



Brayton School Family Handbook 2025-2026



Think You Can. Work Hard. Get Smarter.

BRAYTON ELEMENTARY SCHOOL
89 Tulip Street, Summit, NJ 07901
Main Office 908-273-1276
Fax (908) 918-2112

Meet the 2025-2026 Brayton School Staff

Instructional Teams

1st Grade
 Ms. Joanne DeFillipis
 Ms. Jean Leporati
 Ms. Emma Tafe
 Ms. Cristina Werthmann

4th Grade
 Mrs.. Erin Corea
 Mrs. Lisa MacMoyle
 Mr. John Murphy

2nd Grade
 Ms. Lillian Dawes
 Mr. Robert Gannon
 Ms. Beth Lepore

5th Grade
 Ms. Kimberley Leary
 Mr. Dennis McLaughlin
 Ms. Denise Touhey
 Mr. Christopher Wisbeski

3rd Grade
 Ms. Chelsea Simao
 Mr. Chris Miller
 Ms. Christina Inghilterra

LLD
 Ms.. Samantha Marrano

Resource Room
 Ms. Caitlin Dunn
 Ms. Lindsay Roller
 Ms. Carrie Nugent
 Ms. Kathy Gawrys (RR&LW)

Learning Workshop
 Ms. Stefanie Major
 Ms. Danielle Greco

IDEAS
 Ms. Brittany Goodman

Special Area Content Teachers

ART
 Ms. Jessica Breznak
 Ms. Grace Hezel

VOCAL MUSIC
 TBD

PHYSICAL EDUCATION
 Mr. Paul Fessock

INSTRUMENTAL MUSIC
 Ms. Nevena Bojovic
 Mr. Michael Gleason

ESL(ML)
 Ms. Mary Rodriguez
 Ms. Naomi Tucker

WORLD LANGUAGE
 Sra. Karin Dorieux
 Sra. Awilda Jerez

LIBRARY
 Ms. Courtney Kaczynski

STEAM
 Mr. Aaron Gilbert

Brayton Special Services Department

School Psychologist
Learning Disabilities Teacher Consultant
Social Worker
School Counselor
Literacy Coach
Speech/Language
Occupational/Physical Therapists

Ms. Kendall Bush
Ms. Danielle Mack
Ms. Allison Brown
Ms. Alexis Esposito
Ms. Staci Kaplan
Ms. Suzanne Zadik
Ms. Janah Angelou

Instructional & Recess Paraprofessional Staff

Ms. Sharon deLagarde
Ms. Patricia Scozzarro
Ms. Patti David

Ms. Natalia Graziano
Ms. Cathy Casano-Boris

Ms. Florence Williams-Villegas
Mr. Conor Chohey

Ms. Kristin Ciardella
Ms. Christine Otiende

Ms. Sandy Holmes
Ms. Michelle Lazzaro

Ms. Maria Vogelsang

Custodial Team

Mr. Joel Aviles, Head Custodian
Mr. Ron Rodriguez, Custodian
Mr. Walter Kedra, Custodian

