

# LAFAYETTE SCHOOL

STUDENT & PARENT HANDBOOK 2021/2022

973-457-2507



DR. MICHAEL LASUSA, SUPERINTENDENT

JILL WEBER, PRESIDENT, BOARD OF EDUCATION

CHERYL RUSSO, PRINCIPAL

MARCO FREYRE, ASSISTANT PRINCIPAL

SHARON PISKADLO & PAM RYAN, CO-PTO PRESIDENTS

WELCOME TO LAFAYETTE

*IT IS NOT ABOUT BEING THE BEST, IT IS ABOUT BEING YOUR BEST!*

DEAR LAFAYETTE STUDENTS & FAMILIES,

WELCOME TO LAFAYETTE SCHOOL. WHEN YOU ENTER LAFAYETTE SCHOOL BE PREPARED TO TAKE ON THE KIND AND CALM CHALLENGE TO ENSURE THAT EVERY STUDENT IS LEARNING IN A RESPECTFUL ENVIRONMENT. AS YOU CAN SEE FROM OUR MOTTO, WE BELIEVE THAT BEING YOUR BEST IS WHAT MAKES FOR A GREAT SCHOOL COMMUNITY. A NEW SCHOOL YEAR IS A PERFECT OPPORTUNITY TO OPEN YOUR MIND TO LEARN ABOUT NEW THINGS, MEET NEW PEOPLE AND CREATE NEW AND STRONGER FRIENDSHIPS.

PLEASE REVIEW THE POLICIES AND PROCEDURES WITH YOUR PARENTS. THESE PROCEDURES WILL ENSURE THAT EVERYONE REMAINS SAFE AND IS ABLE TO BENEFIT FROM ALL OF THE WONDERFUL PROGRAMS THAT LAFAYETTE TEACHERS HAVE TO OFFER.

I WISH YOU THE BEST THIS YEAR AT LAFAYETTE. ALTHOUGH YOUR TIME HERE IS SHORT, THERE ARE MANY MEMORIES TO BE MADE. ENJOY EACH ONE OF THEM.

*Mrs. Cheryl Russo*  
PRINCIPAL

*\*\* Please note that due to the uncertainty of the upcoming school year,, some policies and procedures are subject to change due to COVID-19.\*\**

## *~ Lafayette Policies and Procedures ~*

### **Applied Music**

Our Applied Music Program is an opportunity for students to explore music in chorus, band or orchestra. When students are not engaged in band, chorus, or orchestra they will be in the classroom working with their peers. All classroom activities during Applied Music are focused on academics and can include creative writing, math enrichment, reading, etc. The Applied Music period is not a study hall, students may not work towards completion of their homework.

### **Arrival, Dismissal, Parking**

Students should arrive no earlier than 8:35 a.m and no later than 8:45 a.m. Students arriving later than 8:45 a.m. should report to the Main Office and will be considered tardy. There is no playground supervision prior to 8:35 a.m. With over 500 students enrolled in LAF, we have many cars and bikes to manage at the beginning and end of the day. Please be patient and be kind to our supervisors and each other during these busy times. During pick up and drop off, the LAF circle is closed to parents/caregivers. The LAF circle is for buses and teachers arriving to and leaving work.

#### ***Student Bikes***

- ~ There is a bike rack in front of the school (near the front door) and the back of the school for student bikes.
- ~ Students are asked to walk their bike, not ride their bike, when they are on school property due to the number of students on the property.
- ~ Please provide your child with a lock for their bike.

#### ***Morning Drop Off***

- ~ Please enter the high school driveway that is across from/near Maple Street.
- ~ Drive across the front of the high school and turn right into the large circle.

- ~ All cars should pull up as far as possible before stopping to allow your child out of the car.
- ~ Your child can get out of the car once you pass the Buildings and Grounds driveway and you have pulled up as far as you can.
- ~ All students should exit the car from the passenger side.
- ~ Please do not wait for your child to get closer to the front of the car line before getting out of the car.
- ~ When you wait, it delays and disrupts the flow of traffic.

