

Kiel/Stonybrook Parent Handbook

Contents:

(Please click on a link to view the section.)

[SCHOOL CALENDAR, HOLIDAY & VACATION PERIODS](#)

[EMERGENCY CLOSING INFORMATION](#)

[DELAYED OPENINGS](#)

[PARENT VISITS](#)

[SCHOOL HOURS](#)

[REPORT CARDS](#)

[ATTENDANCE](#)

[TARDINESS](#)

[EARLY ARRIVALS](#)

[MAKE-UP WORK](#)

[SCHOOL ARRIVAL/DROP-OFF](#)

[PARENT PICK-UP OF STUDENTS](#)

[LUNCH PROGRAM](#)

[NJ SCHOOL NUTRITION POLICY](#)

[FOODS OF MINIMAL NUTRITIONAL VALUE](#)

[BIRTHDAY TREATS](#)

[HOMEWORK GUIDELINES FOR GRADES K-5](#)

[VISITOR/PARENT-AIDE SIGN-IN POLICY](#)

[LOST AND FOUND](#)

[HEALTH SERVICES](#)

[REGULATIONS FOR CONDUCT OF PUPILS ON BUSES](#)

[SCHOOL SAFETY AND SECURITY](#)

[FIELD TRIPS](#)

[KINNELON PUBLIC SCHOOLS KIEL/STONYBROOK SCHOOL CODES OF CONDUCT](#)

[HARASSMENT, INTIMIDATION, AND BULLYING \(HIB\) POLICY](#)

[HOW PARENTS CAN HELP IN GENERAL](#)

[HOW PARENTS CAN HELP THEIR CHILD BE A SUCCESSFUL READER](#)

[INTERVENTION AND REFERRAL SERVICES \(I&RS\)](#)

SCHOOL CALENDAR HOLIDAY & VACATION PERIODS

For more information, please see the Kinnelon School District School Year Calendar on the “Calendar” section of this website.

EMERGENCY CLOSING INFORMATION

You can now receive text and/or email messages regarding school closings, early dismissal information, delayed opening information and more by registering with this website. If weather conditions force an early closing, parents will be notified via our Home and School Association (KEHSA) snow chain. On inclement weather days, if you notice conditions worsening please contact your class mother to check if schools are closing.

Closings due to inclement weather or emergencies will be announced over the following radio stations:

WMTR - AM 1250
WCBS - AM 88

You may also call the schools for a recorded announcement.

Kiel 973-838-0611
Stonybrook 973-838-1881

Closings are also announced on the following TV Stations:

FOX Channel 5 News
NJ Channel 12

Closing and delayed opening information is also posted on the website www.KinnelonPublicSchools.org.

DELAYED OPENINGS

In the event of inclement weather, schools may operate on a 90-minute delay. If conditions change and schools close for the day, a TextCaster email and text message will be sent. Please see the home page of the Kinnelon Public Schools website to sign up for this instant notification system. Additionally, you may call any of our schools or the Board of Education office to hear a recorded message. You may also visit our website at www.KinnelonPublicSchools.org. Check local news and radio stations for information.

In the event of a delayed opening, Kiel School will start at 10:50 and Stonybrook School will start at 10:40 AM. Snow routes will be in effect whenever there is a delayed opening. Students will board their buses 90-minutes later than their regularly-scheduled pick-up time.

PARENT VISITS

Parent Visitation Day is an annual event in which we invite parents to observe their children in their classrooms. Please refer to the school calendar for the date. You may also visit the school at a time convenient for you and the teacher. Please arrange for a conference either directly with your child's teacher or through the school office. Further guidelines for visitors are detailed in Board of Education Policy No. 907. We ask that you make a special effort to attend meetings, conferences, and social get-togethers. You will find these experiences both informative and enjoyable.

