

Lenape Meadows School Parent/Student Handbook 2024-2025



LENAPE MEADOWS SCHOOL SONG

(Sing to the tune of "It's a Small World")

*It's a school of learning
A school of cheer
It's a school with pride
That we hold so dear
It's a place where we go
To learn, laugh, and grow
It's Lenape Meadows School*

*At Lenape we all rate
Science and math are really great
Reading and writing are oh so cool
At Lenape Meadows School*

*We learn new things and have lots of fun
The staff is there
To help everyone
All the smiles that we see
Such a great place to be
It's Lenape Meadows School*

*At Lenape we all rate
Science and math are really great
Reading and writing are oh so cool
At Lenape Meadows School*

WELCOME

Dear Parents,

This Parent and Student Handbook was designed to help you learn more about our school and to serve as a reference for information related to school procedures, policies, and regulations. We look forward to working with you and your child and invite you to ask questions and seek out the expertise of our staff. We are committed to working in partnership with you so that your experiences at Lenape Meadows School will be positive and productive.

We are looking forward to an exciting 2024-2025 school year!

Paul Wyka, Principal

Natasha Carrera, Assistant Principal

MAHWAH BOARD OF EDUCATION

ADMINISTRATION

Dr. Michael DeTuroSuperintendent
Dr. Dennis Fare.....Assistant Superintendent
Thomas Lambe.....Business Administrator
Lisa Rizzo.....Director of Special Services
Dr. Linda Bovino-Romeo.....Director of Curriculum

www.mahwah.k12.nj.us

Lenape Meadows School Staff
2024-2025

Principal	Paul Wyka	201-762-2260 ext. 2262
Asst. Principal	Natasha Carrera	201-762-2400 ext. 2266
Administrative Assistant	Suzanne Mayer	201-762-2268
Administrative Assistant	Annette Rush	201-762-2264
Attendance	Connie Lehman	201-762-2433
Nurse	Kirsteen Diaz-Pinto	201-762-2263

<u>CST</u>	<u>Guidance Counselor</u>	<u>Speech/Language Therapist</u>
Elena Bottiglieri	Diana Capani	Lauren Culkin
Dr. Gladys Fernandez	Kyla Murphy	Christina Natale
Hilary Scharf		Cathryn Traphagen

<u>Pre-K</u>	Juliann Couceiro	Sue Silberman	Ana Rossig
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<u>Kindergarten</u>	<u>First Grade</u>	<u>Second Grade</u>	<u>Third Grade</u>
Jamie Brisby	Gianna Bologna	Beth Clark	Courtney Neglia
Mary DiRienzo	Julie Contey	Gabrielle Cueto/Natalie Franke	Kristin Pacelli
Ellen Mahoney	Tracy Fiorilla/Kira Podilipski	Brianna Finelli	Carra Tangredi
Mariann Odierno	Amanda Van Dunk	Christina Korcak	Ursula Uzar
		Jennifer Lederer	

Kindergarten-First Grade	Keri Lakawicz	
First-Second Grade	Valentina Castaldo	Salvatore Scillieri

<u>Reading Specialist</u>	<u>Math Specialist</u>	<u>ESL/ML</u>	<u>Resource</u>
Crista Mapes	Denise Varricchio	Nancy Merrigan	Darrelle Dunbar
Christine Torntore		Natalie Labrada	Jennifer Koby
			Kaetlyn Scarpa
			Laura Wigginton

<u>Art</u>	<u>Media/Coding</u>	<u>Music</u>	<u>Phys. Ed</u>	<u>Spanish</u>
Courtney Harrington	Billyee Bryan	Lauren Kaufman	Jason Calhoun	Jennifer Fitzgerald
			Jason Schmitt	
			Adam Szuch	

<u>Paraprofessionals</u>				
Kelli Allison	Lori Crames	Lina Hamoi	Loran McKenna	Kristin Rambin
Christine Begg	Justin Genardi	Jared Kornfeld-Loewy	Jennifer Mellana-Rosenblatt	Jette Robibero
Wendy Brooks	Maryana Gerges	Santipriya Manepalli	Anri Nakaarai	Laurie Rosen
Catherine Buckleysmith	Jeannette Gibney	Michele Mariani	Mamta Prasad	Janice Tesseyman
Leroy Burns	Luisa Gonzalez	Rita Marsillo	Nancy Rabin	Linda Tippner

<u>Instructional Coaches</u>	ELA- Talya Cole	Math- Jennifer Hogan
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Supervisor of Elementary Curriculum & Instruction	Ofer Kearns
Supervisor of Special Education, PreK-5	Dawn Savastano
Supervisor of Technology Integration K-12	Robert Kalman
Supervisor of World Language 6-12, ESL, K-12, & Gifted and Talented K-12	Courtney Carrelha

OTHER CONTACTS

School Fax Number	201-529-1058
Attendance	201-762-2265
Wyckoff Family YMCA Aftercare	201-891-2081

YMCA Aftercare Cell Number	201-264-3127
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E-mail contacts: FirstinitialLastname@mahwah.k12.nj.us
 Example: pwyka@mahwah.k12.nj.us

LENAPE MEADOWS SCHOOL HSO EXECUTIVE BOARD 24-25

Co-Presidents	Jennifer Hill and Erin Del Moro
Vice President	Karen Robator
Secretary	Ashley Jijon
Co-Treasurers	Christine Bowns

All Lenape Meadows parents are automatically members of our HSO. The purpose of the HSO is to provide parental support to the school, students, faculty, and administration. This includes raising funds and volunteering time for various projects that help enrich the educational experience of students. The Lenape Meadows HSO meets monthly in person and on Zoom to review school happenings and upcoming ways to get involved. You can contact the HSO by: lenapemeadowshso@gmail.com

BUILDING SAFETY/VISITORS

In order to ensure the safety of our students, our exterior doors are locked during the official school day (8:50 AM - 3:20 PM). All visitors (including parent volunteers) to Lenape Meadows School must ring the bell at the front door to be buzzed in. They are then required to use Lobby Guard, which will scan their license in order to enter the building. Visitors should then proceed directly to the main office, where they will receive their printed visitor badge to wear while inside the building.

