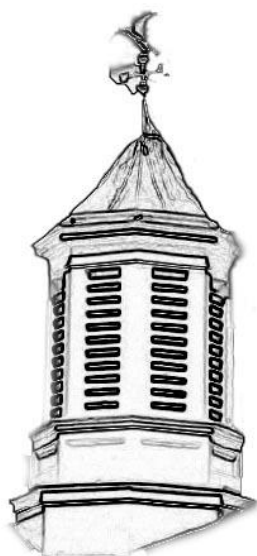


Midland School

Parent Handbook



Midland School

241 W. Midland Avenue

Paramus, NJ 07652

Main Office: 201-225-2073

www.paramus.k12.nj.us
www.midlandschoolpta.com



2023-2024 MIDLAND SCHOOL FACULTY AND STAFF

Principal:	Mr. Thomas J. LoBue	
Administrative Assistant:	Ms. Joanne McGuire	
Office Assistant:	Ms. Maria Sicari	
Security Guard:	Mr. Raymond Flynn	
Kindergarten:	Ms. Laura Murray	
	Ms. Kayla Karaty	
First Grade:	Ms. Denise Tripaldi	
	Ms. Michelle Zakko	
Second Grade:	Ms. Meredith Torjussen	
	Ms. Crissy Youssis	
Third Grade:	Ms. Michelle Roux	
	Ms. Jacky Sapp	
Fourth Grade:	Ms. Reina Iula	
	Ms. Elizabeth Weissenberger	
Special Education:	Ms. Ann Marie Mesce	
	Ms. Karina Santiago	
	Ms. Nicole Van Voorhies	
Art:	Ms. Andrea Lanchero	
Basic Skills:	Ms. Gina Cutrona	
ESL:	Ms. Stefania Tirico	
Librarian/Enrichment:	Mr. Robert Marion	
Music:	Ms. Kerry Russo	
Occupational Therapist:	Ms. Cathryn Coppola	
Physical Education:	Ms. Lisa Quimby	
Reading Specialist:	Ms. Jennifer Jennings/Ms. Rachael Pothula	
Resource:	Ms. Laura Gomez	
	Ms. Kaitlyn Rodgers	
School Counselors:	Ms. Taylor Keefe/Ms. Julia Stutzer	
School Nurse:	Ms. Catherine Alvarez	
Spanish:	Ms. Jennifer Klausner	
Speech:	Ms. Sharon Heaney	
Substitutes:	Ms. Leigh Lepis/Ms. Jackie Reuveni/Ms. Donna Sullivan	
Child Study Team:	Ms. Theresa Alston/Ms. Heather Kagedan/Ms. Deanna Mileski	
Instructional/Lunch Aides:	Ms. Christina Anthony	Ms. Stefani Herget
	Ms. Anna Marie Bagnato	Ms. Laila Joujati
	Ms. Whitney Bailey-Hicks	Ms. Tiziana Liberti
	Ms. Kristen Barbaro	Mr. Ted Loquet
	Ms. Jo Battle	Ms. Susan Matalon
	Ms. Amanda Buono	Ms. Danielle Miranda
	Ms. Josylyn Canelo	Ms. Lara Pollock
	Ms. Vincenza Cirillo	Ms. Jackie Tal
	Ms. Daisy DeDios	Ms. Najjyyah Ward
	Ms. Kathy Ghalamsiah	Ms. Victoria Wojt
	Ms. Naliyah Gomes	Mr. Chris Zuniga
	Mr. David Haight	Ms. Kelli Voorhis
Lunch Aides:	Ms. Kristina Damato	
	Ms. Claudine Felten	
	Ms. Camille Kutreyan	
Custodians:	Mr. Armando Osorio (day)	
	Mr. Ronald Boccia (evening)	
	Mr. Dionisio Lagasca (evening)	

Paramus Board of Education

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Mr. Nicholas Naturile, Director of Buildings & Grounds

Board of Education meetings are open to the public and begin at 7:30 p.m. in the Board meeting room located on the Spring Valley Road side of Paramus High School. They are usually scheduled for the second Monday of each month. These meetings are announced in all local papers and dates are posted in the Board of Education offices.

