



Colonial Road School  
Est. 2004

# Colonial Road Elementary School Handbook

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## Principal's Welcome

Dear CRS Families & Community Members,

It is my pleasure to welcome you to Colonial Road School.

It is with great pleasure that I write this letter to welcome you and your children to a new school year. I am hopeful that your family is having a wonderful summer, and that you have had many moments to make some lasting memories over the past few months.

As we embark on this year together, I am yet again honored to have the privilege of working alongside you and your children. I want to assure you that our CRS family will not only accept your children for who they are, but will also provide them with a home away from home. We thank you in advance for sharing your children with us and we look forward to spending the school year with them.

Sincerely,

***Christine Gagliardo*** (Proud CRS Principal)

## Mission Statement

Colonial Road School opened its doors in September of 2004. The school is located in the suburban community of Franklin Lakes. Colonial Road School is a Pre-K - Grade 5 facility. Our school represents more than just the walls and bricks it is made of, it is a school community that has embraced a theme of "Together We Can." As you walk through the hallways, you will notice that our school provides a learning environment with rich experiences that enhance the intellectual, social, emotional, and physical development of the whole child. Our school climate is one in which students acquire self-confidence and independence as learners while developing positive attitudes about learning and school. We work diligently to promote effective communication skills so that our children can acquire an understanding of their vital role as members of our CRS community and society at large.





Schools of excellence emerge as a result of the collaborative efforts of staff, students, parents, and community. Perhaps one of the most important resources, and the source of most of our success here at CRS, is our dedicated and talented staff of professionals. Together, our highly trained staff creates a nurturing environment that allows our students to enjoy a student centered, inquiry based, hands on, discovery approach to learning.

The district of Franklin Lakes is committed to exposing our children to a differentiated approach in learning. Overall our curriculum strives to instill in our young learners a focus on real-life problem solving, a balance between whole-class and self-directed learning, and a strong emphasis on communication and facilitation of school-family cooperation.

In order to enhance the educational experiences of our students, technology continues to be at the forefront at CRS. The vast majority of classrooms are equipped with overhead LCD projectors, Elmos, SMART boards, and classroom computers. In addition to classroom computers, our students have access to wireless laptops that are available for classroom use so that teachers can extend learning beyond the classroom walls. These enriching experiences allow teachers to demonstrate the power of technology and transform learning experiences for our students.

Another essential component of the success Colonial Road School shares is our PTA. This dedicated and passionate group of parents allows our students to be exposed to a variety of programs that are connected to our curriculum and enhance their educational experiences. Fostering partnerships with our PTA and all of our CRS families enables us to instill a true zest for learning and continue to set high standards of excellence for our children, our future leaders.

As you utilize this handbook we welcome you to become familiar with our expectations, routines, and the many reasons we have to be so proud of our school. We welcome your involvement and participation at CRS.

## **Student Code of Conduct/Bus Behavior Expectations**

Please click the link to access the [Student Code of Conduct](#) for the District which includes Bus Behavior Expectations.

## **Bell Schedule**

### **Arrival:**

K-5 Students & CAPS Students: 8:45am

### **Dismissal:**

CAPS Students : 2:45pm

K-5 Students : 3:15pm

K Students Modified Days : 1:00pm

### **Delayed Opening Arrival Times(90 minute delay):**

K-5 & CAPS Students : 10:15am

### **Minimum Day Dismissal Times:**

K-5 & CAPS Students : 1:00pm

## **District Calendar**

[Calendar](#)

## **Discipline**

District Administration follows the Student Code of Conduct when discipline is necessary. Consequences are determined by the level of the infraction. Please refer to the Student Code of Conduct for specific details: [Student Code of Conduct](#)



## Attendance Policy

Attendance is a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities.

1. A student will be considered to have attended if he or she has been present at least four hours during the school day.
2. A kindergarten student will be considered to have attended school if he or she has been present for at least two and one half hours during the kindergarten session to which the student is assigned.
3. A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

An "excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14, or for other reasons as approved by the Commissioner of Education as follows:

1. Observance of a religious holiday as approved by the Commissioner of Education;
2. Take Our Children to Work Day
3. Any other absence approved by the Commissioner of Education

A parent/guardian is requested to call the school office before 9 a.m. of the morning of the student's absence at the elementary school level. Make up work can be requested to the teacher by email.

Make up work / homework will not be provided in advance for absence that counts toward truancy(i.e family vacation during a school day). Arrangements for any such make up work / homework will not be made until such time as the child returns to school.

## **Readmission to School after an Absence**

A. A student returning from an absence of any length must present a written statement, dated and signed by the parent/guardian, including the dates and reasons for the absence.

B. A student who has been absent by reason of having or being suspected of having a communicable disease must be readmitted by the school nurse, who must be provided with written evidence of being free of communicable disease in the form of a doctor's note noting the dates of absence, in accordance with board policy 5141.2 Illness.



[Attendance Policy](#)

[Attendance Regulation](#)

## **After Care, Before Care, and Kinder Krew**

The YMCA provides many programs to extend the day for Franklin Lakes K-5 Elementary Students. For more information or to register please click [here](#).

*\*Note programs are based on enrollment numbers and are not always available.*

## **Dress Code**

Students are expected to prepare themselves mentally and physically for the process of learning by coming to school well-nourished, rested, clean, and properly dressed and groomed.

Students are not permitted to dress in a manner that jeopardizes their health and safety or the health and safety of others.

Students are not permitted to dress in a manner that interferes with the educational process or causes disorder.

