

Welcome to

Lafayette Mills School

66 Maxwell Lane
Manalapan, NJ 07726



Gregory Duffy, Principal
Lindsay Singer, Assistant Principal

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District website: www.mersnj.us
School website: www.mersnj.us

We welcome you to a new year of learning, making friends, and positively impacting our learning community through citizenship. This handbook has been developed to assist parents and students in better understanding the operations of the school and student responsibilities regarding the rules regulations and procedures.

We would like parents and students to view the contents of this handbook and return the Lafayette Mills School Student Handbook verification form to the classroom teacher.

SCHOOL DAY

A regular school day:	8:50 a.m. – Dismissal begins 3:07 p.m.	Arrival between 8:40 a.m. – 8:50 a.m.
A four-hour day:	8:50 a.m. – Dismissal begins 12:52 p.m.	Arrival between 8:40 a.m. – 8:50 a.m.
A delayed opening:	10:20 a.m. – Dismissal begins 3:07 p.m.	Arrival between 10:05 – 10:20 a.m.

Parent may not drop students at school earlier than 8:40 am unless arrangements have been made with a teacher or administrator.

MAIN OFFICE

School office hours are 8:20 a.m. – 3:45 p.m.

School Counselor

Jessica Young 732-786-2709

School Nurse

Lucinda Vazquez 732-786-2706

School Secretaries

MaryAnn Mocerino-Schortje Ext. 1300

Desiree DiLorenzo Ext. 1301

In order to maintain a proper educational environment and keep our school, staff, and students free of danger and disruption, we have developed the following handbook, which includes the code of conduct for our school. Please understand that the rules you are about to read in this handbook/code of conduct supplement our broad, discretionary authority to maintain safety, order and discipline inside the school zone. The rules/policies contained within this handbook support, but do not limit, our authority. In addition, please note that the code and the aforementioned authority extend to ALL who enter the school zone and/or attend school-sponsored events.

HOW TO CONTACT A STAFF MEMBER

Each staff member may be emailed by first initial or first name, last name @mersnj.us. For example, John Doe may be emailed by entering jdoe@mersnj.us into the address line. For NEW staff members you need to write out the first name, for example, johndoe@mersnj.us. You may also contact every administrator and teacher through voice mail. Simply follow the menu after dialing the school's main number.

NOTE: If you experience difficulty reaching a staff member via email or receive notice that you have been “blocked” by our server, please refer to the Lafayette Mills website.

PARENT DROP-OFF/PICK-UP

The Manalapan-Englishtown School District provides buses for ALL students and everyone is encouraged to ride the school bus on a daily basis. 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 for entrance, and escort your child to the Main Office. The instructional day concludes at 3:00 p.m. Dismissal will begin each day at **3:07** p.m. Pick up is from the dining room entrance. Please have picture identification available.

As mentioned above, parents and guardians may pick up their children after school from the dining room entrance. 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. However, we discourage early dismissals. There will be an announcement that all students being picked up must report to the Dining Room where they will be supervised for pick up. Students must be signed out by their parent/guardian, and may also be picked up by an authorized person designated by the parent/guardian if they are listed in PowerSchool. The school may request ID at any time during the dismissal process. In the case of divorced or separated parents, the non-custodial parent must have the permission of the custodial parent to pick up the student.

If the school does not have a note indicating that a student will be picked up, the student will be sent home on the bus. 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 in the Main Office for parent/guardian pick up.

The custodial parent has discretion to give permission to another person (e.g., babysitter/family member) to pick up children from school. The non-custodial parent may not prohibit the other parent from doing so. Accordingly, the school district may release students to those persons whom the custodial parent has designated. In the case of joint legal custody, the parent who may designate who may pick up children is the parent who has residential custody, on that day of the week, as specified in the divorce judgment. In cases not described above, please call the school office for further clarification.