We ask that visitors do not disturb teachers or children during instructional situations. Discussions with teachers and parent/teacher conferences should be scheduled in advance.

Please know that we welcome parents/guardians in our school. It is because of our concern for the safety of your children and the integrity of our instructional program that these security procedures have been implemented.

SCHOOL HOURS

	Grades K-3	Pre-K
Regular School hours	8:50-3:20	9:00-11:30/AM 12:50-3:20/PM
Delayed Opening Hours	10:50-3:20	12:50-3:20-PM Students AM Session Canceled

Single Session Hours	8:50-1:28	9:00-11:30- AM Students PM Session Canceled
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*Unless enrolled in the YMCA before school program, **children may not be dropped off at Lenape Meadows any sooner than 8:30 A.M. There is no supervision before 8:30 A.M.**

SINGLE SESSION DAYS 2024-2025

Mon, Tues, Wed	November 4, 5 & 6	Parent/Teacher Conferences
Wednesday	November 27th	Day before Thanksgiving
Friday	December 20th	Day before Holiday Recess
Friday	March 14th	Staff Development
Thursday	June 5th	Family Curriculum Night.
Mon. & Tues.	June 19 & 20	Last two days of School

NOTE: Lunch **WILL** be available on single session days. Please refer to the monthly lunch menu. Preschool PM Sessions **Canceled** on Single Session Days

SCHOOL CLOSING/ DELAYED OPENING INFORMATION

When weather conditions prevent us from opening schools at the regular time, the following procedure(s) will be put into effect:

- Residents may check the district website at www.mahwah.k12.nj.us.
- The One Call system will be instituted throughout all of the Mahwah School District. Please update your contact information using the Realtime parent portal to ensure that you receive messages through use of the One Call system.
- On a two-hour delayed opening day, bused students should report to their assigned stop two hours later than usual.
- On a two-hour delayed opening day, our schools will serve a cafeteria luncheon. However, the menu may change.
- Please do not call the local police with questions.
- On a two-hour delayed opening day, PreK AM sessions are canceled.
- On a two-hour delayed opening day, there is no YMCA before-school program. No child may be dropped off before 10:25 A.M., as there is no supervision before that time.
- When schools are closed, all after-school and evening activities will be canceled.

ARRIVAL PROCEDURES

School buses and vans use the bus loop to drop off children at the school entrance. Parents dropping off their children are asked to use the outer loop around the parking area. Beginning at 8:30 AM, adults supervise the children as they arrive. PreK AM/PM students will enter through the kindergarten wing and will be received by staff members at their designated arrival times (9:00 AM or 12:50 PM). All kindergarten through third-grade students report to the gymnasium. Our third-grade safety patrol members meet kindergarten and first-grade students at the front door and escort them to the gym. Students arriving late (after 8:50 AM) must swipe in with an adult at Lobby Guard and report to the office. They will be signed in by a parent/guardian before proceeding to their classrooms.

DISMISSAL PROCEDURES

PRE-KINDERGARTEN

TRANSPORTATION BY BUS:

Students taking a bus home at 3:20 PM will be escorted to the kindergarten hallway by their classroom teacher and paraprofessionals. Students will be assisted with boarding the bus by the paraprofessional assigned.

DISMISSAL BY CAR:

Students being picked up by car exit through the kindergarten wing at the designated time (11:30 AM or 3:20 PM). Parents line up in cars in the bus loop at the designated sign. **Vehicles should display the child's name on a piece of paper in the front window so that we may quickly match children with cars.** Please make sure to move all the way up to the designated sign that is placed on the sidewalk.

KINDERGARTEN - GRADES 3

TRANSPORTATION BY BUS:

Students taking a bus home at 3:20 PM will line up in the gymnasium. To assist with this process, at the start of the school year, each bus student wears a laminated, color-coded circle that represents his/her bus route and lines up based on that color. Please tell your child's teacher if your child needs a new circle.

DISMISSAL BY CAR:

Students being picked up by car exit the front doors at approximately 3:20. Parents line up in cars on the outer loop around the parking area. Vehicles should display the child's name on a piece of paper in the front window so that we may quickly match children with cars. Please make sure to move all the way to the green figure that is placed on the sidewalk, and we ask that you do not block the crosswalk.

For safety reasons, parents/guardians are asked not to enter the front during dismissal.

PICKUP PATROL:

We utilize an on-line program called **PickUp Patrol**. Parents must log on to the app and provide authorization for each day's routine and emergency dismissal procedures (bus, car pick up, YMCA aftercare, etc.). These procedures are in effect for the entire subsequent school year (Mahwah BOE *Pupil Supervision After School Policy* 8601). Any **permanent** changes to the dismissal plan must be made via changes to Pickup Patrol. Daily changes should also be made via changes to Pick Up Patrol. The change will be noted online for the main office as well as for the classroom teacher.

EARLY DISMISSAL:

When a student needs to be released from school early for a medical, dental or other appointment, it must be noted in **PickUp Patrol**. The parent must swipe in at Lobby Guard, scan their license, and come into the main office to sign out the student. **Except in the case of a rare emergency, parents are strongly discouraged from signing children out of school between 3:00 and 3:20 P.M. as our office is very busy at that time, ensuring a safe dismissal for all.**

EMERGENCY CONTINGENCY PLAN:

Please take time to develop a contingency plan with your child in case no one happens to be home when he/she arrives. This could be very important if a parent is delayed in getting home from work or shopping. **Please call the school office if you need to update your emergency/contact information. This includes any changes in work or cell phone numbers.**

AFTERCARE:

Students in aftercare arranged with the YMCA from 3:20 - 6:00 PM will meet in the cafeteria at dismissal. If Lenape Meadows closes early because of inclement weather, **all after-school activities, including the YMCA program, are canceled.** Students who have had aftercare arranged for them in programs not meeting at Lenape Meadows School will line up in the gymnasium to await transportation provided by those schools.

