



Ralph S. Maugham Elementary School

Parent/Student Handbook
2025-2026

Meet the 2025-2026 Maugham School Staff

Instructional Team

Kindergarten	Ms. Monique Baranello (née Mullen) Ms. Leigh Ann Cusack	3rd	Ms. Celia Keomurjian Ms. Jillian Lyons
1st	Ms. Jennifer Cimler Ms. Kimberly Naftaly	4th	Ms. Danielle Breakfield Ms. Allison Bross Ms. Jacqueline Clinton
2nd	Ms. Elise Campbell Ms. Sara Gordon Ms. Jane Yoon	5th	Ms. Elizabeth Farrell Ms. Cassidy Rudden Ms. Carine St. John
Paws K-2	Ms. Cristina Pallone	Paws 3 -5	Mr. Daniel Hoey

Special Area Content Teachers

Art	Ms. Leslie Williamson	Music <i>Instrumental</i> <i>Vocal</i>	Ms. Alecia DeJoseph Mr. Wonchul Do
Physical Education	Mr. Vincent Camizzi Ms. Susan Young	Spanish	Ms. Anny Tellez
Library	Ms. Luiza Herbst	Gifted & Talented	Ms. Amy Wicker
Multi-Lingual	Ms. Yunhee Kim Ms. Achau Nguyen	Resource	Ms. Allison Bruttomesso Ms. Dana Mizimakoski Ms. Melissa Schroeder
Basic Skills	Ms. Alexandra Hunt Ms. Moira Meehan	Reading Specialist	Ms. Melanie Samayoa

Special Services			
School Psychologist		Dr. Naomi Davidson	
Learning Disabilities Teacher Consultant		Ms. Yansi Galvez	
Social Worker		Mr. Steven Caraccio	
School Counselor		Ms. Maria Casteline-Krebs	
Speech/Language		Ms. Tiffany Temes	
Behaviorist		Ms. Lisa Pirello Ms. Tina Staropli Ms. Shira Zimmerman	
Paraprofessionals			
<i>Classroom</i>	Mr. Brett An Ms. Rashmi Anchlia Ms. Taylor Bossert Ms. Eileen Conner Ms. Nicole Diakomihalis Ms. Lisa Fleury Ms. Zenia Gonzalez Ms. Mihyun Kim Ms. Maura Murray Ms. Eileen Osborne	<i>Paws K-2</i>	Ms. Giulia Andolina Ms. Amanda Fischer-Luden Ms. Alison George Ms. Jean Gross Ms. Risa Kandel Ms. Stephanie Perry Ms. Ivana Pestic Ms. Kimberly Shirk
<i>Lunch Room</i>	Ms. Yolanda Abreu Ms. Maria Deauna Ms. Eileen Hod Ms. Joann Murphy	<i>Paws 3-5</i>	Ms. Nuala Cagney Ms. Elizabeth Conrad Ms. Lenka Curko Ms. Sherry Hansen Ms. Christine Hartman Ms. Heather Lyons Ms. Michelle Rodriguez

Building & Grounds
Mr. Roman Goryelov, Head Custodian Mr. Artur Brahimllari, Evening Custodian Mr. Raul Cuello, Part-Time Evening Custodian
Health & Main Office
Ms. Esther Loor, Principal Ms. Loreny Saxenian, Principal's Secretary Ms. Stefanie Gobin, Reception & Door Monitor Ms. Erin Shyong, School Nurse

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Attendance: Absences, Late Arrival, & Early Pick-up

Regular attendance is required by law for all elementary school children. Good attendance is essential to a child's school success.

Tenaflly Public Schools places a high emphasis on student attendance to ensure that all children meet state-mandated criteria and to hold the expectation that every student will attend every day to assure maximum progress.

Parents/guardians are required to report student absences, lateness, and early dismissal requests using the Genesis Parent Portal. Please read our updated [elementary attendance letter](#) for the 2025-2026 school year.

Reporting Absences & Late Arrival

Parents must report all student absences and late arrival and through the Genesis Parent Portal. You may report this in advance for planned events, or on the same day by 8:50 AM. The portal closes by 10am for daily reporting.

All contact information must be up to date in your Parent Portal to receive relevant communication regarding your student's attendance.

Medical Absences

A doctor's note is required if a student is out for more than three consecutive days for a medical reason. The note must include the reason for the absence and provide clearance for a safe return to school.

Please refer to the Health and Well-Being section of this manual for guidance on when your child should remain home from school.

Religious Holiday Absences

Tenaflly Public Schools acknowledge the unique culture and background of individuals and communities. As per N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.4(e), any student absent from school because of a religious holiday may not be deprived of any opportunities available to them as a student.

