

# *Stony Lane Elementary School*

## *Handbook*



## *Stony Lane School*

*W 110 Ridgewood Avenue  
Paramus, NJ 07652*

Main Office:

201-225-2076

201-261-7800 x8712

### **School Hours**

Full Day: 8:45am - 3:00pm

Early Dismissal: 8:45am - 1:10pm

[www.paramus.k12.nj.us](http://www.paramus.k12.nj.us)

[www.stonylanepta.org](http://www.stonylanepta.org)

## Paramus Board of Education

The current Board members are listed under the Board of Education tab (Meet Our Board) which is located on the top of the Paramus website ([www.paramus.k12.nj.us](http://www.paramus.k12.nj.us)).

Board and Central Office personnel can be contacted at (201) 261-7800.

## School Calendar

The School Calendar can be found on the district website ([www.paramus.k12.nj.us](http://www.paramus.k12.nj.us)). It is located under the PARENT tab.



## Absent, Tardy or Early Dismissal

If your child is absent, tardy or will be dismissed early, log onto the Genesis Parent Portal and report **the reason** for the absence, tardy or early dismissal. Students who enter the building after 9:00 am are tardy. Students that are not in class by 9:05 will be marked absent. If you do not enter the attendance in Genesis you will receive an automated phone call by 9:20am. Students marked absent, but arriving to school late, will be changed to tardy before the end of the day. If you receive a call, you will still need to log onto the Genesis Parent Portal and enter the absence, or you will receive another automated call at the end of the day.

You are encouraged to keep sick children at home until they are well enough to participate in a full school day. Before returning to school, Board procedure requires a child be fever free for 24 hours **without the use of fever reducing medication**. Once they return to school, children are expected to participate in recess and PE, unless the doctor indicates that restrictions are advised. Please discuss any concerns with the school nurse. Work can be sent home when necessary. Please call or write a note to request this.

Children who contract an illness or injury that requires absence for an extended period of time (minimum of two weeks) may be eligible for home instruction. Parents are requested to contact the principal or the Department of Student Personnel Services as soon as they are aware of the need. Paramus Public Schools have an attendance policy. An excess of twenty absences in one school year can lead to student retention. It is strongly advised that students not be removed from school for vacations or other inappropriate reasons.

**\*Important\*** Please refer to Board of Education Policy #5113 for procedures regarding mandatory withdrawal from school for unexcused absences that exceed 10 (ten) consecutive school days.

# Arrival and Dismissal Procedures

*Courteous driving is expected at all times. Please observe speed limits. Your cooperation and adherence to the procedures we have carefully established are of vital importance. Our plan was developed to ensure the children's safety.*



## Arrival

- **The school building is not open before 8:45 AM and there is no supervision outside of school before this time. Should you arrive prior to 8:45, kindly keep your child with you under your supervision. The exception is children coming for instrumental lessons or pre-arranged extra help with a teacher. In these instances, please use the main entrance of the school.**
- When bringing your child to school by car, follow the traffic pattern down and around the circle and back to the main entrance. Pull up as far as you can in the drop-off zone to allow more than one car to drop off at a time. An adult will help your child out. Please do not leave the car yourself.
- If it is necessary to assist your child, kindly park and walk your child to the door using the appropriate crosswalk with the crossing guard.



## Dismissal

- School is dismissed at 3:00 PM.
- If you are unable to pick up your child by 3:00 PM, you may wish to consider enrolling your child in our after-school program (Champions).

*Early pick-up is as disruptive to instruction as arriving late. Therefore, classes will not be interrupted for early dismissal except in dire circumstances. We sincerely hope nothing of this magnitude happens in any family. Please refer to Board Policy #5113 regarding late arrival and early dismissal. Policies are available in the main office and on the web at [www.paramus.k12.nj.us](http://www.paramus.k12.nj.us)*

Our dismissal procedures are:

1. Front door pick-up (**Please note that we must release all children to the parent or adult you designate**)
2. Back door pick-up (**Please note that we must release all children to the parent or adult you designate**)
3. School bus
4. Champions After-School Care

### 1. Front Door Pick-up

- Parents are asked to wait in the front of the school until 3pm dismissal. **Please note that we must release all children to the parent or adult you designate.**

### 2. Back Door Pick-up

- Parents are asked to wait until 3pm dismissal in the back of the school on the black top near the classroom doors. **Please note that we must release all children to the parent or adult you designate.**

### 3. Bus Transportation

- Students taking buses home will be brought directly to their assigned bus by a teacher.