BUS ASSIGNMENTS AND REGULATIONS

ASSIGNMENTS:

Please review your bus information on the transportation tab that is included in your Parent Portal on RealTime. Please review your bus stop procedures with your child. We are very concerned about safety and reviewing these procedures with your child will assist us in that endeavor. Students are permitted to exit the bus at their stop only and may not get off at another stop for a play date, babysitting purposes, etc. Please note that Board of Education Policy No. 8600 allows students to ride another bus with special permission in an emergency situation only. This permission can be given only by the principal. Students, however, must request this permission with a note from their parents at least one day in advance if they wish to ride on a bus they are not assigned to by the school.

REGULATIONS:

With the start of another new school year upon us, it is our responsibility to provide both you and your children with important information regarding bus safety and proper bus behavior. There are specific expectations for proper conduct that all children must adhere to while riding any bus, whether to and from school, on a field trip, or any other school-related activity. The purpose of this letter is to request that you speak with your son(s) or daughter(s) about proper conduct on a school bus and the potential consequences that will result should unsafe behavior occur. This fall, each student will attend a bus safety training session during the school day, which will be facilitated by each school's administration. We strive for a positive climate at school, and this expectation extends to our buses. Students should treat bus drivers, as well as one another, with kindness and respect while riding the bus. Your support in reinforcing our expectations is greatly appreciated.

While buses are in operation, the bus drivers have the same authority as teachers, including the assignment of seats, supervision of conduct, and, if necessary, the removal of a student from the bus, and

the reporting of such action to the principal's office.

In the interest of both safety and good citizenship, Lenape Meadows School students are expected to adhere to the following bus guidelines as per Board of Education Regulation #5600:

- Leave home early enough to arrive at the bus stop on time. Walk in a safe manner.
- Wait for the bus in a safe place – well off the roadway.
- Enter the bus in an orderly manner and take a seat.
- Follow the instructions of the school bus driver.
- Remain in your seat while the bus is in motion. Do not stand up while the bus is in motion.
- Keep aisles clear at all times.
- Remain quiet and orderly.
- Be courteous to the school bus driver and fellow passengers.
- Be alert to traffic when leaving the bus.
- Always be considerate of other people's property. Stay off people's lawns.
- Never put any body part outside the bus window, nor throw anything out the window.

DISCIPLINE:

Students who cause disturbances while riding buses to/from school will be subject to the following procedures:

1. A **first offense** will result in a conference with the student, appropriate disciplinary action and notification to his/her parent or guardian.
2. A **second offense** will result in the student being prohibited from taking the bus for a minimum of one day and a conference with the student, his/her parent or guardian, and the assistant principal/principal.
3. A **third offense** will result in the student not being permitted to travel on the bus for a week and possibly for the remainder of the school year.

Steps 1 – 3 may be waived if the situation is sufficiently serious

Any form of Harassment, Intimidation, and/or Bullying will not be tolerated on a school bus. Please be aware that any reported incidents of harassment, intimidation, and bullying on a bus will be investigated as per New Jersey law. Consequences and appropriate remedial action for confirmed instances will be in accordance with N.J.A.C. 6A:16-7.1

STUDENT HEALTH

STUDENT HEALTH SERVICES:

1. Students' height and weight will be measured yearly.
2. Students will have a hearing, vision, and blood pressure screening yearly.
3. Physical examinations are recommended annually for all students and required of all new students entering the Mahwah School District. Physical exams are not provided in the schools. Please have your family care provider complete the physical form, which is available on the Mahwah district website or from the health office.

STUDENT ILLNESS:

Regular attendance is very important at all grade levels. However, if your child is ill, he/she should remain at home. Please keep your child home if the following symptoms are evident: fever, runny nose, productive cough, swollen glands, rash, nausea, cramps, diarrhea, vomiting, and/or pink or inflamed eyes.

Children are required to be fever-free for at least 24 hours following an illness before returning to school.

Parents should call the attendance line at (201-762-2265) to report an absence, stating the child's name, date, and reason for the absence. A message may be left on the answering machine. A note is also required for absence or tardiness, and the reason for the absence/tardiness must be included in the note. Notes should be submitted to the main office upon the child's return to school.

Please notify the nurse immediately of any communicable disease or medical concern.

Absence for five days or longer will require a doctor's notification upon return to school.

Students absent from school due to family vacations (unexcused absence) along with illness absences will be responsible for completing class assignments while they are absent. Work will be expected to be up to date. No homework will be sent home until the third day of the absence.

Students who are absent from school cannot participate in or attend extracurricular activities after school or in the evening on the day they were absent.

STUDENT MEDICATION:

We consider it important to remind you of our district policy #5330, concerning the administration of medication to students. The policy reads in part as follows:

"The administration of prescribed medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not made available to him/her during school hours. For purposes of this policy, "medication" shall include all medicine prescribed by a doctor."

In order to comply with this policy and for the protection and well-being of your child and other children, we ask you to follow these steps:

1. Try to schedule the medication so that it can be given before the child leaves for school and after the child returns home. Please do not give your child medication to take themselves.
2. If your doctor requests that medication be given in school, please note:
 - a. The parent/guardian must bring the medicine to the school in the original container.
 - b. The parent/guardian must give written permission for the medicine to be administered by the nurse.
 - c. The school nurse or parent/guardian is the only person permitted to administer medications in the school. When the nurse is not available, you will be notified and will have the option of coming to school to administer the medicine yourself.
 - d. We require a written order from the prescribing physician, including the dosage, the time at which the medication shall be administered, the length of time for which the medication is prescribed, and the possible side effects of the medication. **All medication orders must be renewed each year.**
 - e. In addition, please note that the school nurse cannot administer over-the-counter drugs, such as cough medicine, decongestant tablets, antacids, or lozenges, unless written under a doctor's prescription.