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



Absences

Student Attendance: All schools within our district will now require parents/guardians to report student absences through the Genesis Parent Portal. Please report your student's absence via the Genesis Parent Portal **prior to 8:45 am**. Parents/Guardians will receive an auto response to confirm the absence has been recorded. Here are the procedures for [Submitting Attendance in Genesis](#).

If we do not hear from you, the nurse or other school representative will call you to remind you to enter your child's absence in Genesis. If we are unable to reach you, **we are required to contact the authorities**.

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 prearranged extra help with a teacher. In these instances, please use the main entrance of the school.**
- When bringing your son/daughter 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. 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

The volume of traffic at dismissal time created safety issues in the past. In consult with the Paramus Police Department, we asked all parents picking up by car to remain in their car in their respective car line. We truly appreciate the high degree of cooperation and improved safety that ensued. We will follow the same procedure this year.

Reminder: Do not park, leave your car, or send a passenger to the front door on foot. REMAIN IN YOUR CAR.

Our dismissal procedures are:

1. Front door car pick-up
2. Walking only (**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 Car Pick-up

- Parents are asked to pull up as far as possible so that we can maximize the number of children able to get into cars at once. Please teach your children how to buckle themselves quickly and safely into their safety seats before the start of school. **Parents and passengers must wait in line and NOT leave their cars.** Parking and walking to the front door create safety issues at dismissal for parents and children.

2. Walking Only

- This is for parents who will not be bringing a vehicle but, rather, they will be walking home with their child. **Please note that we must release all children to the parent or adult you designate.**

3. Bus Transportation

- Students taking busses home will be brought directly to their assigned bus by their teachers. **Families eligible for bus service who opt to pick up by car will pick up at the front door.**
- **Parents must meet their children at the bus stop or make arrangements to have a responsible adult meet their children at the bus stop. Students may only get on and off the bus at their designated 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. 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.

Students must ride the bus they are assigned to.

Students can only get on and off the bus at their designated stop.

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 Midland 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!

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. Students may only get on and off the bus at their designated stop.

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

1. Be sure your child is on time and 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 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.

- Students taking busses home will be brought directly to the bus loop by their teachers. **Families eligible for bus service who opt to pick up by car are to use the front door routine.**
- **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.
- Kindly remind your youngster that he or she must:
 - *Buckle his/her safety belt immediately upon boarding the bus and keep it buckled*
 - *Remain seated at all times.*
 - *Keep hands, feet and objects to oneself*
 - *Use appropriate language*
 - *Use a quiet voice and speak with friends nearby.*
 - *Watch for the stop.*
 - *Get on and off the bus carefully.*
 - *Keep food/beverage items in backpacks/lunch boxes. **There is absolutely no eating or drinking on the bus.***
 - *Not bring/play with toys on the bus.*

Only students who are assigned busing may ride the bus. Students can only ride the bus to which he/she is assigned. Students may only get on and off their designated bus stops. Walkers may not be transported by bus.

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

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 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 prior to volunteering for an event. All volunteers must 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 Midland School Code of Conduct

Our Motto: Work Hard and Be Nice to People

*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 Midland School feel capable, connected, and valued.*

Midland School students show respect by keeping:

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

***Midland School students are KIND
Midland School students include EVERYONE
Midland School students always do their BEST
Midland School students take RESPONSIBILITY for their actions***

ELEMENTARY SCHOOL CODE OF CONDUCT

INFRACTION	CONSEQUENCES
1. Use or possession of Illegal Drugs and/or Alcohol	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> • Out-of-school suspension for a minimum of three days and will return only after a parent conference. • The police may be notified.
2. Theft	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> • Parent conference and the development of a plan to monitor the student's behavior. • Parent/student will be held liable for the cost of replacing the item(s). • Suspension from school and police may be notified.
3. Vandalism	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> • Parent conference and the development of a plan to monitor the student's behavior. • Parent/student will be held liable for the cost of replacing the item(s). • Suspension from school and police may be notified.
4. Fighting	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> • Student will be assigned detention(s). • Student may be suspended from school depending on the circumstances of the incident.
5. Intimidation/Bullying/Harassment Relational Aggression	<p>1st Incident: For minor isolated incidents the teacher shall remediate or discipline including a warning, deprivation of some minor privilege.</p> <p>2nd Incident: (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>3rd Incident: (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>
6. Disrespect Toward Authority	The principal will have the discretion to take any of the following actions: <ul style="list-style-type: none"> • School detention assigned, and parent notified. • In-school or out-of-school suspension and a parent conference.
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"> • Following state code, a student can be removed from school for up to 1 school year and the police will be notified.