- **Parents must meet their children at the bus stop or make arrangements to have a responsible adult meet their children at the bus stop.**
- Please remind your child of the importance of being seated and buckled in the seat belt. It is the law in New Jersey. Keeping hands, feet and objects to oneself, keeping voices at a low level, and using appropriate language, further ensure your child's safety and make travel more enjoyable for all.
- If a bus arrives at school later than *3:30 p.m.*, the school will contact you via the School Messenger System. It is imperative that you keep your contact information current. Please do not call the office unless your child's bus is more than one-half hour later than usual.

Only students eligible for bus service are permitted to ride the bus. They must ride the bus they are assigned to.

***Video and/or Audio Monitoring Devices Are Used on School Owned and Contracted Vehicles and May Be Monitored at Any Time.***

#### ***4. Champions After-School Care***

- Children who are enrolled in Champions After-School Care program will be discharged directly to the Champions staff at the end of the school day.

#### **DISMISSAL DECLARATION**

- Each parent is required to make a dismissal declaration now for the entire year that can only be changed because of a permanent change in life circumstances. We regret that we cannot accommodate occasional changes for convenience.
- **Please complete a separate dismissal declaration form for each child at Stony Lane School. Dismissal declarations are completed and submitted electronically through the Genesis Parent Portal under the *Forms* tab. It is very important that you complete this form prior to the first day of school. Without it, there is no way for us to know how your child is to be dismissed from school.**
- If your child is enrolled in Champions for only part of the week, please indicate two dismissal procedures.

*As always, we are appreciative of your efforts to help our arrival and dismissal go smoothly!*

### **A Parent's Guide to Celebrations at Stony Lane School** ***(Currently there are no food celebrations in school.)***

#### **Nutrition**

Students' lifelong eating habits are greatly influenced by the types of foods and beverages available to them. Working together to teach our children healthy eating habits will promote healthy behaviors that will strengthen their bodies and minds.

Please help us promote healthy eating habits by following these simple guidelines:

- Ensure your child eats breakfast before leaving the house in the morning.

- Provide your child with a morning snack each day.
- Provide your child with lunch or confirm your Pomptonian order each day.
- Provide your child with a reusable water bottle for school.
- According to the Paramus Board of Education School Nutrition Policy, students are encouraged to eat healthy and nutritious foods in school. This includes fruits, vegetables, low fat dairy products and whole grains. Foods that are considered of minimal nutritional value, such as candy and foods/beverages listing sugar as the first ingredient, are discouraged at school.

Non-food items and fun activities are encouraged for birthdays and class celebrations. Please do not send food or candy to the class, but communicate with the teacher regarding birthday plans. Students are allowed to bring home goody bags with non-food items such as pencils, erasers, stickers, etc.

- **Birthday Party Invitations**

We are unable to send home party invitations. Thank you for understanding.

## **Busing**



Those students who are eligible for bus transportation will be notified. Only those students assigned to a specific bus number may ride the buses to and from school. Due to insurance reasons, no other students will be permitted to ride the buses. This includes students going to a friend's house after school.

For the safety and welfare of students and others, it is necessary to:

1. Be sure your child is on time in order to not miss the bus.
2. Teach and remind your child to enter and leave the bus in an orderly manner.
3. Teach and remind your child to remain seated with a seat belt fastened while the bus is in motion.
4. Teach and remind your child to avoid shouting or singing or distracting the driver in any way.
5. Teach and remind your child to keep their head, arms and hands inside the bus at all times.
6. Teach and remind your child that appropriate student behavior also applies on the bus.
7. Keep food/beverage items in backpacks/lunch boxes. ***There is absolutely no eating or drinking on the bus.***

Students will face disciplinary consequences as listed under the Code of Conduct and be subject to removal from the bus if inappropriate conduct occurs.