SCHOOL HOURS

Inclusive Pre-School:	9:20 - 11:50 AM
Little Sprouts:	12:50 - 2:50 PM
Kiel School Kindergarten:	9:20 - 1:35 PM
Stonybrook School Kindergarten:	9:10 - 1:25 PM
Kiel School - Grades 1-2:	9:20 - 3:40 PM
Stonybrook School - Grades 3-5:	9:10 - 3:30 PM

REPORT CARDS

Kindergarten report cards are sent home via student backpacks twice yearly, in February and June. First and second grade report cards are sent home three times each year in February, April, and June. Third, fourth, and fifth grade report cards are sent home four times a year in November, February, April, and June. Report cards are one way of communicating progress to parents. Please discuss the report card with your child. Parents/guardians sign the appropriate space on the report card envelope, which is returned to school immediately. Parents/guardians may retain the report card for future reference.

ATTENDANCE

It is essential that a child attend school regularly. Absence can be a major cause of poor progress. Personal illness, quarantine, death in the family and religious holidays are the only excuses acceptable by New Jersey State Law.

Students will not be excused during the school day except for valid reasons. **Medical, dental and other appointments should be made at times when school is not in session.**

If a student is absent, the parent should call the school nurse that morning. Kiel's number is 838-0611, and Stonybrook's number is 838-1881.

The school has a strict policy whereby the child is released only to the parent, guardian or an authorized person. Please speak with your children about not accepting rides or talking with strangers on the way to and from school. If students need to leave school early, it is necessary that a note be presented to the school office first thing in the morning so that arrangements can be made. Please understand that our policies are in place to ensure the safety of all children.

TARDINESS

Children must learn the value of punctuality as well as set the stage for a positive, productive day. School hours for Kiel are 9:20 - 3:40, and Stonybrook are 9:10 - 3:30 PM. The Kiel School kindergarten dismissal time is 1:35 PM. The Stonybrook kindergarten dismissal time is 1:25 PM. Organization, planning, and preparation take place within the first 15 minutes of the school day. If you drive your child, it is imperative that he/she arrives at Kiel by 9:20 and at Stonybrook by 9:10. If your child arrives at Kiel after 9:25 or Stonybrook after 9:15, he/she is considered late but more important, your child has missed out on the important preparation time needed for a successful day.

EARLY ARRIVALS

Supervision is available at Kiel and Sisco School at 9:15 and at Stonybrook at 9:05. Children arriving earlier must be accompanied by an adult. **CHILDREN MUST BE SUPERVISED AT ALL TIMES.** We do have an Early Morning/After Care program. Please contact the Kiel or Stonybrook School office for more information.

MAKE-UP WORK

The procedure for securing work for children who miss one week or more is as follows:

Notify your child's teacher at least one week in advance.

Indicate the amount of time your child will be spending on school work each day.

Send in completed work to teacher upon return.

Kindergarten: Open-ended journal writing each day

First Grade: 10 to 15 minutes of journal writing each day

Second Grade: One paragraph of journal writing each day

The completed journal and any other work that you choose to do may be shared with your child's teacher when you return. At that time your child will be given the work that was missed in the classroom.

SCHOOL ARRIVAL/DROP-OFF

Students are welcome into the Stonybrook School building at 9:00 AM, and at Kiel at 9:10 AM. An early morning care program is provided through our popular Kids Korner at Sisco School. Children can be dropped off at 7:00 AM or 8:00 AM. If there is sufficient demand, earlier times may be considered. Please contact us the Kids Korner program coordinator to discuss your needs. Students attending the Kids Korner AM Program will have some free time and a small snack provided by the program. This will be followed by their choice of age appropriate activities, which may include games, arts and crafts, puzzles, building blocks including Legos, or quiet reading time. Busing between Stonybrook School and Sisco School is included where needed. Parents/guardians do not pay for the time their student is on the bus.

It is important to have your child ride the school bus to school. In the event that you need to drop your child off at Stonybrook School the morning drop-off area is the far right, front corner of the school. Look for the "Student Drop-off" signs.