- f. Changes in New Jersey law state that a student may now carry and self-administer inhalers for asthma or medications for severe allergic reactions by submitting the required form that can be obtained from your school nurse.

ILLNESSES AND INJURIES AT SCHOOL:

All students who become ill or are injured at school are seen in the health office. If the situation warrants, parents will be contacted about the situation and any concerns for further care. If the nurse determines that a child is too ill to remain in school, the parent or his/her designee is asked to pick up the child in a timely fashion.

PHYSICAL EDUCATION EXCUSE:

A written note must be provided for a student to be excused from physical education class. A physician's note is required for any extended periods of excused time. Students who are excused from P.E. will not be permitted to play at recess for safety reasons.

INDOOR RECESS EXCUSE:

Written requests to the nurse for children to stay indoors during lunch recess must be for health reasons only. Requests for more than two days should be accompanied by a doctor's note.

TARDINESS FOR MEDICAL APPOINTMENTS:

If a student is to be tardy (later than 8:50 a.m.) because of a dentist or doctor's appointment, a note must be sent the previous day. This is not an excused absence because we anticipate that appointments can be made after school hours. A note is also required from a parent when the child returns to school.

EMERGENCY CONTACT CARD:

Emergency and Health cards are distributed each September to all families. They must be completed in full (front and back) and returned during the first week of school for each child. These cards are essential if a child is injured, becomes ill at school or if school closes early. We must know whom to contact should you not be available. Please update all information whenever there is any change in parent/emergency contact or health information. Information can be updated using the Realtime parent portal.

If you have questions pertaining to the health program, please call our nurse at the health office.

Mrs.Pinto-Diaz: 201-762-2263

SCHOOL NUTRITION

Like many Americans, we are concerned about obesity in our nation's school-aged population. Studies have shown that a poor diet combined with a lack of exercise negatively impacts children's health and their ability and motivation to learn. The Mahwah Board of Education adopted a nutrition policy (#8505, excerpt below) in response to these concerns, as well as to be in compliance with federal and state mandates.

We ask that parents and guardians follow these guidelines when sending in food meant for group consumption (birthday treats, holiday parties, etc.). Soda and gum should not be brought to school to be consumed during the school day. Food brought to school that does not follow the guidelines will not be served.

Additionally, because many of our students have nut allergies, it is important that foods sent in for the whole

class do not contain nuts, seeds, or nut butters/oils.

Mahwah Board Policy #8505

The Board is committed to: providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low-fat milk, and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

The following items may not be served, sold, or given out as free promotion anywhere on school property at any time before the end of the school day:

- 1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations.*
- 2. All food and beverage items listing sugar, in any form, as the first ingredient; and*
- 3. All forms of candy.*

LUNCH PROGRAM

LUNCHTIME:

The lunch/recess period lasts for one hour each day (12:00-1:00 PM), with 30 minutes for lunch and 30 minutes for recess. Weather permitting, students participate in supervised activities on the playground. During inclement weather, students will stay indoors for classroom activities.

MEALS:

Students in grades K-3 can choose between a hot or cold lunch. Lunch menus can be found on the district website. Students who do not wish to purchase lunch may bring their own in a labeled container. Snack items are also available for purchase.

REDUCED/FREE LUNCH:

Reduced/free lunch plans are available for qualifying families requiring assistance. Forms are located online. Parents/guardians MUST reapply every year.

For more information on our food services and payment procedures, please visit our [website](#).

CAFETERIA EXPECTATIONS:

- Enter the cafeteria in a quiet and orderly fashion.
- Sit at the table without crowding the other children.
- Use good manners.
- Speak in a soft voice.
- Do not share or trade food with the other children at your table.
- Clean up all food, paper, and other items before being dismissed.
- Always listen to the adults in charge.

PLAYGROUND / RECESS EXPECTATIONS:

- Stay safe by playing in the designated areas only. An adult should always be able to see you.
- Do not leave the playground without the permission of the adult in charge.
- Never participate in rough activities such as pushing, wrestling, tackling, or play fighting.
- Include all children who want to play.
- Share playground equipment and supplies.
- Use playground equipment in the manner for which it was intended.
- Be courteous to other students who are involved in a game.
- Always follow the directions of the adult in charge.
- Tell an adult immediately if someone gets hurt.
- Tell an adult immediately if someone is bullied or harassed.
- Tell an adult if a stranger is on the playground.
- Stop playing and line up immediately when recess is over and the whistle is blown.
- Always go to your class's designated area to line up.

OVERALL LUNCHTIME EXPECTATIONS:

We work all year with our children to develop good manners, empathy, and appropriate behavior not only in the classroom but also in the hallways, playground, buses, and cafeteria. We ask that you reinforce these positive messages at home by explaining how important these values are to your family.

BIRTHDAY CELEBRATIONS

Birthdays are very special days in the lives of young children. Students may bring in treats to share with the class to celebrate their birthdays. **Please be sure to send in only those snacks on the approved safe snack list.** We ask that treats be kept manageable for the classroom teacher. All snacks must be in pre-packaged materials. Please use this [reference sheet](#) as a guide.

GENERAL INFORMATION

FORGOTTEN ITEMS/LUNCHES:

Any items that students forget to bring to school must be brought to the front vestibule. In order to minimize disruptions to classroom instruction, items, including homework and projects, will be left in or by the appropriate teacher's mailbox and will be distributed to the student at a suitable time. Lunches will be left inside the main office and available for student pick up before each lunch session begins.

LOST AND FOUND:

The school has a specific location for lost and found items. It is recommended that all belongings be labeled with your child's name. Parents can check for lost items at parent-teacher conferences, and reminders will be made for students to check for lost items. Any items of significant value will be kept in the main office.

PERSONAL AND SCHOOL PROPERTY:

Electronic devices (i-Pads, portable DVD players, cell phones, portable video game systems, etc.), small toys, dolls, stuffed animals, toy guns, laser pointers, collectible cards, and items with non-educational merit may not be brought to school by students at any time. Smartwatches are permitted in school and should function as a typical watch. If smartwatches are used inappropriately, the teacher will speak with the student and call home to speak with the student's parent or guardian. If issues continue, the smartwatch may be taken away and returned to the student at the end of the school day. It is also forbidden to bring to school any item which would be hazardous to the health, safety, and well-being of school occupants. School authorities are required to report to the police department any incident involving incendiary or explosive devices or weapons.

