking on Pinelynn Rd. and adjacent streets. Do not leave your vehicle for any reason while you are in the fire zone at any time of day. Students should walk along our sidewalks. They should NEVER use the parking lot as a walkway and NEVER cross in between vehicles!! Please speak with your children about this rule.