If you need to drop off your child at Kiel School, the cars should enter the Sisco Building driveway next to the Firehouse. Parent drop offs will be along the curb in front of the cones. The children should then proceed to the Kiel School front door to enter the building. There will be staff members available to ensure the safety of the children. All cars should immediately exit the same driveway they entered. Our custodians and staff members are outside, directing the safe flow of cars and buses. Please follow their direction. The safety of our students is our greatest concern.

PARENT PICK-UP OF STUDENTS

If you must pick up your child at dismissal, it will be necessary to park in the appropriate area for each school.

Stonybrook - The appropriate parking area for Stonybrook School is the first parking area on the right. To avoid interference with the school buses at Stonybrook, children should be picked up at 3:20 PM. Parents/guardians enter the building through the rear doors and meet their children in the Stonybrook School cafeteria. Once again, to ensure the safety of all students, the rear doors will remain locked until dismissal time when staff members are available.

It is understood that many of our Stonybrook students remain after school for various activities. Please remember that children must be supervised by an adult at all times. Students are not permitted to change into their sport clothes and meet athletic trainers outside unless supervised. Parents, please make arrangements for student pick up and send written notification to the Stonybrook School office. Thank you for your cooperation

Kiel - The appropriate parking area for Kiel School is in the Kiel School rear parking lot or the parking lot at the Sisco School. Parents/guardians should report to the cafeteria through the rear entrance of Kiel School at 3:30 to avoid delays and interference with bus dismissal. Staff members will be available to assist with the sign out procedure.

Kindergarten students not riding the bus must be signed out in the Kiel or Stonybrook office.

Once again, to ensure the safety of our students, please refrain from allowing children to walk between buses. Drivers are requested not to pass the school buses while on school property.

LUNCH PROGRAM

All children at Kiel & Stonybrook schools are assigned a fixed lunch schedule for eating in the cafeteria. Children have the option of bringing a lunch from home and supplementing it at school or buying a complete well-balanced meal prepared by our food service provider. Lunch tickets are available for students to purchase complete lunches. Snack tickets may be purchased so your child can buy a la carte items. Children may also purchase any food items with cash. The cafeteria menus will be available on the web www.kinnelonpublicschools.org. If your child forgets his/her lunch money, the cafeteria guideline allows for one IOU.

NJ School Nutrition Policy

We are dedicated to providing a healthy school, home, and community environment for the well-being of all children. While your children are in school, we will encourage good nutrition and the importance of regular physical activity. However, we need your support. Please read the following information carefully.

Foods of Minimal Nutritional Value

The New Jersey Nutrition Law states that foods of minimal nutritional value may not be sold, served, or given out during the school day. Foods of minimal nutritional value include items listing sugar, in any form, as the first ingredient. Forms of sugar include corn syrup, dextrin, fructose, high fructose corn syrup, galactose, honey, lactose, malt, maltose, maple syrup, molasses, and sucrose. This includes all forms of candy.

Please know that these rules govern only what the school allows/provides for groups of children and not what you send in with your child for lunch or snack. We do ask, in the spirit of cooperation and

collaboration, that you do your best to encourage healthy eating habits and good choices around nutrition.

Food and beverages served during special school celebrations or during curriculum-related activities are exempt from this policy, with the exception of food of minimal nutritional value as defined by USDA regulations. The list of food of minimal nutritional value includes, but is not limited to, **soda, water ice, candy, and candy coated popcorn.**

This policy does not apply to medically-authorized special needs diets (pursuant to 7 CFR Part 210/National School Lunch Program; school nurses using foods of minimal nutritional value during the course of providing health care to individual students or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification).

Birthday Treats

Your child's teacher will share his or her classroom guidelines pertaining to birthday treats. Our teachers are encouraged to implement creative ways to celebrate student birthdays that support wellness. Many teachers invite a family member to read a special book to the class while other teachers invite parents to monthly birthday celebrations where they join their child and his/her classmates as they play various board games involving strategy and problem solving skills. Your child's teacher will share his or her classroom guidelines pertaining to birthday treats. Please note that any edible treats must not fall in the category of "Foods of Minimal Nutritional Value." If you have questions about what is appropriate to send in for a classroom celebration or party, please contact your child's teacher.