PAPERLESS COMMUNICATION

At Lafayette Mills, we no longer rely on paper communication, but we will provide our parents with instant information through e-mail. All of our school correspondence is distributed through BlackBoard, our district’s email messaging platform. Most school notices will be sent to you via e-mail. Simply click the attachment contained in the e-mail in order to view the notice. You may also check for any notices you may have missed or refer back to a notice for a due date or pick up time by viewing the Backpack on the website. You will see a list of our postings and the date they were added. To access the Backpack go to <https://www.mersnj.us/lm> and follow the link at the top of the page.

ABSENCES

When a student is absent from school, the parent/guardian is required to call the attendance line or the school nurse (ext. 2706) to inform the school of the reason for the absence. Upon the student’s return to school after an absence, the parent/guardian must send the nurse a note that includes the student’s name, date(s) of and reason for absence, as well as the signature of the parent/guardian.

The district’s Attendance Policy, approved by the Board of Education in May 2018, meets the requirement of school districts to establish an action plan to improve attendance for each child who has exhibited a pattern of absences.

A pupil must be in attendance for one hundred sixty-five or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course of which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school Principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including the pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all the absences rather than only those in excess of one hundred sixty-five days. Documentation of the nature and course of these absences shall be the responsibility of the pupil and parent(s) or legal guardian(s). All decisions of the review committee will be submitted to the Superintendent for his/her final approval.

1. Pupil illness (cumulative and/or non-cumulative). The district has determined that the first 5 days a student is absent due to illness, either a doctor’s note or a letter written by parent is required for documentation. On the 6th day and beyond, a doctor’s note is required.
2. Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16.
3. Educational opportunities.
4. When appropriate and consistent with Individualized Educational Programs and individualized health care plans.
5. The pupil’s suspension from school.
6. The pupil’s required attendance in court.
7. Necessary and unavoidable medical/dental appointment that cannot be scheduled at a time other than the school day.
8. An absence for a reason not listed above, but deemed excused by the Superintendent.

Please be aware that any school days missed due to a family vacation will be considered unexcused absences in accordance with our district attendance policy. It is not the responsibility of the teachers to provide homework in advance.

Tardiness/Late to School

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.

Attendance in School – After-School Activity

To attend or to participate in an after-school activity, the student must attend a full day of school that day. Students who are on a school suspension (whether in-school or out-of-school suspension) may not participate in any aspect of an after-school activity during the day(s) of the suspension.

ACADEMIC ETHICS – BOARD POLICY #5701

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to the non-authorized use of books or notes; the use of crib sheets; copying from other students' papers; exchanging information with other students orally, in writing, or by signals; obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home exams, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on-line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

Pupils found guilty of academic dishonesty, may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

ACCIDENT REPORTS

If a student is hurt on the bus or school grounds or in the building or classroom, it is IMPORTANT that the student report the injury to his/her bus driver, lunch assistant, teacher, or nurse **immediately**.

BATHROOMS

The classroom teacher or lunch assistant will give permission to a student to use the bathroom. It is the student's responsibility to sign out when leaving the room and sign in when returning.

BEFORE/AFTER SCHOOL CARE

For information about non-district run before and after care programs, please refer to the school website.

Babysitting requests need to be for 5 consecutive days. Each child is only assigned one seat on a bus for the morning and afternoon. If you choose this option you must complete the Manalapan-Englishtown Regional School District Childcare Request Form.

The YMCA of Western Monmouth County has requested and been granted allotted space to run an independent Before and After Care program in the District. If the YMCA of Western Monmouth County has accepted you child into their After Care program, your will meet in the Dining Room at dismissal time. For information on the YMCA Before and After Care programs, please see the school website.