Each student is responsible for his/her personal property while in school, and care needs to be exercised to ensure minimum possibility of loss. Students are also responsible for textbooks and other materials issued to them.

Any school property lost or damaged by a student must be paid for by the parent/guardian. This includes textbooks given to children by their classroom teacher at the beginning of the school year and library books. If any book is returned after the fine is paid, the money will be returned. Where negligence or willful destruction is evidenced, parents will be required to pay the cost of replacement.

FIRE AND SAFETY DRILLS:

In compliance with Chapter 41, State of New Jersey Statutes 18A:41-1 to 4, "Fire Drills and Fire Protection," all schools will administer at least one fire drill and one security drill each month within the school hours. You will receive a One Call Message after the completion of a school security drill.

REALTIME PARENT PORTAL:

Parents may access the Realtime Parent Portal using the link provided on the district website. Once logged in, parents may access and update student contact information, student attendance, and the district's acceptable use policy. Parents of students new to the district will be mailed information regarding Realtime and directions explaining how to gain initial access to the site.

ANIMALS ON SCHOOL GROUNDS:

Dogs and other family pets are not permitted on school grounds. The only exceptions to this rule are animals that are used in classrooms for instructional purposes. These animals must be under the control of an adult at all times and must be handled in a way that does not endanger children.

STUDENT ATTENDANCE- POLICY 5200

Good attendance and punctuality are necessary for academic achievement. By New Jersey State Law (Title 18A), students must be in regular attendance during all days at hours that the public schools are in session. Moreover, young children feel more comfortable in school when they arrive on time and attend regularly. If your child is ill, however, he/she should remain at home. School is not the place for a sick child.

As per Board of Education Policy 5200, only state-recognized religious holidays, a death in the family, and medically excused (with a doctor's note) absences will be officially excused. All other absences, though requiring a note upon the child's return to school, will be unexcused. Board policy requires that when a student's unexcused absences reach 10, 15, or 20, a series of graduated responses will occur, such as a letter of concern, a mandatory meeting with school officials, and mandatory action by the principal.

Parents are expected to call the attendance office (201-762-2265) by 9 AM when a student is going to be absent, stating the CHILD’S NAME, DATE, and REASON for the absence. Parents can call any time (even the night before) and leave a message. The student is required to bring a note signed by the parent stating the reason for absence on the day he/she returns to school. Students who are absent from school cannot participate in or attend extracurricular activities after school or in the evening on the day they were absent.

HOME INSTRUCTION FOR EXTENDED ILLNESS

When serious illness or injury requires a child to be absent from school for more than 10 consecutive days, a home tutor may be provided. Please contact the Main Office for more information.

STUDENT DRESS CODE: **BOARD OF EDUCATION POLICY NUMBER 5511**

APPROPRIATE CLOTHING:

Our students are young, and proper clothing and attire for students at school reflect our concern about safety and appropriateness. Shoes without a back (such as “croc”, clogs, or flip-flops), platform shoes, and “wheelie” sneakers are inappropriate. Children play at recess, and these types of shoes are unsafe for running or climbing. Please do not send your child to school in pajamas, costumes or with costume accessories. Additionally, excessively short clothing is also inappropriate, as are pants that drag along the floor. Suggestive or offensive comments on shirts or shorts are also unacceptable. We ask that you not send your child to school in these types of clothing.

PHYSICAL EDUCATION ATTIRE:

Students should dress comfortably for physical education classes. Loose-fitting clothing is important for the wide range of movement activities that are covered. A good athletic sneaker is the best for physical activity.

ACADEMIC INFORMATION

MARKING PERIOD DATES

Pre-Kindergarten and Kindergarten

1st Reporting Interval	September 5, 2024 – January 31, 2025
Parent Teacher Conferences	November 4, 5, 6 - Single Session Days
2nd Reporting Interval	February 3, 2025– June 24, 2025
Parent Teacher Conferences	March 2025

Grades 1-3

Trimester #1	September 5, 2024 – November 27, 2024
Parent Teacher Conferences	November 4, 5, 6 - Single Session Days

Trimester #2	December 2, 2024 – March 7, 2025
Trimester #3	March 10, 2025 – June 24, 2025
Parent Teacher Conferences	March 2025

PRE-KINDERGARTEN PROGRAM

Pre-Kindergarten is available in the Mahwah Township Public Schools and is housed here at Lenape Meadows through a federally funded income-based program for eligible families. To establish if your child is eligible, contact the Mahwah Board of Education at (201)762-2433. Please note that the child must be **3 years of age** to be enrolled and **cannot have already turned 5** at the start of the year.

KINDERGARTEN–GRADE 3 INSTRUCTIONAL PROGRAM OVERVIEW

The curriculum is aligned with the New Jersey Core Content Standards. A brief description of the academic subjects taught in the primary grades follows. Classroom teachers will provide much greater detail during their Back-to-School Night presentations that are scheduled for September.

LANGUAGE ARTS:

Mahwah primary students learn essential literacy skills through the Balanced Literacy model of language arts instruction, which incorporates interactive reading with accountable talk, shared reading, Reading Workshop (whole class instruction, small group instruction, and monitored independent reading of “just right books” at a student’s independent reading level), Writing Workshop (shared writing, modeled writing, interactive writing, guided writing, and strategy lessons), and word study (spelling, phonics, and vocabulary). Teachers hold regular one-on-one conferences with students during Reading and Writing Workshop time to assess progress and provide targeted instruction of skills and strategies. Well-stocked classroom libraries with books in a variety of levels and literary genres support literacy instruction.