To be entitled to the privileges set forth above, the parent/guardian must indicate this through Genesis under the "Notify Office" tab, citing the religious holiday under "description," prior to the date of anticipated absence.

You may find the list of religious holidays permitting pupil absence from school on the [New Jersey Department of Education's website](#).

Late Arrival

Anticipated late arrival must be reported through the Genesis Parent Portal. You may report this in advance, or on the same day by 8:50am.

Any child who arrives after 8:40 AM (Late Bell) should go to the front entrance of the school and ring the doorbell. S/he will be admitted to school and their attendance will be recorded.

A student must be present in school for a minimum of four (4) hours of instructional time to be given credit for a day's attendance.

On regular full school-day, students must be signed into school by 11:00 AM to receive credit for a day's attendance, and students must be signed in by 11:00 AM to participate in after school events and activities.

***Early
Pick-up***

Parents can report an early student pick-up through the Genesis Parent Portal by selecting the "Early Dismissal" option.

Only individuals listed as authorized adults in Genesis will be permitted to pick up a student. If someone who is not listed in Genesis will be picking up your child, you must notify the school through the Early Dismissal form in Genesis.

Students must be present in school for at least four hours of instructional time to receive credit for the day. Students cannot be signed out before 12:30 PM to be counted as present for the day.

Parking in the pick-up zone is not allowed after 2:30 PM. Please plan accordingly.

Before & After Care

Tenaflly Public School District has partnered with ***Right at School*** to run our Before and After Care program for the 2025-2026 school year.

This program will provide a safe, engaging, and enriching environment for students before and after school hours.

This program takes place on site. Enrollment information can be found on their website:

<https://www.rightatschool.com/DISTRICTS/TENAFLY-NJ/>

Only kindergarten students are escorted at dismissal to the after school program. All other students walk by themselves where they are checked in by the supervisor.

Clubs Program

The After School Clubs Program is an HSA-sponsored enrichment program providing students with a unique opportunity to learn a new skill, discover an enjoyable hobby, get some exercise and make new friends without leaving the building! There are clubs to meet every interest from chess to cooking to STEM and much, much more.

Clubs run Monday through Friday, from 3:15 AM to 4:15 PM once a week. There are three sessions during the year (fall, winter and spring), with online registration taking place at the beginning of each session.

Only kindergarten students are escorted at dismissal to their after school club. All other students walk by themselves where they are checked in by their instructor/supervisor.

To learn more about dates, pricing, and past club offerings, please visit the After School Clubs page on the HSA website. Access is limited to HSA members only.

<https://maughamschoolhsa.membershiptoolkit.com/>

Communication

Strong communication between the school and families plays a vital role in supporting each child's academic and social development.

We are committed to keeping parents well-informed about school events, classroom activities, and important updates. By fostering open and ongoing communication, we aim to build a strong partnership with families that enhances the educational experience and helps every student thrive.

Principal Loor creates a monthly parent newsletter called *Maugham Moments*, filled with valuable information, important updates, and helpful resources to keep families informed and engaged in the school community.

Genesis Parent Portal

Parents must become familiar with the [Genesis Parent Portal](#). All grades, schedules, dismissal forms, and class placements are communicated through Genesis.

Parents must register for the Genesis Parent Portal by accessing the system through the [district's website](#).

Emails and Alerts

The district uses Blackboard as its primary mass notification system to keep families informed about school-specific events and district-wide closures or delays.

Alerts will be sent by phone calls, text messages and emails. Additionally, all school-wide announcements and communications, including the monthly *Maugham Moments* newsletter, are distributed through the Blackboard system.

It is the responsibility of parents to update their contact details and notify the school of any changes in phone numbers or email addresses.

Detailed instructions for using Blackboard can be found on the [district's website](#).

Website

Parents are encouraged to explore the [school website](#) as a valuable resource, especially the Parent tab, which contains important information. The News section on the website offers timely announcements and updates, while the school calendar is regularly updated to help families stay informed about upcoming events and important dates.

Curriculum, Specials, & Program of Studies

Curriculum

Tenaflly Public Schools shares its curriculum online to provide the entire school community with access to our instructional program. Making the curriculum available online ensures transparency and keeps course information current as it evolves. This information can be accessed through the [Tenaflly Public School Curriculum site](#).

Program of Studies

Our Program of Studies is a guide that outlines what students will learn during the school year. It includes the subjects taught at each grade level - such as reading, writing, math, science, and social studies - as well as information about other areas like art, music, physical education, and technology.