School Nurse

Ms. Nicole Johnson, Nurse

Office Staff

Ms. Shane Zeigler, Principal
Ms. Leanne Ulrich, Secretary

<p>School Hours</p>	<p>Brayton School hours are from 8:15 am-3:00 pm.</p> <p>On Single Session Days, elementary students attend school from 8:15-12:30pm. Lunch will not be served on Single Session days.</p> <p>On Delayed Openings, school will open at 10:15 am.</p> <p>It is the policy of the Summit Public Schools to close only in the case of emergencies, the prime consideration being the safety of children. Schools may close for the entire day or, on certain occasions, there may be a delayed opening of school rather than a full day's closing.</p> <p>If school is closed or if there is a delayed opening, an announcement will be posted on the District Website.</p>
<p>Arrival/Dismissal (Car Line and Walker)</p>	<p><u>Car Line</u></p> <p>The car line drop off at Brayton will be staffed by a faculty member who will assist with moving the line along ensuring efficient arrival of students. Students must exit the vehicle on the PASSENGER SIDE ONLY.</p> <p>Drop off procedures are as follows:</p> <ul style="list-style-type: none"> • Enter Myrtle Avenue, and proceed through the coned area. • Drive ALL THE WAY to the end, or to the last car, before stopping • Have your child quickly exit the car and walk to the Myrtle Avenue entrance. • Brayton staff will be present to monitor your child and the traffic • Once your child completely exits the car, pull away • If possible, please continue to drive up Larned Road to Mountain Avenue to avoid causing a back-up at the Tulip St/ Myrtle Ave. intersection. • Students can only be dropped off or picked up at the Myrtle Avenue car line. <p><u>Arrival</u></p> <p>Staff will be located at all line up entrances from 8:05-8:15 am. Third, fourth and fifth grade students are allowed to walk to school by themselves with permission from parents/guardians. Students will come directly to their arrival lines, they should not be playing on the recess equipment or in Memorial Field.</p>

Brayton strives to maintain a safe traffic flow during arrival and dismissal. In times of stress, it is even more important to remain mindful to ensure student safety.

PLEASE – park legally, do not disembark your child in the street or ask them to cross the street outside of the established crosswalks, or make illegal turns.

Our students' safety is our first priority and your cooperation is necessary to set the standard for our children to demonstrate safe behaviors and respect for rules. We work closely with the Summit Police Department to ensure public safety for all.

The following is an outdoor line up “map.”



1st Grade – Entrance (E9) at Link closest to the Old Building. A cone will indicate the front of the class line and include the teacher's name.

2nd Grade - Entrance (E8) at Link closest to the office. A cone will indicate the front of the class line and include the teacher's name.



3rd Grade – Entrance (E6) by Library. A cone will indicate the front of the class line and include the teacher's name.





4th Grade, 5th Grade and Mrs. Marrano's class – Entrance (E10) at Junior Playground. Students will line up behind the appropriate cone indicating their teachers' name.

Faculty will greet their classes at 8:15 AM and escort them into the building.

Dismissal

All students are dismissed at 3:00 PM.

Students will exit, by grade level, through the same door where they entered in the morning.

	<p>All 1st and 2nd grade students will be released to caregivers who are noted on parent approved student dismissal forms. These forms can be found in the Genesis parent portal and <u>must be completed before the first day of school</u>. Teachers will NOT release our youngest learners to any person, other than those indicated on this form.</p> <p>Our 3rd, 4th and 5th grade students may be dismissed without a guardian if parents grant permission on the dismissal form. Grades 3-5 students who are being picked up by a parent/guardian should have a location arranged in advance to facilitate efficient pick up from school grounds. All students, except those attending an afterschool program, should be off school grounds by 3:15 pm.</p> <p>PLEASE DO NOT BRING FAMILY PETS TO ARRIVAL OR DISMISSAL. THEY ARE NOT ALLOWED ON SCHOOL GROUNDS.</p>
<p>Inclement Weather and Morning Arrival</p>	<p>Morning Arrival Procedures</p> <ul style="list-style-type: none"> • Morning Line-Up: Students line up outside in their assigned areas each morning. Supervision begins at 8:05 AM, and doors open at 8:15 AM, which is also when the school day officially starts. • Inclement Weather: In the case of inclement weather, students will be allowed inside the building at 8:05 AM (from their regular line-up spots), when supervision begins. • Traffic Flow: This routine helps reduce congestion in the car line, especially on days when we may be short-staffed. It also ensures that students are entering from their usual spots, so they always know where to go. • Dress for the Weather: Please remind your children to dress appropriately for the weather. Umbrellas are welcome at school. • Red Flag Days: On days when all students need to enter through one entrance (due to severe weather or any unexpected circumstances), a red flag will be displayed on both Myrtle Avenue and the Junior