## **Electronics**

Students are not permitted to use unauthorized electronic devices (i.e., cell phone, smartwatch) in school or on school grounds between arrival and dismissal, including on school buses. Unauthorized

electronic devices must be concealed and turned off during the school day. The school is not responsible for missing electronic devices.

Students and Parents review and sign a 1:1 Parent/Guardian & Student Technology Handbook in Genesis prior to starting school. It is linked here for reference also: [1:1 Parent/Guardian & Student Technology Handbook](#)

The Board of Education has an [Internet Safety and Technology Policy](#)

## Homework

The Board of Education maintains a [Homework/Makeup Work Policy](#).

The Board of Education maintains a [Homework/Makeup Work Regulation](#).

Homework Guidelines for K-8 can be found [here](#).

## Nurse's Notice

[Nurse Fisettes Parent Presentation](#)

## Arrival and Dismissal Procedures

### Arrival

- Enter the parking lot and drive around the oval(separate into 2 lines and merge back into 1, following signage and guidance)
- Children exit the vehicle once you approach the curb alongside the school.
- Grades K, 1, 2, 3 & Bus Students enter through the Main Doorway by Front Entrance of our school
- Grades 4 & 5 and all CAPS students through the Doorway adjacent to the cafeteria (MPR)





## Dismissal

Parents or any family members who are picking up in the car line must follow all of the directions below:

Place your family name card at the bottom corner of your front windshield on the passenger side.

- This card will go home with your *oldest* child
- By positioning the card in this way, you will ensure that the teachers on car line duty can read the family name.
- All carline children will remain in their classrooms
- A staff member will indicate that your vehicle has arrived by your colored Family Last Name card and that will be communicated to staff inside
- Children will then exit the building through the same doors they entered in the AM and will be guided to the vehicle on the car line

PLEASE NOTE: If you pull into the car line without an identifying name card, you may be asked to head to the end of the carline. Parents who pull up without a name card slow down that process, therefore making it very difficult for teachers on duty to safely and efficiently ensure student management and safety on the carline.

If there is a change needed in dismissal procedures please complete this [Change in Dismissal](#) form in advance. Emailed copies of this form will not be accepted. Under no circumstances, can an email to the school secretary or your child's teacher be accepted as a way to indicate a change of dismissal. Our school administrative assistants and teachers cannot check email on a regular enough basis to ensure your message was received. Please understand that this is for the safety of your children and please do not put our administrative assistants or teachers in the position of having to remind you that this is not acceptable.

The form should be sent into school with your child on the day of the change.

A hardcopy of the form is needed to ensure that the necessary parties have the information so that your child is properly directed at dismissal time. In order to preserve instructional focus, our teachers have been directed to minimize email use during the school day.

## Lunch

Students enjoy a daily lunch and recess period. Students may bring their own lunch from home or they may choose to purchase lunch by



pre-ordering and signing up for these services through our PTA. Lunch is not available for daily purchase at the school so families should plan ahead to determine which options work best for their child.

The Franklin Lakes Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. The Board of Education has a [Local Wellness/Nutrition Policy](#).

Children go outside to play and remain inside for recess only in the case of extreme weather situations. Please plan to dress your child for the weather and send your children to school wearing safe footwear and appropriate rain and/or snow gear, including a hooded jacket and gloves, when necessary.

## **Board Policies**

All Board of Education Policies can be accessed from our District Website by selecting BOE from the menu at the top of the page and then selecting Board Policies.

## **Student Expectations**

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to the code of student conduct; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self discipline. Such an atmosphere must include respect for self and others, as well as for district and community property. The Board of Education has a [Conduct/Discipline Regulation](#) with regards to student expectations.

Students are expected to bring all necessary items with them to school each day. Accountability and responsibility go hand in hand. Practicing these skills in elementary school is developmentally appropriate and prepares our students to be lifelong learners. Students are not encouraged to call home for forgotten items. They will only be able to call home if they have forgotten their lunch, instrument, or need to clarify their dismissal procedure for the day. Students will not call home for other forgotten items, including homework, projects, folders, books, snacks, etc. This also means that we will not accept these items if they are dropped off in the vestibule by a parent or guardian.

Elementary school is a great time to make mistakes and learn, they can bring it the next day and it will all be okay.

## **Top 10 Parent Tips**

1. Attend Back-to-School Night and Parent-Teacher Conferences
2. Visit the school grounds and school website
3. Support homework expectations with a routine at home
4. Support organizational skills at home
5. Send your child to school ready to learn after a good night's sleep and nutritious breakfast
6. Communicate directly with your child's teacher if you have a question or concern
7. Be familiar with disciplinary policies
8. Get involved through the PTA
9. Take attendance seriously
10. Make time to talk to your child about school

## **School and Class Parties/Birthday Celebrations**

Our schools work with the PTA to host classroom parties for our students throughout the school year. Our class parents support the organization of these classroom celebrations by providing an activity and a snack for the occasion. Information about school wide celebrations will be communicated to all families through our eblast system. If you are not receiving email messages and text messages from our automated system, please contact the school's main office.

Birthdays are such a special part of a child's life and celebrating with their classmates is no exception. This year, we would like the focus of your child's birthday to be on the fun, not the food. On your child's special day they will be able to choose from a variety of FUN options for the whole class to enjoy such as: leading our daily movement, free time, play a class game, dance party, etc. Please note, there will not be any food consumed during this special time.

Goodie Bags are not permitted to be distributed at school for any celebrations.

## **Volunteering Opportunities**

Our schools maintain active PTAs that depend on volunteers. After joining the PTA, you can access all pertinent information on opportunities to volunteer through our CRS PTA website and by staying informed with consistent information. You can also contact the Co PTA Presidents of our school to learn more about supporting our schools.