

Serving With Pride The
Township of Manalapan
and the
Borough of Englishtown

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SCHOOL**

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Parent Drop Off/Pick Up/Tardy Procedures

Our mission in the Manalapan-Englishtown School District is to provide our students with an outstanding education in a safe, secure, and nurturing environment. One important area that falls under the umbrella of school safety is dismissal at the end of each school day. We have established procedures to ensure that students are dismissed from school and are delivered home safely. Parents who routinely drop off children in the morning or pick their children up early from school compromise our ability to maintain the safety of all of our Lafayette Mills School students.

Further, as Board of Education Policy states: "...the early dismissal of students is detrimental to the student and the school program in that it: a) shortens the student's day and disrupts the routine; b) disrupts and distracts from other responsibilities of the school staff; c) creates a safety hazard due to the interference with school bus traffic."

As a result, we are asking that parents **DO NOT** drop students off in the morning or pick their children up from school in the afternoon unless it is absolutely necessary. For those parents who feel that they must transport their children to school, please follow the procedures below.

Parent Drop Off Procedures:

Students may be dropped off in the drop off zone starting at 8:40 am

If you feel the need to drive your child, you may drop him/her off in the morning at the crosswalk between 8:40 and 8:50 a.m. Your child will be directed to the portico area. Please drop your child off in the designated location only. After the buses depart, you may park in front of the school, ring the day bell and a staff member will escort your child into the building.

Tardy Procedures:

Students arriving in their classroom after 8:58 a.m. are considered tardy. These students are to report to the Nurse's Office to receive a tardy pass before going to the classroom. According to Board Policy 5210, the Board of Education believes that promptness is an important element of school attendance. Students who are late to school miss essential portions of the instructional program and create disruptions in the academic process for themselves and other students.

Procedure for Excessive Tardiness:

- At 3rd tardy, a phone call requesting a reason for the lateness will be made from the nurse, counselor or administration.
- At 5th tardy, a letter from administration sent to parent/guardian and placed in student's file.
- At 6th + tardy, referral to administration for assignment of an appropriate consequence.

Parent Pick Up Procedures:

The instructional day concludes at 3:00 p.m. Dismissal will begin each day at 3:07 p.m. Pick up is from the gymnasium doors. Parent or Guardians that have made arrangements to pick up their child at this time will line up near the basketball courts no earlier than 3:00 pm. Please have picture identification available.

In order to organize the parent dismissal pick up, a note must be sent to the main office and classroom teacher. Please DO NOT email a pick up request as the teacher may not have the chance to check email prior to your arrival.

If a parent or guardian picks his/her child up every day or on a specific day of each week for the entire year (e.g., karate on Mondays), one note is sufficient for the entire year.

In an emergency, a parent must advise the school by a phone call to the school office that the request is being made not to place a child on the bus, and the student will be held for parent/guardian pick up.

Please be advised that your child will be sent home on the school bus if no note was received that day, or if we do not have a weekly/daily note on file for the current school year.

Please make sure your note has the following information:

1. Child's first and last name
2. Name of child's teacher
3. Date of pick-up
4. The first and last name of the person picking the child up
5. Signed with first and last name of the person writing the note

In the event you do not pick up your child at dismissal time, the office will attempt to contact you using the district's emergency call procedures. Your child shall be supervised by school staff in the Main Office and will only be released when you or your designee arrives. Please ensure that all designees can produce proper identification. At pick-up time, students will only be released to a parent/guardian or authorized person designated by the parent/guardian.

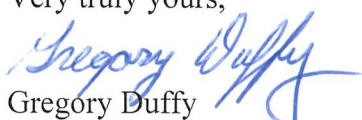
In cases of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student.

Early Dismissal:

In all cases of early dismissal, please provide written notification to the main office and teacher the morning of the scheduled appointment. The purpose of also providing written notification is to provide the teacher with advance notice to help prepare your child with the necessary materials for early dismissal. When you arrive to pick up your child for an early dismissal, you will ring the bell and tell our office staff your child's name and class. Our staff will bring your child out to you. Be sure to have a proper ID with you for pickup of the student. Our staff will be checking IDs.

Thank you for your cooperation. We know that these procedures will preserve our instructional time and will allow for a safer and more orderly student arrival and dismissal each day.

Very truly yours,


Gregory Duffy

Principal