	<p>Playground. On these days, students may enter the building at 8:05 AM and go directly to the gym, where they will be supervised by aides until teachers pick up their classes at 8:15 AM.</p>
Assemblies	In-person assemblies are planned in collaboration with our PTO.
Smart Watches and Phones	Phones and Smart Watches are not allowed to be turned on or worn during the school day. They must be turned off when school begins and placed in your child's backpack. If you need to contact your child for any reason, please call the main office. We will make sure your child gets any necessary information.
Attendance	<p>Attendance policies remain in effect as in prior years reflecting State and Board guidelines. Teachers will take attendance each morning during the homeroom period. Late policies also remain in effect.</p> <p>Reporting Absences Regular absence reporting procedures are in effect. Please email Mrs. Ulrich at lulrich@summit.k12.nj.us or email besASAP@summit.k12.nj.us to report your child's absence. As always, Mrs. Johnson is available to answer any questions or provide guidance including where to locate the most current health guidelines.</p> <p>Attendance will be taken in the classroom at 8:25 AM and Genesis alerts will be issued according to the reported status of your student.</p> <p>Please note: If your child is absent during the school day, they are not allowed to attend any afterschool activities.</p>
besASAP@summit.k12.nj.us	<p>If there is going to be a change in dismissal or arrival, please email besASAP@summit.k12.nj.us and copy your child's teacher explaining what the change is. Your email must include your child's name and class in the subject line. If there is a change in dismissal, please make sure the email is sent NO LATER than 2:30pm.</p> <p>You can also use this email address to report an absence. Please remember to include the date of the absence and the reason. Don't forget to copy your child's teacher.</p> <p>If you choose to call the office to report an absence, please make sure you leave the information in a voicemail.</p>

Back to School Night	<p>Our annual Back to School night in September provides an opportunity for you to meet your child's teacher and to learn more about the school and classroom expectations and plans for the school year. The evening is divided into two sessions that will be repeated. If a parent/guardian cannot make one session, they will be able to attend the other session. Please note: This evening is for parents/guardians only.</p> <table border="1" data-bbox="581 535 1393 1108"> <tr> <td></td><td>Brayton Elementary School</td></tr> <tr> <td>6:30-6:45</td><td>Greetings & Introduction</td></tr> <tr> <td>6:50-7:20</td><td> Session 1 (Grades 1-5) Classroom Teachers will present in their classrooms Specialists will be in the Gym to answer questions <i>(Will be repeated in Session 2)</i> </td></tr> <tr> <td>7:20-7:30</td><td>Break</td></tr> <tr> <td>7:30-8:00</td><td> Session 2 (Grades 1-5) Classroom Teachers will present in their classrooms Specialists will be in the Gym to answer questions <i>(Repeat of Session 1)</i> </td></tr> </table>		Brayton Elementary School	6:30-6:45	Greetings & Introduction	6:50-7:20	Session 1 (Grades 1-5) Classroom Teachers will present in their classrooms Specialists will be in the Gym to answer questions <i>(Will be repeated in Session 2)</i>	7:20-7:30	Break	7:30-8:00	Session 2 (Grades 1-5) Classroom Teachers will present in their classrooms Specialists will be in the Gym to answer questions <i>(Repeat of Session 1)</i>
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Code of Conduct	<p>We promote an inclusive and kind community. Students are expected to follow our code of conduct found HERE.</p>										
Computer Use	<p>All students will be issued a district Chromebook for their personal use. The District Technology page, located on the district website, contains information regarding use and what to do if a repair is needed.</p> <p>Student devices are monitored through Linewize which assists in flagging content that is inappropriate or affects the safety of the students.</p>										
Acceptable Use of Computer Network/Computer and Resources	<p>The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning.</p> <p>Please review Summit's District Policy on the Acceptable Use of Computer Network/Computer and Resources here.</p>										