- **Parents must meet their children at the bus stop or make arrangements to have a responsible adult meet their children at the bus stop.**
- Please remind your child of the importance of being seated and buckled in the seat belt. It is the law in New Jersey.
- Proper bus etiquette is expected at all times to ensure your child's safety and make travel more enjoyable for all.

**Only students who are assigned busing may ride the bus. Students can only ride the bus to which he/she is assigned. Walkers may not be transported by bus.**

## **Care of School Property**

School buildings, grounds, equipment and supplies are a public trust, supported and maintained by public funds. Money used to replace carelessly treated property is money not available for worthwhile projects. All children are expected to exercise care in the use of books, supplies, equipment and other school property.

## **Classroom Parents/Parent Volunteers**

Classroom parents are volunteers from each class who assist the teacher in a variety of ways. Their responsibilities, depending on the needs of each teacher, include helping with class parties, collecting class dues, contacting parents for emergency school closings, and assisting special class events as may be requested by the teacher. Each class generally has two representatives. One class parent is required to attend PTA meetings. The PTA will provide parent volunteers with guidelines. **All volunteers** are required to complete the Safe Schools on-line training, so they can be approved by the Board of Education. These trainings must be redone each year. Information on how to access Safe Schools on-line training can be found under the Documents Tab on the parent portal.

## **Code of Conduct**

We believe that a school climate should foster respect for one another. A safe, respectful environment sets the tone for learning, for play, and for life. All students are introduced to our Code of Conduct the first week of school, so they are aware of expectations.

### ***The Stony Lane School Code of Conduct***

***Respect Self***

***Respect Others***

***Respect Property***

*I will treat everyone with courtesy and respect.*

*I will treat personal and school property with respect.*

*I will create and maintain a positive and safe environment.*

*I will come to school prepared for learning.*

*I will act responsibly and accept consequences for my decisions and actions.  
I will help everyone at Stony Lane School feel capable, connected, and valued.*

***Stony Lane School students show respect by keeping:***

***Hands  
Feet  
Objects  
Body Parts  
&  
Unkind Words  
to themselves***

***Stony Lane School students are KIND***

***Stony Lane School students include EVERYONE***

***Stony Lane School students always do their BEST***

***Stony Lane School students take RESPONSIBILITY for their actions***

## **ELEMENTARY SCHOOL CODE OF CONDUCT**

<b>INFRACTION</b>	<b>CONSEQUENCES</b>
<b>1. Use or possession of Illegal Drugs and/or Alcohol</b>	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> <li>• Out-of-school suspension for a minimum of three days and will return only after a parent conference.</li> <li>• The police may be notified.</li> </ul>
<b>2. Theft</b>	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> <li>• Parent conference and the development of a plan to monitor the student's behavior.</li> <li>• Parent/student will be held liable for the cost of replacing the item(s).</li> <li>• Suspension from school and police may be notified.</li> </ul>
<b>3. Vandalism</b>	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> <li>• Parent conference and the development of a plan to monitor the student's behavior.</li> <li>• Parents/students will be held liable for the cost of replacing the item(s).</li> <li>• Suspension from school and police may be notified.</li> </ul>
<b>4. Fighting</b>	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> <li>• Students will be assigned detention(s).</li> <li>• Student may be suspended from school depending on the circumstances of the incident.</li> </ul>

5. Intimidation/Bullying/Harassment	<a href="#">See district website</a>
6. Disrespect Toward Authority	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> <li>• School detention assigned, and parent notified.</li> <li>• In-school or out-of-school suspension and a parent conference.</li> </ul>
7. Misuse of Computers	Detention(s), parent conference, and compensation for damage. Subsequent offenses: out-of-school suspension and possible loss of computer privileges.
8. Weapons	<ul style="list-style-type: none"> <li>• Following state code, a student can be removed from school for up to 1 school year and the police will be notified.</li> </ul>
9. Relational Aggression	<p><b>1<sup>st</sup> Incident:</b> For minor isolated incidents the teacher shall remediate or discipline including a warning, deprivation of some minor privilege.</p> <p><b>2<sup>nd</sup> Incident:</b> (or more serious exclusion from classroom and school based activities such as assembly first incident) Teacher remediation or discipline that may include deprivation of privileges programs, detention, parent notification, and/or referral to the principal or guidance counselor.</p> <p><b>3<sup>rd</sup> Incident:</b> (or very serious first or second incident) In addition to the steps noted above, exclusion from school sponsored activities such as class trips, sports activities, after school clubs, etc., referral to the principal or guidance counselor, parent notification, detention and possible suspension.</p>

## Communication

Communication between home and school is vital to your child's growth and success.