EMERGENCY CLOSING PROCEDURES FOR BEFORE/AFTER SCHOOL CARE

- If school is *closed for inclement weather* there is NO Before or After School Care.
- If school has a *delayed opening for inclement weather* there is NO Before School Care.
- If school has an *early unscheduled dismissal due to inclement weather* there is NO After School Care. Please make certain that your child's school and your child are aware of alternate arrangements for early dismissal

BULLYING

The Manalapan-Englishtown School District has adopted policy 5512.01 on harassment, intimidation and bullying that may be accessed on the district website. A proactive series of lessons are presented to students each year beginning in kindergarten. In the all grades lessons are presented to students focusing on recognizing bullying behaviors as well as learning how to handle bullying situations. Students are educated about when they should use an "I-Message" (using appropriate words instead of their hands) to express how they are feeling and stand up for themselves and when it is necessary to get assistance from an adult immediately. In addition, students learn about the effects and consequences of cyber-bullying. Our staff is committed to educating our students about bullying. The counselor will also present lessons to each class from our Social Thinking Program. More detailed information about the anti-bullying policy is available on our district website: www.mersnj.us

CELL PHONES/ELECTRONIC READING DEVICES (4TH AND 5TH GRADE ONLY)/OTHER DEVICES/TOYS

Cell phones must be turned off and away during the instructional day and on the school bus. This includes co-curricular activities and on school transportation. Cell phones that interfere with instruction and violate the 'Off and Away' policy may be confiscated. The entire policy may be read on the district website: www.mersnj.us

An increasing number of our 4th and 5th grade students own and use electronic reading devices such as Nooks and Kindles and want to bring those devices to school for their independent reading. A review of Board Policy 5516- STUDENT USE OF REMOTELY ACTIVATED OR ACTIVATING COMMUNICATION DEVICES, PAGERS, CELLULAR TELEPHONES AND OTHER DEVICES indicates that appropriate use of an electronic reading device in school is acceptable. Policy 5516 explicitly states that "The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remotely activating paging device or similar device that is brought to school at any time or to any extra-curricular or after school activity."

In order to guarantee that your child has your permission to bring his or her electronic reading device to school and that you understand that Policy 5516 protects the Board of Education from any responsibility for the device, we ask that you complete and return a permission form. This form is located on the district website.

The use of personal gaming devices including but not limited to PSP and Nintendo DS, iPhones, laser pens or other electronic devices are not permitted in school or anywhere on school property. This includes the school bus and at bus stops. We respectfully request toys be left home. Lost property is not the responsibility of the school district.

DRESS CODE

- When standing at attention shorts and skirts should be of “fingertip” length.
- Lower-body garments and shirts should meet at all times so as not to reveal skin.
- Any upper-body garment should not be low-cut, sheer or revealing.
- Shoulder straps should be approximately three fingers in width.
- Student’s back should be covered.
- Loose-cut tank tops must be accompanied by a shirt worn underneath.
- Flip-flops are not permitted due to safety concerns. Physical education and recess require closed toe shoes with a rubber sole.
- Clothing with offensive or inappropriate writing/pictures is not permitted.

Parents will be called to bring in more appropriate clothing for the student to wear during the school day if any of the above inappropriate items are identified.

EMERGENCY

If a child becomes sick or hurt at school, the nurse will contact the parent or legal guardian. The parent or legal guardian will be responsible for taking the child home. Parents must make arrangements in advance (Emergency Contact Form) if they cannot be reached. The school nurse may give first aid only, which is “immediate and temporary treatment”.

EMERGENCY DRILLS

For the safety of all children, emergency drills including but not limited to fire, emergency non-fire evacuation, bomb threat, lockdown, and shelter in place will be practiced routinely throughout the school year.

EARLY DISMISSAL DUE TO INCLEMENT WEATHER OR OTHER EMERGENCY

On rare occasions children will be bused home early to avoid hazardous traffic conditions, unexpected storms, or other unexpected emergencies. Parents will be notified via the District’s automated phone notification system. Please make sure your phone numbers are accurate in our records. If you are aware of such weather conditions and have not received a call, please reference the announcements on the MERSD website. Keep in mind that road conditions and visibility are major factors in our decision making, more so than the number of inches of snow. Therefore, you should check a closing site at the slightest sign of snow or freezing weather. It is important that your child is familiar with your procedures for days with an early closing.