Counseling Department	Ms. Alexis Esposito, our full-time Brayton School Counselor, is available for students and families seeking support. Please reach out to her through school email or, if a situation that requires immediate attention, through the school office. Her email is aesposito@summit.k12.nj.us . Remember to visit the School Counseling page on our website for a wide range of information and resources to support both your child's and family's social and emotional health.
Delayed Openings	Should a delayed opening be required due to inclement weather, families will receive an alert. Arrival time is between 10:15 and 10:25 with instruction beginning at 10:30 AM.
Early Dismissal at Parent Request	<p>Parents/guardians should try to avoid picking up students early from school. If necessary, please email besASAP@summit.k12.nj.us as early as possible. In addition, please send an email to your child's teacher the morning of your request. This note must include the student's name, pick-up time, whether the student is returning, and anticipated time of return (if applicable). Your student will be dismissed to you from the Main Office.</p> <p><i>Parents/guardians will not enter school to meet students for early dismissal. Parents will be required to sign their child out and then wait outside the Main Entrance door where their child will meet them after checking out through the Main Office.</i></p>
English Language Learners (Multilingual Learners)	Scheduling, technology, and instructional support for English Language Learners will be tailored to student needs into and around their regularly-scheduled day.
Entrances and Exits	Our school building is monitored by cameras at various entrances for security purposes.
Field Trips	All field trips will be planned within the District and Health Department Officials guidelines supporting the safety of all participants.
Genesis	The Summit Public Schools student information system is Genesis. Information regarding use of this parent and student portal is available on the district website. It is imperative that families monitor and update their Genesis account regularly in order to ensure that it reflects current, accurate emergency contact, dismissal and other important student information. This is also the communication tool that is employed to share student teacher assignments and report cards.

Hand Washing/Use of Hand Sanitizer	Students and staff will be reminded that frequent handwashing is necessary and important to reduce the risk of illness due to viral or bacterial transmission. Hand washing should last a minimum of 20 seconds. Hand sanitizers have been installed throughout the building and will be monitored to ensure that they remain full for student/staff use. Students may also bring hand sanitizer to school for their personal use. Please review the Health and Safety guidelines outlined in the district plan for additional information.
Late Arrival to School	In the event a student arrives late to school, please ring the bell at the Main Entrance. We are asking parents to send an email to both Mrs. Ulrich as well as the classroom teacher that includes the student's name, date and reason for late arrival. Remain with your child until they are buzzed in and safely enter the building where they will proceed to the Main Office. <i>Parents do not need to enter the building or sign their children in.</i> We will print out and file the email record of the "sign in" and your child will proceed to their classroom.
Library/Media Center	We will be excited to continue this aspect of your child's educational experience in the library environment. Please feel free to reach out to Ms. Kaczynski if you are interested in becoming a library helper.
Lunch and Recess	<p>School lunches will be provided by Pomptonian. Both hot and cold lunches will be available for purchase. Please go here for information regarding establishing accounts. Students are also invited to bring their own lunches from home. Lunch is an in-school, hot lunch model. Please see the flyer for more information.</p> <p>All students have one hour for lunch and recess. Students have 25 minutes to eat lunch and 35 minutes of recess.</p> <p>First and second grade students will have recess on the Junior Playground. Third, Fourth and Fifth grades will be on the Senior Playground. Fifth grade Safety Patrols will be present in addition to our regular adult playground aides to monitor students.</p> <p>On inclement weather days, children will have recess indoors, either remaining in their classrooms, Library or Gym.</p>
Materials	Classroom materials will be stored in the classroom and student desks. Coat closets will be open for student outerwear.