Several different forms of communiqués will be part of our routine. Weekly school news and updates are sent via School Messenger. The Stony Lane School PTA website can be accessed at [www.stonylaneppta.com](http://www.stonylaneppta.com). Teachers will update you on classroom happenings through email. Information is also provided on our website, [www.paramus.k12.nj.us](http://www.paramus.k12.nj.us). Please click on the Stony Lane tab. Class parents will contact you from time to time regarding special information.

You can be well informed by making sure your contact information is current. Please let us know whenever you have a change of address, home or work phone numbers, doctor's number, or emergency contact persons.

To contact a teacher, write a note, send an email, or call to leave a message. Every effort will be made to respond in a timely manner.

When sending money to school, please seal it in an envelope and label it with the child's name, event, teacher's name and amount enclosed.

## **Conferences**

Parent conferences are held in the fall and in the spring. Teachers will arrange their conference schedules. Additional conferences may be arranged throughout the year by teachers or parents when needed.

## **Dress Code**

Students go outside to play at recess time each day, as long as it is not freezing, raining or snowing. Please check the weather forecast daily and dress them according to the anticipated weather conditions. The classroom temperature fluctuates often during warm and cold weather. Dressing your child in layers will ensure that they are comfortable inside and outside in all conditions.

Students should wear sneakers on days they have physical education class. If they like to run and climb on the playground equipment, it is best that they wear sneakers each day. Slides, Crocs, flip-flops, etc. are unsafe when running and playing both in PE classes and outside.

The Board of Education of Paramus strongly believes that student dress and grooming must be appropriate for the educational setting. Appropriate clothing at the elementary level also includes ease of independent dressing when using the restroom. Please encourage healthy habits with your child by ensuring that they are wearing clean and appropriate clothes each day. The following clothing is not acceptable for elementary school:

- Clothing that reveals a midriff or abdomen. The shirt bottom and pant waist must meet without a gap, while standing, sitting and exercising.
- Pants or tops that reveal undergarments. Pants must be worn at the waistline or a belt must be used to keep it in place.
- Shirts that are backless, off the shoulder, strapless or thin strapped.
- Clothing that depicts images or words that are inappropriate at the elementary level.

## **Educational Field Trips**

Educational field trips are a valuable part of our school program and are encouraged. Teachers acting in accordance with a planned outline carefully schedule trips so as to gain maximum educational opportunities for their students. Permission slips are sent home including all information relative to the trip, including the cost. These must be signed and sent back to school before the youngster is permitted to participate in the trip. Verbal permission is not acceptable; we are required to have written parental consent. Checks for field trips should be made payable to the *Paramus Board of Education*. Monies for field trips are not refundable or transferable. Parent chaperones are not permitted to lend money to or make purchases for any student. Please defer to the classroom teachers regarding visiting the gift shop on the premises of the field trip. If this is not in the field trip itinerary, then NO student will be permitted to visit the gift shop. We are not permitted to give food, drinks, gum, etc. to any student. This is in accordance with District food allergy policy and procedures.

## Electronic Devices

Electronic devices (cell phones, iPods, iPads, game devices, etc.) are a distraction in the classroom, at lunch, and on the bus. **Keep these expensive devices at home for safekeeping.** Refer to Board of Education Policy 3515.1 for further information.

## Emergency Information

Current emergency information is a vital resource when a youngster becomes ill or injured during the school day. The listing of home, cell and business phone numbers as well as the name and number of a relative, friend or neighbor must be accurately reported in Genesis early in the school year. Please notify the school whenever a change of information should occur. **Please make it a priority to verify/update all information on your child's Emergency Contact page via the Genesis Parent Portal on or before the first day of school.** Please notify the school if you have difficulty listing your information in Genesis or notice an error.