[The Program of Studies](#) for the Elementary Schools may be found on our district's website.

Specials

In addition to classroom instruction, lunch and recess, your child will receive a weekly schedule of specials that remains the same throughout the year for their class:

- Library/Technology
- Art
- Spanish
- Physical Education
- Vocal Music
- Instrumental Music: optional weekly lessons beginning in 3rd grade/band & orchestra beginning in 4th grade

Drop-off & Pick-up Procedures

School hours are as follows:

8:30 AM - Entry Bell - students are allowed into the building
8:40 AM - Late Bell - students must report to the office for a late pass
3:05 PM - Kindergarten Dismissal
3:10 PM - Dismissal for grades 1 through 5

Delayed Opening - 10:30 AM

Early Dismissal - 12:45 PM

Drop-off

There is no supervision before 8:20, so please do not drop your child off before then. When your child is dropped off, they will proceed to a designated area (see **Student Entry** section below) where they will wait with their classmates until 8:30 AM, when teachers will come to the designated door to collect their classes.

If your child's class has already gone inside, your child may enter through the front door and proceed to their classroom.

Families are encouraged to walk to school if it's practical, using the designated crossing guard locations to ensure safety to school.

If you do not walk, you may park your car near the school.

- Note that Magnolia is one-way south only during school hours: 8:00 AM to 4:00 PM.
- There is some parking available on the opposite side of the street from the school and on side streets.
- The school parking lot is for staff only. Please be mindful and do not block the school's or the neighbors' driveways at any time.

Alternatively, there is a drive-up drop-off/pick-up zone along the front of the school on the west side of Magnolia Avenue - the "car line."

Student Entry

Students may enter the building starting at 8:30 AM. In inclement weather (including cold weather from December to March), entry will begin at 8:20 AM through the front doors only.

Please reference the photograph below.

No parent escorts are allowed. Parents may walk children to their designated entrance and wait outside, but all goodbyes must take place outside the building.



Pick-up

All parents of our first through fifth grade must indicate the dismissal procedure that will be followed for a regular and early dismissal day through the Forms tab on the Genesis Parent Portal:

- Direct Release: Students are dismissed by the teacher directly to a parent or authorized adult.
- Independent Release: Students are dismissed from the building by the teacher without the teacher releasing him/her directly to a parent or authorized adult

Kindergarteners may only be "Direct Release."

The "Car Line"

Any parent who would like to utilize the "Car Line" for pick-up must choose **Independent Release** for their child; otherwise, they will have to park and pick up the child from the teacher directly.

Parents using the car line must remain in their vehicles while waiting for their child(ren)

The car line runs south along the school building on the western side of Magnolia Avenue, from the school parking lot to the south end of school's property.

No parking is allowed in this area from 7:30 AM to 9:00 AM and from 2:30 PM to 4:00 PM on school days.

Cars begin to line up well before 3:00 PM and the line can get backed up to Hudson Street in the morning and at dismissal, so plan accordingly.

To participate in the car line:

- keep your vehicle as close to the school-side curb as possible and make sure to drop your child(ren) off south of the school driveway and move on immediately.
- stay in your car at all times and have your child(ren) exit via the sidewalk side and not into the street.
- If your children cannot efficiently exit the vehicle it is best if you park your vehicle and walk your child(ren) up to the school.
- If you are going to be idling for more than 1 minute, please turn off your engine.

Be nice to the crossing guards, please - they are here to keep our children safe.

Following your Child's Progress

<i>Report Cards</i>	<p>Report cards are given to students three times a year. Report Cards are accessed through the Genesis Parent Portal.</p> <p>2025-2026 Trimester Schedule:</p> <ul style="list-style-type: none">• First Trimester: August 27, 2025 - December 1, 2025<ul style="list-style-type: none">◦ Report Card: December 3• Second Trimester: December 2, 2025 - March 11, 2026<ul style="list-style-type: none">◦ Report Card: March 18• Third Trimester: March 12, 2026 - June 16, 2026<ul style="list-style-type: none">◦ Report Card: June 16
<i>Google Classroom & Classlink</i>	<p>Using your child's network email and password, you can log into your student's Google Classroom to see their assignments throughout the year.</p> <p>You can also log into Classlink using your child's network email and password to see all of the apps and programs for students.</p>
<i>Parent/Teacher Conferences</i>	<p>Back-to-School Night, typically held in late September, is your first opportunity to meet your child's teacher(s), connect with other parents, and learn about the classroom and curriculum. Back-to-School night is not intended for discussing individual student progress.</p> <p>Twice during the school year, in December and in March, you will have a chance to participate in parent-teacher conferences where you have one-on-one discussions with your child(ren)'s teacher(s).</p>
<i>Unscheduled Conferences</i>	<p>If you have any questions, you are encouraged to make an appointment with the teacher or the principal at any time during the school year.</p> <p>It is best to address any concerns early.</p>

Forgotten Items

When a student forgets an item for school, it presents an opportunity to learn from the experience. It's a chance to help children understand that while it might feel like it could ruin their day, it's actually a manageable setback - and one they're capable of handling. Children during these elementary years are beginning to learn to take responsibility and accountability for their daily actions.