In the event of severe heat conditions, which could impair our ability to conduct a sound program and provide for the health and safety of our children, we will alert you to the possibility of shortened school (four-hour) schedules.

Consistent with the district’s policy for regular length school days and regularly scheduled early dismissal days, on emergent/inclement weather early dismissal days **STUDENTS WILL BE DROPPED OFF AT THEIR REGULAR BUS STOPS WHETHER OR NOT AN ADULT IS PRESENT**. Please review the school calendar (included in this handbook and posted on the district’s website) carefully for scheduled early dismissal days (noted as 4-hour days), and keep informed about emergent/inclement weather dismissals. If you do not want your child to take the bus on early dismissal days, you must send a note to your child’s teacher and the student will be held to be picked up. In emergencies, please call the Main Office.

GRADING

Report cards are issued at all grade levels. All report cards are issued on a trimester calendar. The report cards are Standard-Based using a five-point scale. Please refer to the District website or contact your child’s teacher for specific information on the report cards.

HEALTH OFFICE GUIDELINES

Our school nurse is available to provide nursing services and emergency health care for pupils as per Board of Education policy. In order to maintain a healthy environment for all students, we request that you comply with the following guidelines to prevent your child from contracting illness from another child and vice versa.

- Please do not give your child Tylenol, etc., and send them to school. If a child has a fever, even if he/she takes Tylenol, etc., he/she is still contagious.
- If your child has vomited either at bedtime or before school, please keep him/her home for at least 24 hours.
- The length of absence after a child has been diagnosed with strep throat is 24 hours after the start of medication.

Medication

Students are not to have any medication with them. Before any medication is given by our nurse, all of the following must take place:

1. A note from parent/guardian giving permission for medication to be administered by the nurse.
2. A note from a physician stating name of medication, dosage, and length of time medication is to be given.
3. All prescription medication must be in a labeled prescription container; over-the-counter medication must be in its original container.
4. Parent/guardian **must** transport medication to/from school.

Students with Life-Threatening Allergens

Board of Education Policy, *Administration of Medication #5330*, is available on the district website.

HOMEWORK POLICY

Our Manalapan-Englishtown Board of Education strongly believes in and reasserts "...its belief that homework is an integral, necessary and required part of the teaching-learning process." Therefore, homework is assigned on a regular basis to review and/or reinforce what has been taught. Homework is part of the students' final grades and should be completed with care. Parents are encouraged to keep a constant check on assignments.

School Planners (grades 1-5)

Students should carry the school issued student planner with them at all times. The purpose is to record homework assignments and set goals on a calendar. Parents and students are encouraged to check the planner regularly. The planner is customized to remind you of many school events using the preprinted calendar.

Homework requests due to absence

Parent requests for homework will be honored the day the student is absent. Such requests must be made by contacting the teacher via e-mail **prior to 11:00 a.m.** or by calling the homeroom teacher's voicemail. Homework may be sent home with another student that you designate or be picked up in the Main Office after school hours, but no later than 30 minutes after the conclusion of the school day.

LICE

If you suspect your child has lice, you must contact the school nurse immediately. Children may not return to school or ride the school bus until after they have been treated with an approved shampoo/conditioner and all nits are removed and they are examined by the school nurse and provided clearance.

LOST AND FOUND

There is a bin for lost and found items in the school. Please inquire about the location of the bin and check for lost articles. Valuable items are held in the Main Office.

LUNCH

Hot lunch/snacks are served daily in the cafeteria or you may bring lunch from home. All District schools have a computerized "Point of Sale" system. A detailed letter containing all pertinent information will be sent via back pack. Please place your child's name on lunches and lunch boxes.