	<p>Students are reminded that no items (earbuds, water bottles, clothing, etc.) should be shared at any time. Only items that students need for their own day at school should be brought to school. Please label materials and clothing to aid in the return of lost items.</p>
Nurse's Office	<p>Our health office supports the health needs of all of our students. Nurse Johnson is the Brayton school nurse and works hard to ensure the health and safety of all of our students.</p> <p>Daily health office practices, including the need for students to receive medication, monitor/determine illness, and/or receive injury or emergency care will continue to be provided. All health office practices and information can be found on our District's Health Office webpage.</p>
Special Area Content Instruction including Physical Education, Art, Music & Library	<p>Instruction in physical education and the related arts is an important component of any students' educational experience. All classes have been scheduled to receive instruction during the instructional day. Please see your individual classroom schedule, provided by your classroom teacher, for the rotation of these instructional periods.</p>
Safety Drills	<p>Safety drills will be conducted in accordance with state guidelines and mandates to include two per month.</p>
Schedule (Daily)	<p>Students will receive daily instruction in the areas of reading, writing, math, science and social studies along with related arts/specials from 8:30 AM to 3:00 PM.</p> <p>All students will also participate in a 15-minute daily SEL (Social & Emotional Learning) meeting to discuss and learn social and emotional strategies represented in a range of topics from friendships to conflict resolution.</p>
Section 504 Plan Accommodations	<p>Current Section 504 plans will be reviewed in September and remain in effect unless otherwise indicated by student performance. Families will be notified if any change is recommended.</p> <p>If you would like to request a 504 plan, please contact S. Zeigler for more information.</p>
Snacks/Water	<p>Students should bring a snack and drink to school each day in a personal container. Snacks will be allowed daily and take place in the classroom setting. Students are permitted to bring in a beverage and keep this beverage at their desk (although not on</p>

	<p>their desk when the Chromebook is in use). As a reminder, students are absolutely NOT allowed to share food.</p>
Brayton Food Policy	<p>To help us keep all students safe, food items (including popsicles) may not be shared or distributed during the school day (8:15–3:00), including for birthdays or class parties, unless they are provided and approved by the district. We kindly ask that students only enjoy the lunch or snack they bring from home. For birthdays and special celebrations, families are welcome to send in non-food items such as pencils, stickers, or a book for the class to enjoy together.</p>
Social Emotional Learning and Stress Management	<p>We recognize and are committed to continuing to address significant stressors that everyday life situations have on students, staff, and our community. Our counselors, Child Study Team members, district staff, and administrators continue our commitment to support programming in strengthening our mental health and supporting healthy growth and development for our students. Please do not hesitate to reach out to any of these district resources for support. We are only a phone call or email away.</p> <p>We have also scheduled “Classroom Meetings” at Brayton. This classroom community meeting will support conversation and address concerns of our students while fostering social interaction and emotional health.</p>
Special Education and Related Services	<p>Special education programs will be implemented within IEP guidelines across all environments as stipulated in the student’s plan. Please speak with your child’s Case Manager for additional details or to have any individual concerns addressed.</p>
STEAM Innovation Lab	<p>We will continue to use our state of the art STEAM lab. Mr. Aaron Gilbert is our STEAM teacher. He works in close collaboration with homeroom teachers to create a continuity of curriculum and instruction between the classroom and the lab. Students will cycle into the STEAM lab throughout the year.</p>
Technology and Technology Support	<p>Equipment, email, learning platforms on Google, IT security, hardware/software, training, and support resources for staff, students, and families are addressed in our district’s plan.</p> <p>All questions regarding tech should be sent to problem@summit.k12.nj.us. This email address is constantly monitored and is the fastest way to begin solving a problem related to district devices.</p>

Translation/ Traducciones	<p>To receive support for translation, please contact Mrs. Leanne Ulrich, School Secretary at 908-273-1276 x. 6152. She will provide additional information.</p> <p>Para recibir apoyo para la traducción, por favor contacte con Mrs. Leanne Ulrich, School Secretary at 908-273-1276 x. 6152.</p>
Visitors/Meetings	<p>To ensure the safety of our students, staff, and community, visitation will continue to be monitored for the security of the staff and students of Brayton School.</p> <p>Appointments must be made in advance to see teachers, counselors, administrators, and other staff. Please be prepared to announce your name and purpose in order to be granted access into the building. In the event that an emergency visit is necessary, please call the main office ahead of your arrival so we are prepared to accommodate your needs.</p> <p>In the spirit of fostering independence and promoting responsibility of our students, we highly encourage parents to limit the dropping off of items. Drop-off items (lunch, instrument, Chromebook, etc.) can be left off at the table in the main entrance vestibule. Please make sure your child's full name is on the items.</p>