### ***Dismissal***

- ~ Students will be dismissed from their classrooms or applied music at 3:15 p.m.
- ~ Early student pick-ups between 3:00 p.m. and 3:15 p.m. are discouraged and should be avoided. At this time of day, a number of students are in applied music. The classrooms and the office are extremely busy which will result in significant delays resulting in extended wait times for parents picking up students.
- ~ We encourage you to try and schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the front door to sign your child out.
- ~ Every parent/caregiver will need to show identification and be listed in Genesis in order to pick up their child. There are no exceptions to this rule.

### ***Afternoon Pick Up***

- ~ At the end of the day, our students use multiple exits to leave the building.
- ~ Our carline assembles in the high school circle. Parents picking up their children in the high school circle should not get out of their car and use caution when pulling away.
- ~ All students getting picked up in the carline will assemble in front of the high school auditorium.
- ~ Supervisors will assist parents and students during pick-up from the car line.
- ~ You may also park in the high school parking lot as another option for pick-up beginning at 2:50 p.m. If you use this option, you have to get out of the car to pick up your child near the high school.
- ~ Children will not be allowed to cross the driveway and walk through the parking lot alone. Please respect the supervisor as they enforce these safety rules.

### ***Parking***

- ~ Parking on site is very limited. All spaces that have numbers are for staff members only. Please do not assume that if a numbered spot is open during the day that you can park in a spot that is numbered. Teachers may leave for lunch or to run an errand during the day. They count on their spots being available upon their return to the building.
- ~ There is no access or parking in the high school parking lot until 2:50 p.m. Again, even if you see an open parking spot in the high school circle, please do not park in the spot. All of the parking spots in the high school are assigned to teachers and students.
- ~ Please adhere to all local parking ordinances when parking on the street.

## **Attendance (Absent and Tardy)**

Excessive absenteeism and tardiness interferes with your child's learning. You will be notified when your child's absences or tardies become a disruption to the educational process.

- Please log onto Genesis to input your child's attendance. Select the *Attendance Tab*, select *Notify the Attendance Office Tab*, use the drop-down selection to mark your child absent, enter the correct date/s, choose student name, then indicate the reason for the absence. Finally, click the green submit button to post attendance.
  - If for some reason you can not access the portal, please call the nurse 973-457-2507 (option 1).
  - If your child's attendance is not verified by 9:15 a.m., an automatically generated School Messenger Alert will be sent to you communicating that your child is not in school. If you receive this message, please call the school immediately.
  - If we do not hear back from a family member, the police may be contacted to ensure that a student is not missing.

- If your child is absent for *two* consecutive days, homework may be requested through the Parent Portal when you input the reason your child is absent. Homework will be ready for pick up after school from 3:30 to 4:00pm and placed in the homework bin outside the front door.
- Taking a vacation that is not within the school calendar is discouraged. Classroom assignments and homework will not be given out ahead of time. Students are expected to complete the work missed during their absence.

### **Birthdays**

Our birthday policy is as follows: The broadcasters on Lafayette Live will announce every child's birthday on the morning of their birthday during homeroom. Summer birthdays are announced in June. The students will be invited to the office where they will receive a small gift.

### **Cell Phones, Smart Watches, Digital Readers, etc.**

All cell phones, smart watches, etc. must be turned off and placed in your child's backpack when in school. Students may report to the front lobby to make a call from their devices at the end of the day. Texting and talking on the phone while traveling through the hallways is not allowed. Frequent reminders to comply will result in confiscation of the phone. Parents will be contacted. Digital readers are allowed in school as a reading tool not a gaming device. The school is not responsible for lost, broken or stolen items.