It is expected that when the school calls the emergency contact numbers to reach a parent, that the parent is responsive in a timely manner. Please ensure that voicemail is set-up and not full, so that the school can leave a message if you do not answer. It is also expected that when a student is ill and needs to be picked-up from school that a responsible adult is available for pick-up within the hour. Please make arrangements and contact the main office or health office for times when you will be unavailable or other adults will be caring for your child.

## Homework

The Paramus Board of Education recognizes homework as an integral part of the instructional process. Homework should provide for the reinforcement and extension of learning experiences that take place in the classroom. Teacher, student and parent each play an important part in ensuring that homework fulfills this purpose.

The nature and amount of homework will vary by subject, by grade level and by student. If it is to serve a worthwhile purpose, homework must be assigned with some regularity, with due consideration to the individual needs of students and with provision for reasonably prompt feedback to the student on work completed.

### Guidelines:

- Homework is given regularly
- Reinforces skills and concepts
- Includes independent reading every night
- May involve exploring into new or related subject matter
- Evaluates student responses
- May at times require parental guidance/assistance (parents do not do the homework)
- Parents review and check homework for completion

## Time Allotments:

*Research has shown the most beneficial activity to foster student success is daily independent reading. Teachers will assign independent "Just Right" reading as homework.*

### **The time allotments listed below are in addition to the nightly reading.**

Kindergarten:	occasionally, 10-20 minutes +nightly reading
Grade 1:	20-30 minutes per night + nightly reading
Grade 2:	30-45 minutes per night + nightly reading
Grade 3&4:	45-60 minutes per night + nightly reading

If an individual student's homework time consistently exceeds these guidelines, it is recommended that the parent notify the teacher.

Homework can be expected Monday through Thursday. Weekend and holiday assignments will be given at the discretion of the teacher.

## **School Messenger**

The district utilizes the School Messenger Communication System to inform families of school closings due to inclement weather, early closings or emergencies. It is also used to keep families informed about district and/or school events.

It is imperative that you keep your information up to date with the office.

## **Library/Media Center**

We are proud of the Stony Lane School Library/Media Center. The collection continues to expand through district budgeting, PTA fundraising and donations. Our growing collection includes books, periodical subscriptions, online subscriptions and audio-visual materials that will enhance curricula and match student's interests.

All Stony Lane students are scheduled for one period a week in the Library/Media Center for instruction and book selection. Teachers may arrange additional periods; students may use the center for special projects and research.

The Stony Lane School Library/Media Center thrives with parent support. Volunteers are needed for many aspects of the library program. The Media Specialist will contact parent volunteers. Parents are asked to abide by the schedule given by the Media Specialist.

## **Life-Threatening Food Allergies**

The Board of Education recognizes the importance of policies and procedures designed to provide a safe and healthy environment for students with food allergies or other allergies that may lead to anaphylaxis. Specific details can be found on the district website, Policy 5141.20.

Please contact the school nurse for additional information and procedures.

In an effort to reduce incidents of life threatening allergic reactions in school, birthdays and class parties will be celebrated with non-food items and activities. No foods containing peanuts or tree nuts will be consumed in the Paramus Elementary Schools. Please do not send any foods with nuts listed in the ingredient list to school. Check labels of food products and, if using a sandwich spread that looks like peanut butter but is not a nut product, please label the sandwich

## **Lost Articles**

Students are advised that valuables should not be brought to school. Parents are encouraged to place their child's name in all belongings brought to school. Clothing that is lost may usually be found in the lost and found area located in the hallway. Articles that have not been claimed will be displayed during a PTA meeting or at the end of the year. In the event that your child has lost an article on a school bus, please contact the Transportation Department directly at 201-261-7800, x3016.

## **Lunchtime**

The elementary lunchtime is from 12:00 noon until 12:45 p.m. Children leaving the building for lunch must be signed out and back in with the security officer. With the exception of days with severe weather conditions, children are routinely sent outdoors during lunch recess. Please dress your child(ren) appropriately.



## **Pomptonian Lunch**

Parents are able to order lunch for their children through the Pomptonian lunch program.

## **Health**

For health guidelines, information, policies and procedure, please refer to the Paramus School Health Services Family Handbook:

<https://sites.google.com/paramusschools.org/paramusschoolhealthservices/home?pli=1>

There is a certified school nurse assigned full time to the school to oversee the health program.