HOMEWORK GUIDELINES FOR GRADES K-5

It is the belief of the teachers and administrators in Kinnelon that meaningful homework reinforces what has been learned in class, prepares students for upcoming lessons, teaches responsibility and independence, and helps students develop positive study habits.

The amount of homework given should increase in complexity with the students' maturity and by grade level. The following is an approximate duration chart by grade level:

Kindergarten - Homework experiences related to classroom lessons when appropriate
Grade 1 - 10 - 20 minutes per night
Grade 2 - 20 - 30 minutes per night
Grade 3 - 30 - 40 minutes per night
Grade 4 - 40 - 50 minutes per night
Grade 5 - 50 - 60 minutes per night

The following guidelines describe appropriate homework assignments, procedures and expectations:

1. Homework assignments should supplement work done in class.
2. Homework assignments should be meaningful.
3. Assignments should be of reasonable length. If your child is consistently taking much longer than the allotted time for his/her grade level then you should notify the classroom teacher immediately.
4. Teachers should explain methods and procedures and check to see that students clearly understand the homework assigned.
5. Homework is assigned Monday through Thursday nights and occasionally on the weekends. Students in grade 3-5 will usually have 2 - 3 assignments per night.
6. Reading is encouraged as a homework activity. If your child is assigned an amount of time to read each night, please provide a quiet spot so that your child can complete this assignment.
7. Parental assistance is encouraged at all times to instill sound educational values.

8. All homework assignments will be checked.
9. Homework is expected to be completed on time. Students who do not complete their assignments on time may lose certain privileges. These privileges will vary by grade level and will be discussed by your child's teacher. Please contact your child's teacher if this is a problem. It is our goal to work collaboratively.

Parents are the key to making homework a positive experience for their children. Therefore, we ask that parents make homework a top priority by providing the necessary homework supplies and a quiet environment in which to study. We recommend that parents set aside a specific time each day for homework to be completed.

VISITOR/PARENT-AIDE SIGN-IN POLICY

New Jersey State Law requires that all visitors sign in at the office upon entering a school building. This law relates to ALL visitors. Therefore, when parents enter the building to serve as aides or to drop off something to their children, they must first report and sign-in at the office before reporting to their children's classroom.

Since we need to know who is in the building at all times and because instructional time is being interrupted when parents stop to speak, even briefly, with the teachers, we are asking all parents to follow proper procedures. In the morning, parents should leave their children off by the door of the school. If parents have a question for the teacher, they should leave a note in their child's backpack or in the office. Notes will be answered as soon as possible. When picking up children in the afternoon, please wait for your child in the designated areas.

Please be advised that during school hours, everyone entering the building should bring a valid driver's license. Visitors will be required to sign in using our *LobbyGuard* system. There will be times where visitors will be asked to sign a visitor's book in the office. All visitors must wear a visitor's badge that is visible. Thank you for following this procedure.

As always, the best interest of the children is at heart. Their safety, and our responsibility to deliver the best program we can, serve as the impetus for this policy. We appreciate your understanding and cooperation with this policy.

LOST AND FOUND

Please label all of your child's sweatshirts, jackets, lunchboxes, etc. so that when any item is lost, we can find the owner. Our Lost and Found is located in the nurse's office at Kiel School and in the cafeteria at Stonybrook School. Please encourage your child to look for lost items.

HEALTH SERVICES

The school employs a registered nurse who gives first aid which is defined as the immediate temporary care given in case of accident or sudden illness. In the event that your child has a serious injury, a persistent illness or an elevation of temperature, the nurse will call you by telephone. Failing to contact you or an authorized designee by phone the nurse may call the school physician or your family physician if, in her opinion, a doctor is needed.

Periodically the nurse checks the general well being of your child, recording the condition of your child's eyes, hearing and teeth. He/she will also be weighed and measured. Physical defects found during this screening process will be reported to you.