### **Chromebooks**

- Students are responsible for keeping their Chromebooks charged and ready for use during the school day
- Students must always keep food and drinks away from the area where the Chromebook is being used to prevent accidental damage to the Chromebook.
- Lower the screen when the teacher is talking "Cougar Courtesy"
- When Chromebook is closed, do not place anything / apply weight on top of Chromebook.
- Students must carry the Chromebook with two hands and with the screen closed.
- Chromebooks should not be used during indoor recess.
- Students must place the Chromebook flat on a desk or table. Students can only place the Chromebook on their lap if they are sitting on the floor.
- Students must use Chromebooks in a responsible and ethical manner.
- Students must obey school rules and regulations that are clearly enumerated in the School District of the Chathams Code of Conduct and shall include any and all behaviors that apply to computer use. Any student that violates the Code of Conduct, or uses the district-provided computer to violate academic integrity, through cheating or committing acts of plagiarism will result in disciplinary action.
- School Chromebooks and the Google Apps for Education (i.e., Gmail, Google Docs, Slides, etc.) are for school use only. Students should use their personal email accounts to communicate with their friends outside of school.
- **Students will uphold these guidelines as well as the District Policy on one to one devices to be used virtually or in person during the school year 2021-2022.**

### **Code of Conduct**

Please refer to the [Code of Conduct](#) shared in the parent portal and shared with your students on the first day of school.

#### ***Standard School Rules***

1. Demonstrate respect for all people by:
  - No name calling or teasing
  - No inappropriate gestures or mean/degrading facial expressions
  - No inappropriate language at any time
  - No inappropriate touching
2. Demonstrate respect for others' personal property/school property at all times
3. Listen to others and work collaboratively with classmates by tolerating and respecting the opinions of others even if they are different
4. Work to maintain a neat and organized classroom environment

### ***Recess Rules and Expectations***

Student cooperation is needed to keep down cafeteria/playground related discipline problems. Below is a list of rules for cafeteria/play behavior. Please take the time to go over the list of rules.

#### ***Students are expected to:***

- show respect toward the adults in charge.
- show respect towards each other - you may not hit or verbally abuse others.
- show pride in their school by keeping the cafeteria and playground areas clean.
- settle their differences peacefully.
- stop what they are doing and line up quickly when recess is over.
- to enter the building quietly.

#### ***Playground Equipment Rules***

- No one may push or shove another student on or around the playground.
- Each piece of equipment must be used according to how it was designed.
- You may not stand on the slides or climb up on them from the wrong end.
- Only one person at a time may be on or using a piece of equipment, unless it was designed to hold more.
- Detailed rules will be reviewed in class.

### **Communication**

Please use email as your primary communication tool when reaching out to your child's teachers. Please allow up to 24 hours for a reply due to the fact that teachers are not checking their emails during the day. Any time sensitive messages should be sent to the Office Secretaries: Jill Citron ([jcitron@chatham-nj.org](mailto:jcitron@chatham-nj.org)) and Elisabeth McHugh ([emchugh@chatham-nj.org](mailto:emchugh@chatham-nj.org)).

#### ***Conferences***

Teachers will schedule conferences with parents and students in the Fall. On conference days school will be dismissed at 12:45 p.m. Specific dates for conferences are available on the school calendar.

#### ***LAF Update***

The LAF Update carries pertinent information to you about the month's activities, as well as news about upcoming school and PTO events. LAF uses the *School Messenger Alert System* to distribute this information to families. The bi-weekly email update helps to keep everyone informed of upcoming weekly events.

#### ***Report Cards***

Report cards will be issued to students at the close of each grading period. Academic and developmental information as well as attendance is recorded on each report card. Report Cards are available to view using the Genesis Parent Portal. Our marking period dates will be communicated in the LAF Update. The dates are also noted on the school calendar

#### ***Teacher Communication***

Your child's teachers will also communicate with you via newsletters and email updates throughout the school year.

#### ***Questions/Concerns***

Parents are encouraged to contact their child's teachers if they have any questions or concerns. Teachers should be contacted first when you have concerns. It is common practice at LAF for your child's team of teachers to contact the parents together so that everyone is working together to support the student academically and socially. Once you have contacted the teachers, if you feel that the matter was not resolved or you need more information, please contact Mrs. Russo ([crusso@chatham-nj.org](mailto:crusso@chatham-nj.org)).