Recess at Lunchtime

Students are permitted to enjoy a brief recess during lunchtime when weather is acceptable. For the safety of our students, appropriate footwear is required to enjoy this time.

Progress Reports

At any time throughout the school year when a teacher feels that it is necessary to inform you of poor work, a notice may be sent home. This notice lets the parent/guardian know that his/her child is doing less than satisfactory work and gives the student enough time to improve his/her grades.

SCHOOL SCHEDULE

Lafayette Mills will follow a six day rotational schedule. The days will be defined as A through F and will determine which special subject they have on that particular day. The planner will be used to help track the day and bring the necessary materials.

SCHOOL CONDUCT

In order to maintain a proper educational environment and keep our school, staff, and students free of danger and disruption, we have developed the following code of conduct for our school. Please understand that the rules you are about to read in this code of conduct supplement our broad, discretionary authority to maintain safety, order and discipline inside the school zone. The rules/policies contained within this handbook support, but do not limit, our authority. In addition, please note that the code and the aforementioned authority extend to all who enter the school zone and/or attend school sponsored events.

Each teacher will review these rules and procedures with their class. We ask that you and your child review them together.

SCHOOL CODE OF CONDUCT

All students need to learn about the rights and responsibilities of good citizenship. In addition, they should know what is expected of them and be responsible for their actions.

Expectations of Student Behavior

1. Attend school regularly
2. Demonstrate good citizenship
3. Demonstrate respect for people and school property during all activities
4. Take responsibility for his/her own behavior and learning
5. Cooperate with all school personnel
6. To ask his/her personal best in class
7. Complete all assignments on time
8. Refrain from any form of physical violence
9. Refrain from any conduct that disrupts or threatens to disrupt the learning of other students including all forms of cyber bullying at both home and school.
10. Demonstrate the ability to work together and to share responsibilities

Acceptable behavior is expected in all areas of the school, both interior and exterior. These rules also apply to travel to and from the school, to and from the bus stop, while on the school bus and during field trips.

General School Rules

1. Students are not permitted to sell or solicit sales in school.
2. School phones are to be used only for emergencies.
3. Students are required to be prepared for class with proper materials and assignments.
4. Students who are absent are required to bring absence notes upon returning to school.
5. Advance permission from the office is required for bus stop changes on the same bus.
6. Teachers may assign students disciplinary action for inappropriate classroom conduct.
7. Students are not permitted to deface books or school property.
8. When exiting the building, students are to go directly to their buses.
9. Students are not permitted to re-enter the building during dismissal for any reason without teacher or administrator permission.
10. Students are not permitted to chew gum in school or on the bus at any time.
11. Sexual harassment is not permitted and should be reported to the teacher, school counselor, administrator, and/or parent.
12. Students are to follow the *Acceptable Use of Technology Resources Agreement*.
13. There are many events beyond the school day. At all activities, students and guests are required to follow District policy and our code of conduct.
14. Cafeteria and playground rules will be reviewed with students by school administrators.

Disciplinary Action

Improper student behavior will result in disciplinary action. Consequences for breaking school rules will include but not be limited to:

- a. Warning
- b. Parent contact
- c. Detention
- d. Suspension

The severity of the consequence will depend upon the nature of the infraction and the student's previous pattern of behavior.

SCHOOL SPIRIT

You should think about school spirit in three ways:

- COURTESY- toward teachers, fellow students and all other school staff.
- PRIDE – in everything our school does and hopes to do.
- SPORTSMANSHIP – being able to win and lose gracefully.

School spirit energizes our school day and assists in each learner asking the best of themselves.

DISTRICT ISSUED MATERIALS

Chromebooks, iPads, textbooks and workbooks are provided by our Board of Education. Students are expected to take good care of their materials when they are using them. If any school issued item is lost, it will be replaced. However, the student will be charged for replacement.