It is the policy of the Kinnelon Public Schools not to administer medication. If, under emergency circumstances, a child is required to take medication during school hours and the parent cannot be at school to administer the medication, prescriptive medication may be administered in the school only by the Registered Nurse.

The prescriptive medication must be in a container bearing the pharmacy label and must include the name of the child. There must be a written request by the parent or guardian and physician that the nurse administer the prescriptive medication during school hours as prescribed on the labeled bottle.

In the event the medication is a non-prescriptive drug, a written request still must be provided by the parent or guardian and physician so that the nurse may lawfully administer the non-prescriptive medication during school hours as prescribed by the physician. All medication, prescriptive or non-prescriptive, for students who do not have adult status, must be delivered to the school by the parent or by a responsible adult who has written permission by the child's parent or guardian to deliver such medication.

REGULATIONS FOR CONDUCT OF PUPILS ON BUSES

1. Students must obey the driver promptly, and be courteous to him/her and to fellow pupils. The driver is in full charge of the bus and students.
2. It is recommended that students be at the bus stop about ten minutes before the bus is scheduled to arrive.
3. Students should never stand or play on the road while waiting for the bus. They should exhibit good behavior while waiting for the bus and not trespass on neighboring properties.
4. Students must wait until the bus is completely motionless before boarding and must enter the bus without crowding or disturbing others. They should occupy their seats immediately and fasten seatbelts.
5. While the bus is in motion, students must remain seated and must not speak with the driver.
6. Classroom conduct is to be maintained on the bus at all times.
7. Students may not call out, nor extend head or limbs outside of the windows.
8. Students should not bring pets, baseball bats, knives or other dangerous articles on the bus.
9. **Riding the school bus is a privilege and disciplinary action to remove a student may be taken at any time. Students who do not behave will receive a School Bus Incident Report. Removal from the bus will be at the discretion of the building principal and may occur following one or more infractions/Incident Reports**
10. The number of students scheduled for our buses brings our buses close to or at capacity. **Therefore, we regret that it will be impossible to honor requests for a child to ride a bus other than that to which he/she was assigned.**

School Safety and Security

Each building has an Emergency Response Team to address safety needs. Each month, we practice one fire drill and one school security drill. Safety is always our highest priority. A few safety tips are:

1. Discuss "stranger danger" with your children.
2. Insist that your child come directly to school in the morning and directly home after dismissal.
3. Talk over the dangers resulting from throwing objects such as stones, etc.

4. Reinforce the school bus procedures with your child. Please remind your child that there are consequences associated with not following the rules.
5. For safety reasons, discourage bicycle and/or skateboard riding to and from school.
6. Student supervision is required at all times. Please adhere to all school policies especially pick up and drop off procedures.

Your cooperation and assistance in these matters is greatly appreciated.

FIELD TRIPS

As the year progresses, various trips will be made. These trips are supervised by the school staff with the aid of the class parents. When such trips are taken you will be asked to sign a permission slip. Arrangements are made for children without a permission slip to remain in school with another class

Kinnelon Public Schools Kiel School/Stonybrook School Codes of Conduct

Our preschool, primary, and elementary learning communities work collaboratively to facilitate students' intellectual, social, and emotional growth. We believe in the inherent goodness of our students as well as nurturing the problem solving ability within each student. Our school environment promotes self-discipline, develops responsibility, and directs students toward good citizenship habits.

We combine various strategies to build a positive school culture that will enable our students to become lifelong learners, with an emphasis on the following Full Value norms:

- Be Here
- Be Safe
- Be Honest
- Let Go and Move On
- Take Care of Self and Others
- Create and Commit to Goals

We recognize that our students will make mistakes and need assistance in making good choices around their behavior. Consequences for making poor choices in the preschool, primary, and elementary grades will be implemented based upon the age, experience, and understanding of the child. Included will be a "teachable moment" designed to support social and academic maturity. We teach our students to accept responsibility for their actions while understanding the importance of identifying appropriate responses in the future. Developing empathy is crucial.