To reduce interruptions to students and staff and maintain building security, we appreciate your support with this practice.

- We will transition towards reducing drop-offs for homework, books, instruments, and other personal or school items. The teachers/staff will work with the student to modify expectations for the day.
- Lunch drop-off is for **emergency use only**. If forgetting becomes habitual, other arrangements will have to be made.
- Exceptions for drop-offs are cell phones or items needed for medical reasons, which includes eyeglasses or hearing aids. Cell phones or other smart devices that are dropped off will be given to the student at the end of the day.
- We will take into consideration the developmental needs of our students when receiving items that have been forgotten.

Health & Well-Being

Our School Nurse: Erin Shyong eshyong@tenafly.k12.nj.us

Phone number: 201 816 7708

The health office hours are Monday through Friday 8:30 AM - 3:20 PM

Please contact the school nurse as soon as possible in regard to changes in medications, illness, allergies, and injuries.

Medications

New Jersey Law requires that the school nurse dispense all medication. School staff cannot give medications nor can a child self-administer.

Please bring any medicine, with a prescription from your doctor, to the school nurse in the original prescription-labeled container. Written parental permission must accompany all medications.

Physical Exams

Physical examinations are required by the Tenafly Board of Education prior to kindergarten and third grade.

Parents are asked to have this examination done by the child's pediatrician.

Illness or Accidents at School

If your child becomes ill or is injured during school hours, the school will first attempt to contact a parent. If a parent cannot be reached, the school will contact the designated emergency contact provided by the parent.

Parents or the designated adult is required to come into the school office to pick up their child and sign-out the child.

Parents who are unable to pick up a sick child must make arrangements for a relative or friend to pick up their child.

Please ensure that your contact information—and that of your emergency contacts—is up to date in your [Genesis Parent Portal](#).

Students who are sent home due to illness or injury may not participate in after school activities.

<i>Reporting Absences</i>	<p>All absences must be reported through the Genesis Parent Portal.</p> <p>In addition to reporting absences through Genesis, you are welcome to contact the school nurse with any health-related concerns or updates about your child.</p>
<i>When to Keep your Child at Home & Returning to School</i>	<ul style="list-style-type: none"> • Fever - You should keep your child at home if he/she has a fever or is contagious. When the child is free from fever for 24 hours without fever-reducing medication (i.e.: Tylenol) they may return to school. Please do not give your child fever-reducing products before school in an attempt to "get through the day." • Lice - If your child is diagnosed with head lice at school, they will be sent home for treatment. • Chickenpox - Return after lesions become dry. • Strep - Return after 24 hours on medication. • Vomiting – If your child is sent home from school due to vomiting or demonstrates this behavior during the night, he/she should not be in school the following day. Children should be symptom free for a full 24 hours before returning to school. • Conjunctivitis (Pink Eye) – Students may return after 24 hours on doctor prescribed eye medication <p>A doctor's note is required for medical absences lasting more than three consecutive school days, stating that the student is cleared to return.</p>
<i>Excused from P.E.</i>	<p>Students may only be excused from Physical Education with a doctor's note.</p> <p>Students who are excused from P.E. will also be excused from outdoor recess.</p>
<i>Change of Clothes</i>	<p>Students with health conditions such as incontinence or recurring bloody noses will sometimes require a change of clothing.</p> <p>Please consider this for your child if he/she is subject to these needs.</p>

HSA (Home School Association)

Parents are vital to the success of our community. The Maugham HSA is made up of parent volunteers who devote themselves to creating an inclusive community that supports and shows appreciation to the staff, enhances student learning through exceptional programming, and creates opportunities for parents to get involved and to connect. The following is only some of what the HSA provides:

- Organizes and runs our After School Club programs
- Sends out bi-weekly eNewsletters and eBlasts to keep parents up-to-date with important events and program deadlines
- Organizes and pays for Cultural Arts and Assembly programs, field trip busing, author visits, Field Day, Fall Event and International Day, to name a few
- Manages our book fairs
- Raises funds for vital school equipment
- Supports teachers with funds for special projects and activities
- Coordinates fun events for entire Maugham community
- Manages the HSA Translator Network to provide assistance to parents, teachers or staff
- Manages the school directory and HSA website

Becoming a Member

HSA Membership is NOT tied to any volunteer commitments, but rather a way to show your support for the many programs the HSA provides.