### **Counseling Services**

School counseling is a process of helping a student grow in knowledge and understanding so that they can make wise decisions. Ms. Cindy Weiner ([cweiner@chatham-nj.org](mailto:cweiner@chatham-nj.org)) and Mrs. Kelly Medvin ([kmedvin@chatham-nj.org](mailto:kmedvin@chatham-nj.org)) will provide counseling services at Lafayette.

### **Classroom Parties/Food Events**

All parents and students will be informed of any classroom parties (i.e, Halloween, Winter Celebration, Valentines, End of year). On these special days, students may bring in a special snack from home. On rare occasions, the PTO may gift the students a popsicle party. Ingredient information will be provided before the students are served popsicles.

### **Dress Code**

Students are encouraged to dress properly in comfortable, clean clothing at all times, which reflect appropriate dress according to the weather conditions. Any type of dress which proves to be disruptive to the educational process will not be permitted. Please make sure that shirts and tops with sayings printed on them are in good taste and appropriate for our elementary school. Although there are no steps at Lafayette we feel that flip flops are unsafe for the playground and inappropriate for physical education classes.

### **Fire Drills & Security Drills**

Fire Drills and Security Drills are necessary for the safety of our students and staff. Our students will be taught the proper procedures to follow during these drills, as well as the importance of these drills. Fire drills will be held once a month and specific information for fire drills is posted in each room. Security drills will be practiced once a month. This information is reviewed with the students by their teacher.

### **Forgotten Items**

If your child forgets to bring an item to school, you may drop it off at the table by the front door. Please make sure the item is labeled with your child's first and last name as well as their homeroom teacher's name. Once you arrive at school, you can ring the doorbell to let us know that you dropped off an item.

### **Health Office**

The school nurse is available throughout the entire school day for emergencies that may occur. All emergency contacts in Genesis should be kept up to date, so the nurse can contact a parent/guardian in the case a child becomes ill or injured. All contagious diseases or conditions should be reported to the school nurse.

#### ***Allergies***

All of our classrooms are free of peanut and tree nut food. All school snacks should be peanut and tree nut free. If your child has other food allergies, these will be communicated with your child's teachers and classmates in a confidential manner to ensure your child's safety.

#### ***First Aid***

The nurse will tend to all injuries that occur at school. When necessary, the parent will be called if an illness or injury requires medical attention. If the parent is not available, the emergency contact will be called. It is important that the emergency contacts live no farther than a 15-20 minute drive from LAF School.

#### ***Health Records***

Please communicate with the school nurse and your general practitioners to ensure that all of your child's immunizations are current.

#### ***Injuries***

If your child has sustained any injury that requires casting or sutures, you must get a note from the physician detailing the specific activity restrictions. When the cast or sutures are removed, the physician must write a note as to the level of activity your child may resume. Your child will not be permitted to return to full participation in P.E. class until the doctor's note is given to the school nurse.

Please visit the [Student Health Services](#) section of the District Webpage for more information and frequently asked questions about medication, immunizations, and what to do when your child is sick.

## Homework

- When homework is assigned parents can help their children by arranging a quiet, comfortable place to work, and by seeing that assignments and reading is completed.
- If your child is absent for two consecutive days, homework may be requested through the Parent Portal when you input the reason your child is absent. Homework will be ready for pick up after school from 3:30 to 4:00pm and placed in the homework bin outside the front door.
- Taking a vacation that is not within the school calendar is discouraged. Classroom assignments and homework will not be given out ahead of time. Students are expected to complete the work missed during their absence.
- Our goal is to have the students complete their homework independently. When your child struggles with their homework and frustrations are high, you are encouraged to write a note to the teacher so that the concept can be reviewed at school.

## Hours of Operation

The Lafayette School day begins at 8:45 a.m. and ends at 3:15 p.m. Supervision on school grounds begins at 8:35 a.m. The Lafayette office opens at 8:00 a.m. and closes at 4:00 p.m.

### *Delayed Opening*

There will be times when the opening of school will be delayed due to inclement weather or a professional development day. The school day will begin at 10:45 a.m. and end at 3:15 p.m. during delayed openings. Students should be on school property no earlier than 10:35 a.m. Please check the school calendar for scheduled delayed openings.