If your child is absent, tardy or will be dismissed early, log onto the Genesis Parent Portal and report **the reason** for the absence, tardy or early dismissal. Students who enter the building after 9:00 am are tardy. Students that are not in class by 9:05 will be marked absent. If you do not enter the attendance in Genesis you will receive an automated phone call by 9:20am. Students marked absent, but arriving to school late, will be changed to tardy before the end of the day. If you receive a call, you will still need to log onto the Genesis Parent Portal and enter the absence, or you will receive another automated call at the end of the day.

The full-time certified school nurse manages health services at Stony Lane School. You are encouraged to keep sick children at home until they are well enough to participate in a full school day. The school nurse will contact you if your child is too ill to remain in school, or is injured and needs additional medical attention. Please make sure your phone numbers and emergency contact information are up-to-date. Students who are being sent home should be picked-up within the hour. Before returning to school, Paramus procedure requires children be fever free for 24 hours, **without the use of fever reducing medication**. Please refer to Paramus School Health Services Sick Guidelines:

<https://sites.google.com/paramusschools.org/paramusschoolhealthservices/sick-day-guidelines>

If a child has an injury that prevents them from full participation in the school day, a doctor's note is required with written recommendations. When a child returns to school, they are expected to participate in recess and PE, unless the doctor indicates that restrictions are advised. Please discuss any concerns with the school nurse. If you would like work to be sent home please contact the student's teacher. If your child needs to have any prescription or over-the-counter medication at school, a Medication Authorization form needs to be completed by the parent and physician. The medication should be brought to school in the original packaging or pharmacy container. Forms and procedures can be found on the district website:

<https://sites.google.com/paramusschools.org/paramusschoolhealthservices/meds-authorization>

During the school year, the school nurse will conduct health screenings including height, weight, BMI(body mass index), blood pressure, vision and hearing. Parents will be notified when results are outside of the normal range. Students new to Paramus and all third-grade students are required to have a complete physical examination by a healthcare provider.

*\*Please remember to pack a morning snack, water bottle, and lunch (or confirm Pomptonian order). Also, before leaving the house, check that your child's clothes are appropriate for the weather. Students should have a coat or jacket in the cold weather and should not be wearing flip flops or slide shoes in the warmer weather.*

## **Parent Volunteers**

In order to volunteer at any Paramus Public School, parents/guardians must complete the Safe Schools online training, so they can be approved as volunteers by the Board of Education. Information on Safe Schools training can be found under the Documents Tab on the parent portal. These trainings must be redone each year.

## **Pets at School**

Family pets are not permitted inside the school building at any time without express permission from the principal. We respectfully request that family pets are not brought onto school grounds at dismissal time. This is a highly trafficked time of day and pets pose an additional safety concern.

## **Photos/Videos of Students**

From time to time during the school year, positive publicity appears in district publications, cable TV shows, and in local newspapers and internet news services. You will find a release form on your Genesis Parent Portal. Please fill this out immediately indicating whether your child's photo can be used when school events are submitted to the media for school-related publicity.

We respectfully ask that parents DO NOT POST to social media any images (photos/videos etc.) taken of students at school events. This is both for privacy and for security reasons.

Unfortunately, there are individuals with ill intent who browse social media. An image from inside or outside the school can potentially provide insight to the layout of the building. We need to be ever mindful of that.

Additional information regarding photographs/videos of students can be found in Board of Education Policy 5145.5 on the website.

## **PTA**

Our PTA, a member of the National Parent-Teacher Association, welcomes all Stony Lane families to the beginning of a new school year and a new school community. We encourage all parents and teachers to join the PTA and become active participants in their children's school lives. The PTA assists and plans many worthwhile activities for our children. Parent participation is helpful to ensure the success of these activities. If you would like to contact the PTA please email them at [stony1lanepta@gmail.com](mailto:stony1lanepta@gmail.com). For more information visit [www.stonylaneppta.com](http://www.stonylaneppta.com).

## **Pupil Accident Insurance**

The District's student accident insurance is provided by the Board of Education on an excess basis. Although the Board of Education provides insurance, this will cover out of pocket expenses only. You must first file a claim with your own insurance and the district's insurance will cover a portion of the remaining balance. Please contact the school nurse with any questions.