Our Language Arts curriculum aligns with the New Jersey Student Learning Standards, which address the expectations that students must meet at each grade level in Reading (Literature, Informational Text, and Foundational Skills), Writing, Speaking and Listening, and Language. Through instruction that simultaneously meets grade level expectations and individualizes for differentiated learning needs, students have regular practice with complex text and academic vocabulary, build knowledge through meaningful interaction with content-rich nonfiction and informational text, and have reading and writing experiences grounded in evidence from the text.

Learning to read, reading to learn, and reading for pleasure are goals of the reading program. We take pride in the writing ability of our students, which is achieved through direct instruction and the integration of writing into all curricular areas.

MATHEMATICS:

Everyday Mathematics is used in grades K-3. This program, which is aligned to the New Jersey Student Learning Standards, provides students with multiple opportunities to learn concepts, develop and practice computational skills through application-based problem solving, and explore alternative mathematical algorithms. Concepts are introduced, reviewed, and extended in varying instructional contexts across grade levels. Everyday Math focuses on real-life problem solving, student communication of mathematical thinking, and the appropriate use of technology. Home Links provide students and parents with the opportunity to practice and extend learning outside the classroom.

HANDWRITING:

Handwriting is correlated with all areas of the school program. The purpose of the handwriting program is to help children:

- recognize writing as an important tool in communication;
- recognize the need to write with ease, legibility, and accuracy;
- see the need to apply good writing in all areas of written work.

Manuscript writing is introduced at the Kindergarten level and is taught formally in first grade. Cursive writing is introduced in the latter part of second grade.

SCIENCE:

The Knowing Science program provides students with learning experiences that relate to the everyday world. Concrete and relevant applications of science are used to promote scientific literacy as well as an understanding of and appreciation for the natural environment. Through active participation in the learning process, children develop the inquiry and process skills critical to the development of problem-solving abilities needed in all phases of their lives. With emphasis on major concepts in life, earth, and physical science, students are guided to master the big ideas.

SOCIAL STUDIES:

Social Studies refers to the disciplines of history, geography, economics, government, civics, citizenship, and cultures. The primary curriculum focuses on all of these aspects with an emphasis on people – what they are like and why, how they interact, and how they are similar and different.

ART:

Students in grades K-3 receive art instruction from a certified art teacher each week. The art curriculum emphasizes the development of creative thinkers. Skills are sequentially presented and include line, shape, color, texture, space, and form. The program components include two- and three-dimensional projects, related art history, and art vocabulary.

PHYSICAL EDUCATION/HEALTH:

Students in grades K-3 receive Physical Education instruction twice weekly from a certified physical education/health teacher. The development of gross motor skills and eye/hand coordination is achieved through a comprehensive and motivating program that incorporates group and individual sports as well as sportsmanship. Health topics are also taught at each grade level. The goal of our physical education

instruction is to develop students' lifelong health and physical fitness.

LIBRARY/MEDIA

The Library/Media Program introduces students to the finest in children's literature while developing basic skills and analysis that are essential to a well-rounded individual. Students have an opportunity to visit the library with their class on a regularly scheduled basis, where they are introduced to literature and/or information resources appropriate for their level.

MUSIC:

The primary music program consists of one period of weekly instruction by a certified music teacher. The following basic areas are covered: singing, rhythm, music appreciation, and beginning instrumental accompaniment. Students perform concerts for parents during the school year.

TECHNOLOGY:

Basic technology education is included in the regular classroom setting in all grades and is directly related to the grade-level curriculum. Computers are used for research, simulations, drills, practice, writing, and editing. The Internet can be accessed in all classrooms under the supervision of the classroom teacher and in the computer lab.

SPANISH:

Spanish instruction is delivered by a certified world language teacher.

STUDENT ENRICHMENT

CHARACTER EDUCATION:

In the Mahwah Schools, we are strongly committed to character education and use the Responsive Classroom Program at all grade levels. Through classroom activities, school programs, guidance counselor lessons, and extracurricular activities, we strive to teach our students to live ethical, principle-based lives.

FIELD TRIPS:

Each class will attend a field trip during the school year. A form requesting parent permission will be sent home in advance of field trips and should be signed and returned promptly. Students are not permitted to go on field trips without parental consent. Please notify the classroom teacher if you have any concerns regarding field trips.

HOMEWORK:

Homework assignments are given to extend and improve a student's understanding of a subject and help the student develop his or her skills. They will vary in frequency and are designed to be an extension of work assigned in class and reinforce skills learned during instruction.

STUDENT OBLIGATIONS:

Students are expected to return books that they were assigned to use during the year in a similar condition to when they were distributed, providing for normal wear. If a student loses a book or returns a damaged

book, he or she may be assessed a fine or replacement fee.

STUDENT RECORDS

Parents are advised that they may arrange to review records pertaining to their children by submitting a written request to the school principal. Records of students who have been evaluated by the District Child Study Team may be reviewed at the office of the Director of Special Education at the Administrative Offices behind the Mahwah High School campus. The rights of parents regarding access to pupil records are outlined in N.J.A.C. 6:33-2.1 through 2.8, copies of which are available upon request from the Director's office. The telephone number of the Child Study Team is 201-762- 2281.

According to FERPA rights and School Board Policy 8330, parents have access to student records. Parents must give consent before personally identifiable information in the records is disclosed, except to the extent that FERPA and its regulations authorize the disclosure without consent. You may seek to amend the student's education records if you believe they are inaccurate, misleading, or otherwise in violation of privacy rights. In addition, parents may file a complaint with the DOE concerning alleged violations of FERPA or its regulations.

DISTRICT ASSESSMENTS

The NJSLA will be administered to third-grade students. Testing typically takes place in May. The CogAT test, which is used as a screening tool for our gifted and talented program, will be administered to third-grade students in the spring.

PLACEMENT IN THE NEXT GRADE

Lenape Meadows staff take many factors into consideration when placing students into the next grade. We welcome parent information about children (student learning styles, emotional needs, etc.), **but we do not accept requests for specific teachers.** The principal sends a letter to parents/guardians each spring explaining our placement procedures and timelines for parent input.