When students do make poor behavioral choices, the classroom teacher addresses the behavior in a timely manner. Natural consequences are implemented whenever possible. The consequences can include a verbal warning, loss of privileges, including, but not limited to a "time out" where the student(s) may be separated from his/her peers during class or snack time, recess or lunch; performing extra service for the school, either during, or outside of school hours; and missing school events, trips, or activities. We avoid consequences that affect an entire class.

Understanding that communication is key, parents/guardians may receive a phone call or note from the classroom or special area teacher depending upon the level of misbehavior.

Behavior Notice Form sent home (to be returned with parent/guardian signature)

Office Referral – Students will be referred to the principal for engaging in the following:

- Fighting – Physical contact where injury may occur – Examples: hitting, punching, kicking, hair pulling, scratching, biting
- Harassment, Intimidation, and Bullying – [See Policy 5512](#)
- Intentional destruction of property
- Leaving school without authorization
- Making inappropriate gestures
- Verbal Abuse – Sustained use of profanity, put downs, and/or sexual comments directed towards staff or students
- Insubordination – Failure to comply or follow the direction of a staff member; refusal to do assigned work in class.
- Weapons – Knives, guns or other items used as weapons (imitation weapons should also be confiscated).

HOW PARENTS CAN HELP IN GENERAL

1. See that your child gets plenty of rest.
2. Give your child a nutritious, unhurried breakfast.
3. Have your child dress in appropriate clothing.
4. Send or buy a well-balanced lunch.
5. Praise your child's accomplishments.
6. Compare your child only with him/her self.
7. Study the wonders of nature together.
8. Take walks and trips to points of interest.
9. Make your child feel secure. Let your child know you love him/her no matter what he/she does. Let your child know it is the behavior you dislike when it occurs.
10. Make certain that your child knows what he/she is to do if he/she becomes ill or if an emergency arises and no one is at home.
11. Plan your child's day so that he/she has time for relaxation.
12. Plan for a definite time to study each day.
13. Demonstrate a genuine interest in your child's school and school activities. NEVER criticize the school or school personnel in your child's presence.

HOW PARENTS CAN HELP THEIR CHILD BE A SUCCESSFUL READER

1. To succeed in reading, there is need for teamwork on the part of the teacher, parent, and child.
2. Be calm, relaxed and understanding even if your child is struggling.
3. Make sure a physical aspect is not responsible for impeding progress such as eyesight and hearing.
4. Read to and with your children. Talk about favorite characters, events, etc. These are comprehension skills.
5. Be a good listener. Hear your child read often and build up his/her confidence.
6. Encourage use of public libraries and provide an ample supply of books and magazines appropriate to your child's reading level.
7. Make sure reading is fun at home.
8. Balance your own as well as your child's literary diet. Read often yourself.
9. Cooperate with your child's teacher when specific suggestions are offered to help stimulate, improve work attack skills, increase comprehension, broaden vocabulary, increase speed, etc.
10. Interest and attitude are of prime importance in reading proficiency. Sometimes television can be used as a means of broadening your child's interests - IF SELECTIVE.

NOTE: The online handbook also contains a link to the Kiel and Stonybrook faculty/staff directories.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Each of the schools has an I&RS Committee. This is a problem solving group which comes together to suggest strategies for students who are having difficulties in the regular education program. These difficulties might be academic, social, or behavior related or a combination of these. We work on the premise that "two heads are better than one." In concert with the classroom teacher, we develop a plan for immediate assistance to address the educational and/or behavioral needs of students. The committee is a vehicle that allows school staff and parents of the specific students to share their expertise and resources in meeting the diverse needs of pupils in the school.

If your child's teacher brings his/her name to the I&RS team, you will be notified as to the specific concern, as well as the planned strategies. Your input is invited and valued as part of a collaborative approach to helping all students be successful.

Please feel free to call the principal if you have any questions or concerns about our Intervention and Referral Services Committee/procedures.