## **Registration of New Students/ Re-registration of Existing Students**

Registration of all early childhood and kindergarten children takes place in the spring of each year. Board of Education policy specifies that a child must attain the age of five by October 1<sup>st</sup> of the school year in which he or she enters kindergarten. At the time of registration, parents must furnish evidence of the date of birth, completed immunization, physical examination reports and all proofs of residency required by the district. Please refer to the district's website for residency and registration guidelines: [www.paramus.k12.nj.us](http://www.paramus.k12.nj.us). All registration is done electronically.

## **Report Cards**



Progress reports for students in Kindergarten through 4th grade are issued three times a year:

December, March and June. Report cards are accessed by parents via their Genesis Parent Portal. Grading benchmarks can be accessed on our website under “Standards Based Report Cards.” Parent conferences are held in the fall and in the spring. The teacher will arrange for conferences with parents; the first one is generally scheduled during the months of November/December. A conference will also be scheduled in the spring – typically in May/June. Should you feel the need to meet with a teacher sooner, please contact him/her directly.

## **School Safety Team**

The Stony Lane School Safety Team oversees the Week of Respect Activities and all aspects of school climate. They are also responsible for investigating reports of alleged acts of HIB and reporting findings to the Superintendent of Schools.

## **School Time Schedule**

The elementary school day begins at 9:00 AM and ends at 3:00 PM. **Supervision of children begins at 8:45 AM. They should not arrive before this time.** Lunch is from 12:00 Noon until 12:45 PM. Early dismissals occur infrequently. Schools will close at 1:10 PM on these days.

## **Transfers**

Parents are requested to contact the school office if they plan to move out of the school district. We will provide academic and health information to the new school upon their written request.

## **Visiting the School – Security Guard**

Parents will be invited to visit classrooms for pre-arranged conferences and for special events throughout the year. When visiting the school for any reason, **PLEASE STOP AT THE SECURITY DESK** located at the front door to check in. For first time visitors, a driver’s license or photo proof of identification is required.

## **Paramus School District Visitor Management Procedure**

The Board of Education’s policy is that all school visitors must report to the *SECURITY DESK* to obtain a visitor pass before proceeding to any part of the building. School safety is one of the most vital concerns that each of us has or should have. Members of our school staff are instructed to constantly be alert and cooperative to ensure that all visitors obey school regulations. Without exception, all visitors to the school are expected to follow our access and visitation procedures.

Visitors must use the designated entrance to enter the school. Once admitted into the building, the visitor will report directly to the security desk area to be issued a visitor’s pass.

In order to obtain a pass, the visitor will need to present a current, valid US Driver’s License for identification. This will be scanned into our computerized security system. The pass will identify the person as a processed visitor to the school with the date and time and serve as a sign-in verification.

All school district employees have been instructed to challenge visitors in the building as a matter of protection for the students, the staff, and the school. They will be checking to ensure that an official pass has been issued and that the expiration date and time is current. If the staff member finds that the visitor has not done so, he or she will alert the security guard and have the visitor properly identified.

At the end of the visit, the visitor will return to the *Security Desk* with the pass. Once the pass has been returned to Security and the visitor has been processed as completing the visit, the visitor will proceed to exit the building.

Thank you for helping to keep our school a safe place!

### ***QUICK REFERENCE POLICIES***

*Please refer to the following policies on the district website:*

- *Paramus Public Schools Computer Facilities Access Agreement*
- *Policy 5131.2 – Harassment, Including Sexual Harassment, Intimidation, Bullying and Relational Aggression*
- *Policy 5135.1 Electronic Portable Communication Devices*
- *Policy 5113 – Attendance, Absences, and Excuses*
- *Right To Know Letter from Superintendent (RE: NCLB – Highly Qualified Teaching Staff)*
- *FERPA (Family Educational Rights and Privacy Act)*
- *PPRA (Protection of Pupil Rights Amendment)*
- *Life Threatening Allergies/Food Allergies in the School Grades PreK-4 (relating to policy 5141.21)*

***Welcome to a new and exciting school year at Stony Lane!***  
***Please call us with any questions or concerns.***