SUPPLEMENTAL AND REMEDIAL INSTRUCTION

Students who perform below the minimum standard of proficiency in reading and/or mathematics are given daily supplemental and/or remedial instruction by a certified specialist. Students may enter or exit the program at any time during the year. Students are identified for small group instruction through analysis of test scores, classroom performance, and teacher recommendation. Instruction is then tailored to meet his or her individual needs. Parents are notified of placement in a remedial program.

INTERVENTION AND REFERRAL SERVICES (I&RS)

When concerns arise about a student's academic or social progress, an I&RS meeting may be scheduled. The I&RS committee, comprised of the Principal, a Child Study Team Member and Teacher(s), and any other professional who provides services to the student, meets with a student's parents/guardians to discuss progress and develop a plan of action, if necessary. The purpose of I&RS is to provide assistance within the regular education setting. If, after many interventions, it is felt that the child may need more assistance, the child may be referred to the Child Study Team. The Child Study Team reviews previous interventions and may suggest further interventions and/or make the decision to evaluate the child.

SPECIAL SERVICES

SPEECH/LANGUAGE SERVICES:

In determining eligibility for services, it is integral to assess the impact of a disorder of phonology or articulation on the student's education performance in and out of the classroom. The educational impact of an articulation or phonological disorder will most likely be observed in the student's inability to be understood during oral discussion, oral reading, and oral presentations across all content areas, including math, science, social studies, and so on. The ability to use speech as a tool to establish and develop peer relationships and experience sound emotional development should also be considered in identifying evidence of educational impact. Documentation of the educational impact of the speech problem shall be provided by the student's teacher, and evaluations will be conducted as needed. You may refer to [N.J.C.6A:14-3.6 (a) 1].

CHILD FIND:

Child Find activities result in the location, identification, and evaluation of children, ages three through twenty-one, who reside within the school district or attend nonpublic schools within the school district and who may be disabled. If you have concerns regarding your child's development or learning and believe that he/she may have a disability, please contact our district's Child Study Team. The Child Study Team can be reached via phone at 201-762-2281.

504:

What is Section 504?

Section 504 of the Rehabilitation Act of 1973, and the subsequent Americans with Disabilities Amendments Act of 2008, are intended to prevent intentional or unintentional discrimination against persons with disabilities.

In essence, Section 504 was enacted to "level the playing field" – to eliminate impediments to full participation by persons with disabilities.

This legislation protects the civil rights of people with disabilities, such as physical or mental impairments that substantially limit one or more major life activities. It also prohibits organizations that receive federal funds from discriminating against otherwise qualified individuals solely based on a disability.

Section 504 of the Rehabilitation Act of 1973 is enforced under guidelines provided by the U.S. Department of Education, Office for Civil Rights (OCR).

What is a Section 504 Plan?

A Section 504 Plan is a legally binding document. It is designed to assist an eligible student by setting out the services the student will need to participate in the regular or general education program.

STUDENT DISCIPLINE

Student discipline is a matter of setting clear, reasonable, attainable, and necessary expectations for student behavior. The principal and staff will attempt to ensure that these expectations are consistently and uniformly enforced in accordance with the district's discipline policy (#5600). The goal of our discipline policies and procedures is to lead students toward responsibility and self-direction in learning and behavior.

All students will be required to conduct themselves in a manner that will be respectful of themselves, their parents, teachers, fellow students, visitors, and school property. Failure to meet these expectations will have consequences that allow our students to learn from their actions. Rules for the playground are reviewed with students at the beginning of and throughout the school year.

PHILOSOPHY OF CONDUCT & CITIZENSHIP

The Mahwah Township Public Schools collectively believe that everyone has the right to be part of a supportive, safe learning environment where positive behaviors are recognized, and misconduct is an opportunity to teach, learn, and grow. We value partnering with our families to help students succeed. Consistent, fair, and respectful responses to behavior are essential to the educational process and, ultimately, the success of our schools.

School Responsibilities
<ul style="list-style-type: none">● To give students the tools to make positive and safe choices● To foster student's self-esteem by providing opportunities to explore their abilities and characteristics● To encourage citizenship in our school community and beyond● To promote a climate and culture in our schools that supports achievement and cultivates mutual respect, responsibility, and integrity
Student Responsibilities
<ul style="list-style-type: none">● To treat and be treated with respect and courtesy● To learn, grow and share knowledge without disruption● To feel safe at school● To take responsibility for learning● To work together to be caring members of our schools● To be accountable and responsible for our decisions● To be positive contributors toward supporting a safe school

Ways to Praise

Recognitions can vary from individual schools, with some examples including, but not limited to:

Examples of Celebrating Students' Success	
<ul style="list-style-type: none">● Morning Meeting Recognition● Positive Praise● Principal's Luncheon● Teacher's Luncheon	<ul style="list-style-type: none">● Spirit Awards● Student of the Month● Cooperative Games● SEL Awards

Response to Misconduct

The Mahwah Township Public Schools believes in a restorative approach that maintains the dignity and safety of all students by utilizing the Responsive Classroom model, as well as related SEL approaches. When redirection/correction is needed with student behavior, adults at school address the behavior by utilizing a *progressive discipline* approach, designed to support and educate the student while preserving the child's dignity.