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. The Midland School PTA will regularly update their informative website which can be accessed at www.midlandpta.com. Teachers will update you on classroom happenings through class newsletters or notes. Information is also provided on our website, www.paramus.k12.nj.us. Please click on the Midland 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 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 should wear appropriate athletic footwear on days they have physical education class. Please remember that our students go outside to play at recess time, so dress them according to weather conditions. **No flip-flops please!** These are unsafe when running and playing both in PE classes and outside. However, sandals with straps that secure them to the foot may be worn on non-PE class days.

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 *Paramus Board of Education*. Monies for field trips are not refundable or transferrable. 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, Smart watches, 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 Forms

Emergency forms are a vital resource when a youngster becomes ill or injured during the school day. The listing of home and business phone numbers as well as the name and number of a relative, friend or neighbor must be completed 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 Form via the Genesis Parent Portal on or before the first day of school.

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.

Library/Media Center

We are proud of the Midland 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.

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. *Midland is a nut-free school.*

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 outside the nurse's office. 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 Transportation directly (201-261-7800, x3015).

Lunch

Parents have the option of ordering lunch for their child through Pomptonian Food Service. Please refer to the district website (www.paramus.k12.nj.us) for more information (*Departments/Food Services/Elementary Lunch Program* (under Additional Information)).

Lunchtime

The elementary lunchtime is from 12:00 noon until 12:45 p.m. With the exception of days with severe weather conditions, children are routinely sent outdoors during lunch recess. Please dress your child(ren) appropriately.

On 1:10 dismissal days and delayed opening days, students will have a snack only. Please be sure to pack a snack for your child on these days. Lunches ordered through Pomptonian Food Service will not be served on 1:10 dismissal days or delayed opening days.



Nurse

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

Only the school nurse will administer medicine to pupils during school time. **In cases where daily medication is necessary, a written statement from the parent and physician must accompany the medication in a pharmacy container.** This includes over-the-counter items as well. Forms and procedures can be found on the district website: <http://www.paramus.k12.nj.us/ppsd/> Click on "Departments" and then on "School Nurses." Please notify the school immediately if your child develops a contagious disease or there is any change in health patterns. The school nurse will contact you if your child is too ill to remain in school or is injured and needs additional medical attention.

During the school year, each child is weighed and measured and given screening tests for vision and hearing. All children age 10 and older are screened for scoliosis. If any further examination is necessary, parents will be notified.

Students new to Paramus Schools and all third-grade students are required to have a complete physical examination. It is recommended, whenever possible, that this examination be performed by the family physician that is familiar with the child's health records. A school physician is available, however, to administer this physical. Students of families that do not provide the required physical examination documentation are not permitted to participate in physical education classes or recess.

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 Midland 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.

Midland PTA Executive Board

President:	Krystin Vecchione
Vice President:	Christina Anthony
Co-Treasurers:	Franchesca Batenga Charlene Suazo
Secretary:	Rhena Saulnier
Correspondence/Social Media:	Brianne Albano
4 th Grade Committee:	Beth Duarte

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, you must first file a claim with your own insurance. The district's insurance will cover 80% of the remaining balance.

Registration

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 1st 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. Refer to the district's website for proof-of-residency and registration guidelines: 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 Messenger

The Paramus school district utilizes the School Messenger Communication System to inform families of school closings due to inclement weather, early closing 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.

School Safety Team

The Midland 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.

Student Attendance

All schools within our district will now require parents/guardians to report student absences through the Genesis Parent Portal. Please report your student's absence via the Genesis Parent Portal **prior to 8:45 am**. Parents/Guardians will receive an auto response to confirm the absence has been recorded. Here are the procedures for [Submitting Attendance in Genesis](#).

Transfers

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

Visiting the School – Security Guard

Parents are cordially invited to visit classrooms on "Back to School" night, for pre-arranged conferences and for special events. When visiting the school for any reason, **PLEASE STOP BY THE SECURITY DESK** at the window located in the security vestibule.

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!

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