### *Early Dismissal*

There are scheduled early dismissal days for either professional development or parent/teacher conferences. The schedule for an early dismissal will be 8:45 a.m. - 12:45 p.m. Lunch will not be provided on early dismissal days. Students will still have snack time on these days.

## Lost and Found

The lost and found box will be located in between the gymnasium and cafeteria. Please label (first and last name) your children's clothes, boots, lunch boxes, etc. Unclaimed items will periodically be given to charity.

## Lunch and Snack (Chartwells)

### *Snack*

- ~ All students are encouraged to bring a healthy snack to school every day. Water is allowed at any time during the school day.
- ~ Letters regarding "Allergy Awareness" are distributed by the nurse during the first week of school. Please note and adhere to these restrictions for the safety of all students.
- ~ Please remind your child to never share their food.

### *Lunch/Cafeteria*

- ~ Lafayette offers a variety of hot and cold lunch options that will be available to your child during their lunch period. Lunch menus can be found on the LAF homepage or via this [link](#).
- ~ Students may also bring lunch from home. If your child chooses to bring in a lunch from home, LAF does encourage packing a litterless lunch. Ideas for packing a litterless lunch:

**Try to include:**

- Sandwiches, salads and other meals in reusable containers
- Whole fruits and vegetables without packaging
- Drinks in reusable containers, like a thermos (or in recyclable ones, like a can, glass or tetra pak)
- Snacks purchased in bulk and brought in reusable containers
- Cloth napkins, reusable spoons and forks

**Try to not include:**

- Individually wrapped snacks
- Plastic baggies that are not reusable
- Disposable forks and spoons
- Straws
- Plastic wrap or foil that cannot be reused

**Lunch Accounts**

~All students have a digital lunch account which can be accessed by using their Student ID number located in Genesis. You can log on to [www.payforit.net](http://www.payforit.net) to put money into the account which will allow your child to purchase lunch or a snack. Snack options are available for purchase on Wednesdays, Thursdays and Fridays. The students are allowed to purchase one snack on these days from the cafeteria.

~ The recommended operating account balance is \$50.00. Funds can be transferred into a student's account easily through the [www.payforit.net](http://www.payforit.net) website. If you do not want your child to use his/her lunch account please let us know and we will block the account. If you have any questions, please contact Bob McBreen, Food Service Supervisor at [rmcbreen@chatham-nj.org](mailto:rmcbreen@chatham-nj.org)

**Parent Teacher Organization**

The Lafayette PTO is a non-profit organization consisting of parents, school staff, and community members. The purpose of this association is to be a support system to our children and our educational programs. The PTO sponsors fund-raisers, assemblies, social events and other special projects for all of our community. As a volunteer based organization, they can not provide these services without your help and participation. At many of our meetings there are specific topics and speakers addressing changes in our educational system along with changes that may affect our entire community, and all are welcome. Meeting dates and times will be posted on school calendar.

**After School Enrichment**

Our PTO provides an after school enrichment program consisting of high interest mini-courses, on a user fee basis. Specifics regarding this experience are sent home in October. Confidential financial assistance is available, please contact Mrs. Russo for more information.

**Restrooms**

There are restrooms located in various areas of the building. If for any reason a staff member needs to enter a student bathroom, the staff member will announce and identify him/herself from the door, and inquire as to whether or not there are any students inside. For example, "This is Mrs. Russo, and I'm coming into the bathroom. Is there anyone in here?" If a student hears a teacher identify themselves, the student should respond indicating that he/she is in the bathroom. The staff member will not enter until the student leaves the bathroom. If a staff member needs to be in a student bathroom, there will be a modified stop sign displayed outside of the door. If a student encounters the sign, he/she will need to find another restroom.

**School Visits**

Visitors seeking to speak with a principal, teacher, or other professional staff member, must have an appointment to do so. All appointments can be arranged via email. If visitors arrive at the school without an appointment, they will be asked to make an appointment and return to the school at a time that is mutually convenient for the visitor and staff member. Please visit the District Webpage for more information on Regulation 9150 - School Visitors.