Examples of Minor Infractions to Be Addressed By the Classroom Teacher	
<ul style="list-style-type: none">● Disrespectful language● Dishonesty● Disruption/Calling Out● Pushing/Horseplay● Property misuse	<ul style="list-style-type: none">● Profanity● Conflict with classmate● Inappropriate object-toy● Any of the above reported from recess or lunch (first offense)

Examples of Ways Teachers Support Students	
<ul style="list-style-type: none">● Redirection or provide the child with alternative options● Teacher and student conference● Parent contact● Guidance counselor support● Verbal correction/warning● Loss of privileges during the school day● Strategic seating	<ul style="list-style-type: none">● Complete reflection form with an adult● Change seat/group● Object confiscated● Calm corner break/Visit to the Zen Den● Peer conflict mediation● Guide the child in fixing problems in an age-appropriate manner

Examples of Major Infractions to Be Addressed by Building Principal	
<ul style="list-style-type: none"> ● Resistant behavior, for example, abusive language and/or acts of aggression ● Fighting: punching, kicking, etc ● Harassment, Intimidation, Bullying (HIB) ● Ongoing disruption (3rd Offense) ● Elopement 	<ul style="list-style-type: none"> ● Patterned/repeated behaviors ● Inappropriate object-Weapon lookalike ● Theft ● Vandalism/Damaging property ● Inappropriate touching or exposure ● Bus misconduct <i>please see bus contract</i>

Examples of Ways Administrators Address Infractions	
<ul style="list-style-type: none"> ● Admin and student conference ● Parent Contact/Conference ● Guidance Counselor Support ● Complete written reflection form review with adult ● Verbal correction/Warning ● Making amends 	<ul style="list-style-type: none"> ● Utilizing the Nurse’s Bathroom ● Peer Conflict Mediation ● Loss of privileges during the school day ● Assigning a seat at lunch ● Lunch Detention ● Suspension - In School/Out of School ● Contact police

HARASSMENT, INTIMIDATION, BULLYING (BOE Policy 5512)

Our schools have a commitment to keep students safe and will not tolerate bullying. Parents of students being bullied should contact the school administration immediately. The district harassment, intimidation, and bullying policy is listed below. Please feel free to contact us with any questions or concerns.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability; or
2. by any other distinguishing characteristic; and that
3. takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. a reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

5. has the effect of insulting or demeaning any pupil or group of pupils; or
6. creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, or computer.

Lenape Meadows School Safety Team

Natasha Carrera-Antibullying Specialist/Asst. Prin.	201-762-2266/ncarrera@mahwah.k12.nj.us
Paul Wyka- Principal	201-762-2261/pwyka@mahwah.k12.nj.us
Lisa Rizzo- Director of Special Services	lrizzo@mahwah.k12.nj.us
Gladys Fernandez- CST	gfernandez@mahwah.k12.nj.us
Julie Contey- Teacher	jcontey@mahwah.k12.nj.us
Christina Korcak- Teacher	ckorcak@mahwah.k12.nj.us
Courtney Neglia- Teacher	cneglia@mahwah.k12.nj.us
Nancy Merrigan- Teacher	nmerrigan@mahwah.k12.nj.us
Lauren Kaufman	lkaufman@mahwah.k12.nj.us
Parent Volunteer	Amanda Strasser

AFFIRMATIVE ACTION

It is the policy of the Mahwah School District not to discriminate based on race, color, creed, religion, sex, handicap, ancestry, national origin, social or economic status, or marital status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, N.J.A.C. 6:4-1.1 et. seq. Section 504 of the Rehabilitation Act of 1973 and Title VI of the Civil Rights Act of 1964. Inquiries regarding compliance may be directed to Dr. Dennis Fare, Affirmative Action Officer, at 201-762-2405 or to the principal at 201- 762-2261.

SEXUAL HARASSMENT: BOARD OF EDUCATION POLICY NO. 5751

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil by an employee of the district or by another pupil.

The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contact of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all pupils of their right to be free of sexual harassment and innuendo and shall encourage pupils to report any incident of sexual harassment to any teaching staff

member.

Any employee who receives such a report or who has independent cause to suspect that a pupil has been subjected to sexual harassment shall promptly notify the building principal, who shall immediately instigate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency.

An employee who engages in the sexual harassment of a pupil will be subject to stringent discipline and may be terminated. A pupil who engages in the sexual harassment of another pupil will be subject to discipline in accordance with Policy No. 5600.

EQUITY STATEMENT

The Mahwah Public School District prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. Persons with disabilities who require alternative means for communication of program information (e.g. Braille, large print, audiotape, etc) should contact the office of special education.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Federal FERPA laws give parents/guardians the right to:

- Inspect and review their child's education records.
- Seek to amend the student's education records if they believe they are inaccurate, misleading, or otherwise in violation of privacy rights;
- Give consent before personally identifiable information in the records is disclosed, except to the extent that FERPA and its regulations authorize the disclosure without consent;
- File a complaint with the DOE concerning alleged violations of FERPA or its regulations.

Mahwah BOE policy 8330 includes procedures for reviewing or amending student records.

CARE OF PROPERTY

Under no circumstances may students deface or destroy school equipment or property. Where negligence or willful destruction is evidenced, and parents will be required to pay the cost of replacement.

INTERNET ACCESS

Telecommunications, electronic information sources, and networked services are significantly altering the information available to schools by opening classrooms to a broader array of resources. Our schools have

access to the Internet, which allows students to explore thousands of libraries, databases, and various other electronic resources. We strongly believe that this valuable information and the skills needed to obtain it are an important part of a student's education.

Access to the Internet is a privilege, not a right. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Access to network services will be provided to students who follow guidelines set by the school and their teachers and whose parents acknowledge understanding of and support for our computer use policies (as indicated on the RealTime Parent Portal).

ANNUAL INTEGRATED PEST MANAGEMENT NOTIFICATION

The Mahwah Board of Education has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice. All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for the Mahwah Township Public School District is Mr. Gregory Romero (201) 762-2402 at 60 Ridge Road, Mahwah, NJ, 07430. The IPM Coordinator maintains the pesticide product labels, and the Material Safety Data Sheet (MSDS) (when one is available), to each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. The IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

A copy of Mahwah Township Public School's IPM Policy can be found online at:

<https://www.mahwah.k12.nj.us/Page/1809>

CHAIN OF COMMAND

The first person you should contact about student concerns is the staff member closest to the situation. Please move through the following chain of command if a concern needs to be addressed:

1. Classroom Teacher
2. Child Study Team (special education students)
3. Principal/Asst. Principal
4. District of Special Services
5. Assistant Superintendent
6. Superintendent

NOTES