Create an account and pay your annual dues and access all of the benefits of being an HSA member, such as after school clubs, the bimonthly newsletter delivered by email and access to the Maugham Directory and other sections of the website that are restricted to non-members (finances, meeting minutes, etc).

[Information on joining can be found on their website.](#)

Paying Dues

Annual HSA Dues are collected beginning in August of each year with the goal of 100% participation by the end of September.

The easiest way to pay dues is to become an HSA member on their website when you complete your family information form and subscribe to the Maugham Directory.

The School Directory

The school will not release your child(ren)'s classmates' contact information directly to you. The HSA manages the Maugham Directory. You must become an HSA member to access the Maugham Directory in order to receive that information AND the families of those classmates must have chosen to publish their information in the Directory.

Lunch, Snacks, & Recess

Lunch is held in the multi-purpose room and is divided into two sessions:

- 11:30 am – 12:15 pm Lunch Session 1
- 12:20 pm – 1:05 pm Lunch Session 2

You have two lunch options: send your own lunch or sign up for the District's Lunch Program. Hot, last minute lunches may not be dropped off throughout the school day.

Lunch from Home

While lunch aides are available to help your students, lunches brought from home should include food your child can open and eat within 22 minutes.

The time in the cafeteria goes quickly so that the students also get time to play outside. There are no microwaves available for student use but there is a water fountain nearby to refill water bottles.

Lunch Program

The District has partnered with Pomptonian Food Service for the school lunch program at Maugham. Because Maugham does not have a cafeteria, meals are prepared and packaged at Tenaflly Middle School and brought to Maugham for the lunch periods.

You can find menus and [lunch ordering information on our website](#).

Pomptonian's lunch program is extremely flexible and convenient. All orders can be cancelled or changed up to 8am the day of. A refund will be processed and will be refunded to the method of payment used.

Food Allergies & the Lunch Program

The Food Service department working with Pomptonian is committed to working with children with allergies so they can participate in the lunch program and have a positive experience.

Parents of students with documented food allergies should contact the Pomptonian Food Service department directly at: tpslunch@tenaflly.k12.nj.us for additional information and/or support.

Forgotten Lunches

Lunch drop-off is for **emergency use only**. If forgetting becomes habitual, other arrangements will have to be made.

Please ring the bell to let the school know you dropped off lunch. Your child's name must be on the bag/lunchbox.

There is no "sharing" of lunches between students.

<p><i>Free/ Reduced Lunch Program & Milk Program</i></p>	<p>Families that qualify pursuant to federal income guidelines may qualify for free/reduced school lunch and/or the state-sponsored milk program. The milk program operates on a semiannual basis.</p> <p>Applications are found on the Genesis Parent Portal.</p>
<p><i>Snacks</i></p>	<p>Your child(ren)'s teacher(s) will let you know about the classroom's individual policy on snacks at the beginning of the year taking into account any possible classroom allergy concerns.</p>
<p><i>Recess</i></p>	<p>If the weather is fair and the "real feel" temperature is 30F or above, the students will go outside to the playground for recess during their lunch period.</p> <p>Please have them dress appropriately for the weather: warm coats, snow boots, hats & gloves in cold weather; rain boots and waterproof jackets in wet weather.</p> <p>When the weather requires it, recess will be held indoors in their classroom. Families are welcome to donate art supplies and/or new or gently used games for students to use during indoor recess.</p>

School Cash Online

School Cash Online is a secure online payment platform used by Tenaflly Public Schools to collect activity fees. At Maugham, this means that payments for things like field trips will only be accepted through this system.

Instructions for creating an account can be found on the [Tenaflly Public Schools website](#).

Technology: Cell Phones, Smart Watches & Chromebooks

Cell phones and Smart Watches

Students are not allowed to use cell phones and smart watches during school hours.

Students may use their devices before and after school hours outside of the school building. Devices must be turned off and stored out of sight in lockers or backpacks from the time they enter the school premises until the end of the school day.

Student use of phones and other personal communication devices is not permitted. Students who violate this rule will have the device confiscated.

School Chromebooks

Students are assigned a Chromebook for use at school. Chromebooks and school technology are to be utilized for instructional purposes only, as directed by the faculty and staff.

Please reference Tenaflly BOE Policy 2361 - [Acceptable Use of Technology](#)