TRANSFER TO ANOTHER SCHOOL

If you are moving out of the area or your child is transferring to another school, please call the school office at least two (2) days before the move. At that time, we can begin to work on the transfer card and mail it to the new school on your child's last day. Administration may request for proof of residency at any time.

TRANSPORTATION

Our Board of Education provides buses for all students. As per Board Policy #3541, only one seat on one bus route is reserved for each child going to and from school. **Students are not permitted to ride any bus other than their own** without prior administrative approval. Students may only get off at their assigned bus stop unless there is a note from the sending and receiving parent stating otherwise. The notes must be submitted to the main office so that a bus pass may be issued to the student. It is State law that all students wear a seat belt. The bus driver represents the authority of the school and is in complete charge of the bus. **State law permits the school to exclude a student from riding the bus if, after repeated counseling, his/her conduct does not follow the district guidelines.** Such a child must still attend school, and the parent/guardian must assume the responsibility for regular attendance. Please refer to the current Manalapan-Englishtown *Bus Safety Rules for Children* brochure or call the Transportation Department if they have any questions.

Please note that all students will be dropped off at their assigned stop regardless if a parent is present or not. Parents who wish to routinely pick up their child(ren) at the assigned stop must make alternate plans when not able to be present. In an emergency, a parent must advise the school by a note to the child's teacher or call the main office if a request is made not to place a child on the bus. The child will then be held in the office for parent pick up.

Students will be permitted to walk/ride bicycles to and from all schools, except for the Wemrock Brook School and the Manalapan-Englishtown Middle School. Parents who permit their children to walk or ride their bicycles to and from school must execute a permission form provided by each school. This permission may be revoked at any time in writing. It is acceptable if students who are permitted to walk decide to ride the bus, but the schools will **not** monitor whether the student walks or rides the bus. There will be no walking or bicycle riding permitted on emergency closing days, and on those days every student will be required to ride the bus or be picked up by a parent or guardian in accordance with the pick up procedures for regular length school days. In addition, students may be sent home on his/her bus at the discretion of the administration.

Bus Safety

In order to ensure the safe transportation of the students of the Manalapan-Englishtown Regional School District, all children are required to conduct themselves on the bus in a manner consistent with the established standards for classroom behavior. Video and/or monitoring devices are used on school owned and operated and contracted vehicles, and students may be monitored at any time. Bus drivers are not allowed to permit any parent on a bus at any time for any reason.

Bus Detention and/or Suspension

Please refer to the *Bus Safety Rules for Children* brochure provided by the Transportation Department. Please note that administrators have discretion to assign consequences as necessary and appropriate for the safety of all children.

VISITORS/PASSAGE POINT

All visitors to District schools **MUST** register their visit through Passage Point Visitor Management System **NO MATTER WHAT THE REASON IS FOR VISITING** (for example, if you are dropping off a forgotten item, you **MUST** register your visit). When you arrive at the school you will be asked to ring the day buzzer, state your name and the purpose of your visit. Upon entry, report to the main office. The office personnel will ask for your driver's license. Your license will be scanned and checked across a criminal database. This allows us to monitor who is in our building and to flag any other issues that may arise. You will be given a visitor pass. This badge **MUST** be worn in a visible place for the duration of your visit. On your way out of the building you will return to the Main Office and use your badge to scan out. It is imperative that you **ALWAYS** sign out when concluding your visit. This process has been established to better ensure the safety of students, staff and parents that are in the building. Our main office staff should **ALWAYS** know who is expected at our schools. More information regarding Passage Point can be found on the district website.

Thank you for reviewing the information above. Please read our District philosophy below. We look forward to learning with you this year.

Manalapan Englishtown Regional School District

Primary School Philosophy

We believe that all children can learn. We further believe that a primary education should take place in a community of learners that provides a developmentally-appropriate, active environment with high expectations for all. By providing students with a strong foundation in literacy, communication skills, number sense, and citizenship, we will ensure the building blocks for success and a love for learning.